



# Palisades Charter High School

## Board Meeting

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### Date and Time

Tuesday February 9, 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:

+16699009128,,88581522779#,,,,\*28136061# US (San Jose)

+13462487799,,88581522779#,,,,\*28136061# US (Houston)

Or join by phone:

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

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

Webinar ID: 885 8152 2779

Passcode: 28136061

International numbers available: <https://palihigh-org.zoom.us/j/88581522779>

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*As per Executive Order N-29-20 from Governor Newsom, the Palisades Charter High School Board of Trustees meeting scheduled for Tuesday, February 9, 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.

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**Agenda**

**I. Opening Items**

Opening Items

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

**Public Comment 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 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).

**D. Approve Minutes**

Approve minutes for Board Meeting on January 12, 2021

**II. Organizational Reports**

**A. Student Report**

**B. Parent Report**

**C. Classified Staff Report**

**D. Faculty Report**

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

- Director of Admissions and Attendance Contract

**F. Director of Operations Report**

**G. Director of Development Report**

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

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

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

**A. Budget & Finance Committee**

- 2/8/21 B&F Meeting Recap

**B. Post Retirement/Lifetime Healthcare Benefits**

**IV. Academic Excellence**

**A. Grade Appeal Policy**

**B. Graduation Credit Task Force**

“For the 12th grade class of 2021, adjust the PCHS High School graduation requirements to 210 credits by reducing required Elective credits from 75 to 55.”

**C. Extension of PCHS Attendance Policy Suspension**

“To continue the suspension of the PCHS Attendance Policy for second semester 2020-2021.”

**V. Finance**

**A. 2020-21 Budget vs. Actuals**

**B. 2020-21 Cash Flow**

**C. 2nd Interim Considerations**

**D. 2021-22 Budget Calendar/Packet**

**E. Board Resolution: Notification to CharterSAFE of Potential Withdrawal from JPA**

**F. Investment of Public Funds**

“To create an ad hoc board member committee composed of three non-interested board members for the purpose of exploring investment opportunities for the Lifetime Health Benefit fund, finalizing the Investment Policy Statement, and monitoring future investment performance.”

**VI. Governance**

Governance

**A. Ad Hoc Committee-Governance Policy #9 (Board Committee Membership and Responsibilities) - Update**

**VII. New Business / Announcements**

**A. Announcements / New Business**

1. Special Budget & Finance Committee Meeting: Monday, February 22, 2021 at 3:30pm
2. Date of the next Board Meeting is Tuesday, March 16, 2021 at 5pm

**B. Announce Items for Closed Session, If Any.**

**VIII. Closed Session**

**A. Conference with Legal Counsel**

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

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

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

**IX. Open Session**

**A. Return to Open Session**

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

**X. Closing Items**

**A. Adjourn Meeting**

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on January 12, 2021

APPROVED



# Palisades Charter High School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday January 12, 2021 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 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/89982933254>

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

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**Trustees Present**

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

**Trustees Absent**

Emily Hirsch

**Ex Officio Members Present**

Dr. Pam Magee, Juan Pablo Herrera

**Non Voting Members Present**

Dr. Pam Magee, Juan Pablo Herrera

**Guests Present**

Amy Nguyen, Dave Suarez, Isabel Gill, Steve Klima

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**I. Opening Items**

**A. Call the Meeting to Order**

Brooke King called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Jan 12, 2021 at 5:03 PM.

**B. Record Attendance and Guests**

**C. Public Comment**

Anonymous- As the new school year begins. I think it's important to emphasize the teachers are people too and that they're trying their best. As people they deserve



boundaries and breaks, as well as compensation and clear and cohesive instructions. It seems that the teachers in a relatively difficult place. When one is to examine the pressures coming from both students and admin as teachers become more stressed students are on the receiving end of these emotions, creating an environment that rotates with negativity. As a student, I hear my peers complain about things teachers do and insult their teaching skills. When those actions are caused by miscommunications and an effective decision making by people. People higher up in the Palisades high school authority. So as we have a new beginning, I urge the board to be mindful of how you treat the faculty because confusion and chaos caused an inherently negative environment that is fun for nobody.

Michael Brent IV - Good evening, I'm reading today to discuss the issue of graduation credits and the lack of seniors in the class of 2021 that will be able or are having difficulty with fulfilling the 230 credits needed to graduate from Pali. Out of 720 seniors in the class of 2021 130 seniors are vulnerable and have not graduating, that is 18% of the class of 2021. Well, many factors account for these high numbers, including job loss of parents the online learning environment and more discussions made within a board Task Force concerning this crisis. Yes crisis. We're looking over some solutions would be the core classes would be hit and tackled SO THESE SENIORS can get credit from those courses math English. There was a discussion about cutting the graduation credit requirement for all pali grades nine through 12. The requirements are at 230 and the number we would cut to would be to 10. At the time of this task force meeting a different grading scale. I'm sorry, close to 1000 Pali students were failing one or more courses. These numbers are outrageous last summer semester. Many other members of ASP had discussions with admin and also made public comments here. Asking for a different grading scale and also advocating for less work. I'd like to thank Mr Suarez was amazing work with credit recovery helping seniors and other grades get courses done I'd also like to thank Dr. Lee for his work along with our counseling team for their work. This crisis is tearing our school down in the class of 2021 we need to find better solutions to the issue of mass fails and no credits. It's as simple as that. The issue cannot be one third of the campus wasn't equipped last summer or last semester. The issue is simply to adhere to the issues that faces students and all students passing or failing. We cannot go forward with the system, it doesn't work for all students. This semester we cannot have this happen again.

UTLA no general comments

Anonymous - Currently 130+ students are at risk of graduation because kids were not passing classes in distance learning. These are not reflective of the academic achievement of the PCHS students and community.

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

Paula Anderson made a motion to approve the minutes from Board Meeting on 12-08-20.  
Leslie Woolley seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**E. Election of Board Secretary**

Leslie made motion  
Andy seconded motion  
Leslie Woolley made a motion to to approve Sara Margiotta as Recording Secretary.  
Andrew Paris seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

Public Comment: Pali High tech department is instrumental in the function of Pali High and supports most stakeholder groups: classified staff and administration as well as helping parents families board members and all board committees as needed. The info tech component of the technology initiative was designed and initially, approved by the board in 2014 included five to six positions in the info tech department, the director supervisor and three to four technicians. During these very technical technology pendant and challenging times of the pandemic, the technology department has been more crucial to police functioning than ever before. We currently do not have a person in the supervisor role and it's been very challenging this entire school year, and particularly difficult in the tech department store has had to shoulder the burden of both the directors

role. PCH is looking to fill that position at this time and we hope to have the board support to fill this position to help support the students and faculty staff to the full extent possible.

## **II. Organizational Reports**

### **A. Student Report**

No public comment made

B Clarke made 2 public comments regarding 2 pending issues before the Board. Friday schedule and graduation requirements with regards to the Task Force and the status of the work they are going to address this..

Anonymous - Public comment was made in support of the technology position being submitted to the Board for approval.

Izzy reported that Seniors gear purchases are due today as well as Senior quotes. She also reiterated public comments re: 2021 Graduation rates.

### **B. Parent Report**

Jewlz reported that parents are concerns about rumors re: LAUSD teachers Union not going back to school until all teachers are vaccinated based upon union demands. Parents are also concerned that the students won't be returning in the fall. Parents are concerned if the school is committed to a hybrid in the spring semester if allowed. Many are frustrated with eLearning and want to know changes in Friday schedule. There seems to be disagreements among parents about whether they like it or not. They are also looking for Friday office hours for teachers and counsellors. There are questions about sports returning if there is no in person instruction. They are also looking for answers regarding ACTs and SATs. Will it happen and where. Parents are also stressing concerns re: student mental health.

Comment from Ruston Kharazi- Parents want a second BTS night so that teachers and parents can be introduced or reintroduced.

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

Andy reported 1st day of new classes and classified employees are happy to be back.

Paula Anderson said that it was great to see them on campus and thanked them for all that they do for our students and the school.

### **D. Faculty Report**

As submitted

Wondering about the Friday schedule and whether the report was submitted to the regulators with our Board questions.

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

A Nguyen clarified that at the bottom of the report there is the position "tech team lead" is the same as it team supervisor. Otherwise, report stands as submitted.

**F. Director of Operations Report**

Stands as submitted. D Parcell highlighted the need for B&F Committee and Board begin addressing bussing scholarships. D Parcell also reviewed the results of the Technology Survey which were very positive overall. Results: The functioning of those devices had ratings of 93% were satisfied or better with how their tech device was functioning for them. How does it suit your day to day needs? 89% were satisfied or better and 76% said that device was good or very good. If we had unlimited funds would you want a different device and almost 90% said that they were fine with what they had and how it was working was all fine and the other 10% were people that had Windows devices that wanted to have Mac devices.

**G. Director of Development Report**

Stands as submitted. M Rawson highlighted a Special Education restricted donation and a \$5000 grant for the aquatics center and a \$2000 grant for science and a \$5000 grant for PD. Additional to note is the donations received since the last Board meeting. He also highlighted the donations made specifically for faculty which can be used to help teachers with any out of pocket expenses that they may have incurred during eLearning. He also highlighted the PD donation monies to address issues where teachers have expressed concerns.

M Rawson also clarified that Donor Brick costs were higher because there were additional donors resulting in 2 rounds of installation vs. 1.

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

Stands as submitted. The CDE audit of the cafeteria has been changed to 2/1/2021.

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

Dr. Magee welcomed everyone back and report stands as submitted. She commended the teachers for everything that they have done to transition to eLearning and new content. They have done so with great ambition and taken this to heart to be as supportive as possible for the students in both academics and mental health. Administration is continuing to work on Friday schedule and should have more information to report out in the coming weeks. PD regarding grading equity will now be held at staff PD Feb. 8, 2021 meeting with hopes for a small committee to review grading

policies. Communication re: parent Board members will be going out to parent community shortly. Waiting on final revisions.

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

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

B&F meet on 1/11/21 and therefore no report was submitted. Nothing additional to report.

#### **B. Post Retirement/Lifetime Healthcare Benefits**

Juan Pablo reviewed report and reports (including actuarial report) stands as submitted. He clarified that this does not include any potential investment returns as the monies isn't currently invested in anything aside from Treasuries. S Margiotta asked J Herrera about a note of eligible employees as of 2019. He clarified that this is an error and not calculated into the actuarial report. There were several concerns expressed regarding the lack of investment in the Lifetime Health Benefits monies. Juan Pablo Herrera stated that he would bring governance regarding investment accountability of this money to help address member concerns.

### **IV. Academic Excellence**

#### **A. Resolution to Revise Grade Appeal Process**

UTLA - no comment

B King made a motion to postpone discussion about Resolution to Revise Grade Appeal Process. Adam seconded motion.

Brooke King made a motion to postpone the discussion of the Resolution to Revise Grade Appeal Process until our February 2021 Board meeting.

Leslie Woolley seconded the motion.

John clarified that he has sat on Grade Appeals and the 4 issues he sees are:

- 1 Grade appeal is given info but only have part of the story. They end up asking administration to go back and get additional information.
2. Committee not given the information until the hearing and he would like to see the information in advance so he can formulate his thoughts/questions.
3. He has expectations that Administration has an opinion about the grade appeal. He is looking for leadership and feels like Administration should take a stand on each grade appeal.

4. Concerned for the 4 reasons why grades can be appealed. What he has noted that if students have no case because it doesn't violate the Ed Code but there are instances where there are not good teaching practices and he would like these addressed.

Izzy expressed support of postponing until Feb. now that John was able to clarify reasons for amending the policy.

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

**Roll Call**

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

**V. Finance**

**A. 2020-21 Budget vs Actuals**

Public comment made to address perception of parents on zoom and suggested that Board should be mindful and to be respectful to everyone.

Juan Pablo Herrera reviewed 2020-2021 Budget to Actuals and it stands as submitted.

**B. Update on Learning Loss Mitigation (LLM) Funds**

Juan Pablo Herrera presented the Learning Loss Mitigation Funds and report stands as submitted.

Discussion occurred. Juan Pablo clarified that the shift from tutoring monies to consultants to pay for Sat School and additional counselling and does not effect the amount of tutoring that students will receive.

**C. 2021-222 Budget Development Calendar**

Juan Pablo Herrera discussed 2021/2022 Budget Development Calendar. Report stands as submitted.

**D. IT Team Supervisor Position (reinstitute/add)**

Amy Nguyen presented the additional IT and Counselor positions. Presentation stands as submitted.

Paula Anderson made a motion to reinstitute the IT supervisor position.

Jewlz Fahn seconded the motion.

Discussion occurred regarding budgeting issues and need to support technology at PCHS. Izzy is in support of reinstating the IT position.

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

**Roll Call**

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

**E. Counselor Position (add)**

Heather Shun public comment:

Amy Nguyen presented presentation for an additional Counselor position. Report stands as submitted.

Jewlz Fahn made a motion to approve the additional Counselor position.

Adam Glazer seconded the motion.

Discussion occurred about financial concerns and need for additional support. Izzy stated she was in support of approving the additional position.

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

**Roll Call**

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

**VI. Governance**

**A. Proposed Conflict of Interest Code & Panel Memo for PCHS**

Conflict of Interest Code and Panel Memo reviewed and stands as submitted.

Leslie Woolley made a motion to approve the Proposed Conflict of Interest Code and Panel Memo.

Adam Glazer seconded the motion.

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

**Roll Call**

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

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

Dr. Magee presented attached creation of ad hoc committee. Per Board bylaws, standing committees create their bylaws

Brenda Clarke made a motion to creation of ad hoc committee for the creation of Governance Policy #9.

Paula Anderson seconded the motion.

A discussion occurred. John, Paula and Brenda volunteered to be on the committee.

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

**Roll Call**

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

**C. Resolution to Affirm SBLC Bylaws**

John disagrees with sequencing of process but withdraws motion

**VII. New Business / Announcements**

**A.**



### **Announcements / New Business**

Next meeting Feb. 9th at 5:00 pm

Jim stated Brooke was running meeting well. Because of polarized politics currently it might be helpful to have a civic's component incorporated into our classrooms. And to be mindful to be considerate of students who have polarizing thoughts or family opinions.

Financial Presentation to be held on Feb. 2, 2021 and Brooke stressed the importance of attending this meeting.

### **VIII. Closing Items**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:35 PM.

Respectfully Submitted,  
Sara Margiotta

# Coversheet

## Faculty Report

**Section:** II. Organizational Reports  
**Item:** D. Faculty Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Faculty Board Report\_02\_09\_2021.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **Faculty Report Board of Trustees Meeting February 9, 2021**

#### **Teacher Agreement**

- The Friday schedule was voted on by the teachers and will remain the same, but teachers are being cognizant of the workload and adjusting accordingly.
- There are still questions about the possible hybrid model and when to expect a tentative plan about the fall.
- There are also concerns about the bell schedule and coming back fulltime. Should that schedule be adjusted to the later start time (8:30 am) and a limited day schedule with supports to fill in the learning gaps during the afternoon hours (12:30 to 3:00).
- Teachers are incurring added expenses for supplies and materials used at home and are asking about reimbursement. They would like discussions at the Budget and Finance Committee about any additional funding offered from the state and the federal government regarding the use of funds to support the teachers.
- 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 appreciate the PD sessions that are offered and look forward to continued sessions, both faculty-led and those arranged by the administration.

#### **Compliance Issues**

- Teachers and faculty/student board representatives are requesting an update on the questions sent to the state compliance department. There has been no response since the training in September.
- All stakeholders are looking forward to the clarification of the committee members, and who is responsible for setting up the meetings and the meeting agendas.

#### **Cash Reserves and Lifetime Benefits**

- We would like to thank Mr. Herrera for his clear, detailed reports and request continued monthly updates.
- Questions regarding when and how the Lifetime Benefits and the cash reserves are being invested to preserve the Lifetime Benefits and insure they become self-sustaining and that the cash reserves contribute to the financial stability of the school.



# PALISADES

## CHARTER HIGH SCHOOL

### **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:** Vote  
**Submitted by:**  
**Related Material:**  
HR Board Report\_02\_09-2021.pdf  
Director of Admissions and Attendance Amy Okafor Contract 2021.2023.pdf



## Human Resources Board Report

February 9<sup>th</sup>, 2021

### Staffing:

Interviews were held with candidates for the open Director or Admissions and Attendance position. We are recommending approval of Ms. Okafor for the position. This requires a Board vote and the contract is attached to this report.

### New Hire

Name	Classification/Position	Funding	Effective Date
Okafor, Amy	Director Attendance & Admissions	General	02/10/2021

### Benefits:

The Human Resource office is currently still highly paper based for benefits, recruiting, hiring and record keeping. Accessing materials has become more and more cumbersome for the HR office as the number of records that the law requires we keep increases year over year. The HR office is exploring options to move the processing of benefits to a more online format that would allow staff to access their specific benefits online. The information would be accessible 24 hours a day, seven days a week and would allow employees to track their benefits care and spending at their convenience. On January 19<sup>th</sup>, 2021 the HR department had a meeting with the insurance brokers from United Agencies Inc., Insurance. This meeting was to go over options for moving our benefits to an online platform. These talks are at the beginning stages and HR will update the Board as we progress through research and bids. As with all services to the school, multiple companies will be interviewed and competitive rates and services researched before any final plans are brought through the budgeting process for approval.

### Vaccine Update:

Our current Health care providers are Kaiser and Anthem Blue Cross. Kaiser insures over 9.3 million Californians and has announced that they have only received just over 300,000 vaccines in the government roll out. Kaiser will continue to vaccinate their health care providers and has requested a large increase in their allocation to meet the demand in California. Anthem Blue Cross has distributed to their healthcare partners and supply is dependant on the number of patients in their network. California has rolled out county wide options including the myturn.ca.gov website where people are able to view the stages as the role out continues and sign up for vaccinations as supply becomes available. We have a few staff who have been able to access the vaccine already.



## **Employment Agreement Between PALISADES CHARTER HIGH SCHOOL and AMY OKAFOR**

THIS AGREEMENT (“Agreement”) is made and entered into as of the date fully executed by and between the Board of Trustees (“Board”) of Palisades Charter High School (“PCHS”), a California Non-Profit Public Benefit Corporation and AMY OKAFOR(hereinafter referred to as the “DIRECTOR of ADMISSIONS & ATTENDANCE”).

### **R E C I T A L S**

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the DIRECTOR of ADMISSIONS & ATTENDANCE to assist the Executive Director/Principal and to carry out the duties and functions of the position as directed by the Executive Director/Principal and/or the Board; and

WHEREAS, PCHS desires to retain the services of the DIRECTOR of ADMISSIONS & ATTENDANCE by way of this Agreement and the DIRECTOR of ADMISSIONS & ATTENDANCE is qualified to perform such duties; and

WHEREAS, the DIRECTOR of ADMISSIONS & ATTENDANCE and PCHS desire to formalize the employment relationship by way of this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto agree as follows:

### **AGREEMENT**

1. **TERM.** PCHS hereby employs the DIRECTOR of ADMISSIONS & ATTENDANCE from February 10, 2021 to June 30, 2023 (multi-year contract), according to the terms and conditions set forth in the Charter, or as specified herein. In the event of a conflict between the provisions of this agreement and the charter, the provisions of this agreement shall prevail.
2. **COMPENSATION.**
  - a. For the 2020-2021 school year, the DIRECTOR of ADMISSIONS & ATTENDANCE shall receive an annual salary of \$128,165.00, to be paid in monthly payments, subject to all regular withholdings. This will be prorated for the period of February 10, 2021 to June 30, 2021..

- b. The DIRECTOR - DIRECTOR of ADMISSIONS & ATTENDANCE is exempt from overtime law
  - c. For the duration of this Agreement, the compensation of the DIRECTOR of ADMISSIONS & ATTENDANCE shall be subject to reduction commensurate with salary reductions and/or reductions in work days (“furlough days”) taken by any other management, supervisory, confidential, or non-management employee group, whether as a percentage reduction to annual salary, a percentage number of furlough days (in relation to the work year of the employee group), or a combination of a reduction to annual salary and furlough days. Additionally, if reduced compensation of any other employee group is restored during the term of this Agreement, the compensation of the DIRECTOR of ADMISSIONS & ATTENDANCE shall also be restored in an equal manner.
3. BENEFITS. At PCHS’s expense, the DIRECTOR of ADMISSIONS & ATTENDANCE shall be afforded the health and welfare benefits of employment listed in the attached Benefit Description (Attachment A).
  4. DUTIES. The DIRECTOR of ADMISSIONS & ATTENDANCE shall perform the duties of DIRECTOR of ADMISSIONS & ATTENDANCE as directed by the Principal and the Executive Director/Principal, the Articles of Incorporation and By-Laws, prescribed by the Charter, or as specified in the attached job description. This description and the job duties for the DIRECTOR of ADMISSIONS & ATTENDANCE may be altered from time to time by the Board.
  5. WORK YEAR. The DIRECTOR of ADMISSIONS & ATTENDANCE shall be required to work throughout the calendar year in accordance with the School Calendar. The annual work year will be two hundred forty-one (241) paid days, with 12 holidays and two hundred twenty-nine (229) work days.
  6. EVALUATION. DIRECTOR of ADMISSIONS & ATTENDANCE should meet regularly with his/her supervisor, and should receive ongoing performance feedback. In addition, more formal performance evaluations will be conducted annually on or before June 1<sup>st</sup>, 2021. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. A copy of the written evaluation shall be delivered to the DIRECTOR of ADMISSIONS & ATTENDANCE and he/she shall have the right to make an oral or written response to the evaluation.  
  
Failure to evaluate the Employee shall not prevent PCHS from releasing the Employee in accordance with this Agreement.
  7. EXPENSE REIMBURSEMENT. PCHS shall reimburse the DIRECTOR - ADMISSIONS & ATTENDANCE AND SPECIAL PROGRAMS for all documented actual and necessary expenses personally incurred by him/her within the scope of his/her employment, subject to Board approval, in accordance with applicable PCHS policy and authorization.



8. **TERMINATION OF AGREEMENT.** This Agreement may be terminated prior to the end of its term as a result of any of the following events:
  - a. mutual written agreement of the parties;
  - b. retirement, legal incapacity or death of the DIRECTOR of ADMISSIONS & ATTENDANCE;
  - c. Charter revocation;
  - d. early termination of at-will employment by PCHS without cause in which event a gross taxable sum equivalent to twelve (12) weeks of salary (subject to all regular withholding) and benefits shall be paid to the DIRECTOR of ADMISSIONS & ATTENDANCE as severance;
  - e. discharge from at-will employment without severance, for cause.

Acceptance by DIRECTOR of ADMISSIONS & ATTENDANCE of the severance payment pursuant to Section 8(d) shall constitute the sole amount owing and paid in the event of termination of this agreement without cause.

The bases for discharge for cause may include but are not limited to conduct such as neglect of duty, incompetence, breach of contract, dishonesty, disclosure of confidential information, unprofessional conduct, insubordination, violation of law or conviction of any felony or other criminal offense, or any failure of good conduct that might be likely to affect PCHS negatively.

Prior to discharge for cause, the DIRECTOR of ADMISSIONS & ATTENDANCE shall be provided with a statement of charges and given an opportunity to respond orally or in writing to such charges. The DIRECTOR of ADMISSIONS & ATTENDANCE shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. If the DIRECTOR of ADMISSIONS & ATTENDANCE chooses to be accompanied by legal counsel at such meeting, the DIRECTOR of ADMISSIONS & ATTENDANCE shall bear any cost therein involved. The DIRECTOR of ADMISSIONS & ATTENDANCE shall be provided a written decision setting forth the decision of the Board. The decision of the Board shall be final and this Agreement will terminate as of the date of that decision.

During the pendency of disciplinary proceedings, the Board reserves the right to place the DIRECTOR of ADMISSIONS & ATTENDANCE on paid administrative leave.

Upon termination for cause, the DIRECTOR of ADMISSIONS & ATTENDANCE shall receive his/her proportionate compensation to the effective date of termination, along with his/her rights to other benefits as governed by any applicable plans, programs or policies such as health benefits, etc.

The termination for cause provisions of this Section shall not be construed as an agreement to terminate employment only for cause, but rather are intended to provide a mechanism for termination from employment without the payment of severance provided in Section 8(d).

In the event of Charter revocation, all contractual obligations under this Agreement cease immediately upon the effective date of revocation.

Unless the agreement is terminated prior to the end of its term pursuant to this Section or the term is extended in writing in accordance with Section 12, the employment of the DIRECTOR of ADMISSIONS & ATTENDANCE will terminate at the end of the term of the agreement and no additional notice is required.

9. ENTIRE AGREEMENT. This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
10. WAIVER. Either party to this Agreement may specifically and expressly waive, in writing, compliance or any breach by the other party with any term, condition or requirements set forth in this Agreement. Any such waiver, however, shall not constitute a further or continuing waiver of the same requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.
11. JURISDICTION. The parties hereby understand and agree that this Agreement, including the attachments hereto, has been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.
12. AMENDMENTS. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized representative of both parties.
13. ARBITRATION OF DISPUTES. The parties agree that any dispute regarding the application, interpretation or breach of this Agreement will be subject to final and binding arbitration. Attorney's fees, costs and damages (where appropriate) shall be awarded to the prevailing party in any dispute, and any resolution, opinion or order of the Arbitrator may be entered as a judgment of the Superior Court.
14. INTERPRETATION AND OPPORTUNITY TO COUNSEL. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein. The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel.
15. SEVERABILITY. If any term, provision, condition or covenant of this Agreement shall to any extent be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

- 16. COUNTERPART EXECUTION. This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
  
- 17. SIGNATURES. We affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

PALISADES CHARTER HIGH SCHOOL, a California Non-Profit Public Benefit Corporation

By:

\_\_\_\_\_  
Dr. Pamela Magee,  
Executive Director/Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amy Okafor, Director, Admissions & Attendance

\_\_\_\_\_  
Date

**ATTACHMENT A:  
BENEFIT DESCRIPTION**

1. The DIRECTOR of ADMISSIONS & ATTENDANCE is entitled to participate in PERS or STRS, in accordance with their requirements.
2. The DIRECTOR of ADMISSIONS & ATTENDANCE is entitled to participate in PCHS provided health and welfare benefits including but not limited to medical, dental, vision and life insurance. In addition, DIRECTOR of ADMISSIONS & ATTENDANCE has the opportunity to enroll in other health and welfare benefits including but not limited to additional life insurance, pre-tax savings programs, 403(B), discount programs, etc. PCHS reserves the right to change benefits providers or packages as necessary, while still ensuring compliance with the employee benefits section of the Palisades Charter High School Charter.
3. The DIRECTOR of ADMISSIONS & ATTENDANCE is entitled to leaves of absence in accordance with applicable Federal and State law, including but not limited to Family Medical Leave Act (FMLA), State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), etc.
4. The DIRECTOR of ADMISSIONS & ATTENDANCE is entitled to Paid Holidays of 12 days annually during the term in keeping with the adopted annual school calendar. Holidays must be used on the day assigned, and unused holidays will not roll over or be paid out at contract termination. During the 2020-2021 school year, these dates include the following 12 holidays:
  - July 4 Independence Day
  - September 4 (CA Admissions Day)
  - September 7 Labor Day
  - November 11 Veterans Day
  - November 26 Thanksgiving Day
  - November 27 Day After Thanksgiving
  - December 25 Christmas Day
  - December 31 New Year's Eve
  - January 1 New Year's Day
  - January 18 Martin Luther King Jr. Day
  - February 15 Presidents Day
  - May 31 Memorial Day
5. The DIRECTOR of ADMISSIONS & ATTENDANCE is entitled to paid sick days of 12 days annually during the term. Paid sick days accrue at a rate consistent with days worked. DIRECTOR of ADMISSIONS & ATTENDANCE may borrow against the contract year's paid sick days, but if he/she terminates his/her contract prior to contract end date, used, unaccrued days must be paid back to Palisades Charter High School. Unused paid sick days will roll over as outlined by STRS and PERS, but will not be paid out at contract termination. During the 2020-2021 school year, this will be prorated for a start date of February 10, 2021 and will include five (5) days.

# Coversheet

## Director of Operations Report

**Section:** II. Organizational Reports  
**Item:** F. Director of Operations Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Operations Board Report\_02\_09\_2021.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **Board of Trustees Meeting Operations Report February 9, 2021**

#### **Transportation:**

- 2020-21 Status the Same – On Hold until School Re-Opens
- Stats holding about the same for 2020-21 at 406 Registered Riders and 72% (292) have paid their full down-payment
- Current 3-Year busing contract ends this year. Discussions with vendors for 2021-22 School Year & Beyond completed and proposals received.
- PCHS B&FC and Board to start discussions on selecting a School Bus Vendor 2021-22 (and possibly several more years. We should ideally target February for discussion and March for finalization/vote on a new contract.
- PCHS B&FC and Board to start discussions on setting the School Bus Scholarship funding for 2021-22. We should ideally target February for discussion and March for finalization/vote.

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

- Security Operations continuing as they have been
- Security staff will be increased commensurately whenever students return to campus
- Security helping run the Spring Semester Distribution Process (SSDP) with traffic control, health checks and station coordination

#### **Permits & Setups:**

- **Permit Revenue for January 2021 is ~\$12,100:**
  - ~\$500 from Facility Rentals (parking for Bay City Trees on Top Tier of Main Campus Lot)
  - ~\$11,600 from Banner Rentals
  - ~\$0 from Filming (Hollywood went on a filming hiatus due to the holiday break along with the Governor's plea for them to try and help slow the spread in light of the Stay/Safer-at-Home Orders. Additionally, PCHS has restricted the use of our indoor and main campus facilities to filming.)
- Filming inquiries likely to pick-up soon and be fairly steady. We could have 1-2 shoots per month as 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.
- Potential filming – Music Video (Late Feb), Sports Drink Commercial (Late Jan), Viacom Production (40 day shoot, Late Feb Timeframe still TBD but in talks with their location manager).
- Non-Filming Permit Revenues continue to be minimal with the Pandemic and Facilities Closures



# PALISADES

## CHARTER HIGH SCHOOL

### Permits & Setups (Continued):

- Multiple requests from outside groups about renting facilities to hold events. PCHS continues to turn these offers down due to COVID.
- Banner demand slowly increasing, real estate agents re-upped for the year and with outdoor dining now back in action we have restaurants contacting for a spot.
- Major setup event for the Spring Semester Distribution Process (SSDP) starting now.

### Information Technology:

- Technology Team continues to support Faculty/Staff, Students/Parents and PCHS Governance Groups in 100% Remote/Virtual mode and on-campus.
- IT continuing work on budget-approved purchases/projects. Some things still backordered (Student Devices), but most things also already received/setup/deployed.
- Faculty/Staff Laptops: 84 Ordered, 84 Received, 65 Deployed, 19 Waiting for Faculty Pick-Up. Common reasons for deployment delays are lack of recipient response and refusal to come on campus prior to COVID vaccinations being administered.
- 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.
- All Category 2 eRate project items are completed. Remaining tasks are compliance documentation and audit related.
- 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 presents some significant logistical and compliance issues for remote testing.
- The Summer 2020 order of student devices is now expected to arrive in late February to early March. IT is working with Microsoft and Lenovo on pre-prepping the devices, to aid in expediting the receipt, inventory, prep required prior to distribution to students in need.
- Working with stakeholders on SSDP. IT will be present to assist with books, devices, and classroom supplies from Wednesday 2/3 – Saturday 2/6.
- A new library service for PCHS is in the late stages of configuration prior to rollout to students. The service, Sora by Overdrive, will allow PCHS students to digitally check out e-books and audio books through the Los Angeles and LA County Public Library, without having to obtain a library card. This is an online only service. Students still require the appropriate library cards when visiting a physical branch.
- Working with the Library on finalizing fine/delinquency notices for Textbooks, Library Books and Tech Devices to send to Families/Students.



# PALISADES

## CHARTER HIGH SCHOOL

### MGAC/Pool:

- Currently operating since Mid-Oct 2020 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 since 1/7
- MGAC welcomed new permit group "Swim Up Hill" - Paralympic Athletes
- Additional Community Lap Swim Time Slots Added in Jan
- 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 – Jan 2021 Revenue \$26,000 (Operating hours 6:00am-2:30pm)
- Recent Maintenance Repairs/Replacements Projects completed/planned:
  - New Chlorine Tank Replacement - Completed
  - Main Drain Replacement - Re-Scheduled for 2/8
- 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:**
  - Regular Disinfecting/Cleaning of Used Spaces & High-Touch Areas: Classrooms, Offices, Bathrooms, A-Bldg., Knobs/Handles/Railings, 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 Disinfecting Schedule.
  - Spring Semester Distribution Process (SSDP) - Custodial staff cleaning/disinfecting hourly for all areas in use, tables, chairs, tents, barricades, rooms, etc. with nightly cleaning/disinfecting completed in PM prior to next day use.
- **PPE/Supplies:**
  - Ongoing ordering/replenishment of PPE & Supplies/Materials as needed.
  - Submitted application to access Ford Funds to provide PPE for our Students & Staff at PCHS.
- **Whiteboard Installations** – Underway throughout various classrooms, several rooms completed
- **Gilbert Hall Stage Extension** - Termite treatments applied to stage and stage extension completed by 3<sup>rd</sup>-Party contractors.
- **Boiler Room** - 30' section of 5" pipe for hot water loop for heating system replaced due to multiple leaks that disabled the campus-wide heating system. Flow meter also needed to be replaced. Our redundant Boiler (Boiler #2) is also down and in need of repair.
- **5-Year Sprinkler Inspection/Testing** - Performed/Completed. Awaiting results from test for any identified/called-for repairs.





# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects (Continued):

#### Ongoing Day-to-Day Operations/Facilities Support (Continued):

- **Roof Patching** – Completed last of the identified U-Bungalow roof patching, in total U105 – U116 using Henry rubberized wet patch on roof seams and rolled entire roofs with Henry Solarflex 288 Desert Tan elastomeric coating. In addition, we also addressed Roof of E-Bldg. and roof of Gym lobby & wrestling pit.
- **Rain Gutter Cleaning/Clearing** – After initial day of hard rain we identified (8) additional locations that had roof or gutter leaks. All have been addressed and awaiting next storm to reassess.
- **Baseball/Tennis-Court Drainage Gutter** – Cleaned out after last heavy rainstorm.
- **Gilbert Lawn Sprinklers** – Several broken sprinklers addressed.
- **Nameplate** – Purchased and installed for new Director of Admissions & Attendance
- **U109 – U116** – PVC pipes connected to A/C units Extended to better drain into planters.
- **Painting** – Completed wooden benches around the main quad and in between main Bldgs.; Tennis Wall hitting lines; A-bldg. 1<sup>st</sup> floor hallway walls; Main office counter and Attendance office counter, both of which paint was sealed with clear sealant.
- **J108** – Replaced storage room fluorescent bulbs with LED.
- **Mercer Hall Safety Zones**
  - Outside VAPA workshop had permanent yellow lines painted marking path of travel from Teachers' Lounge and Green Room to emergency exit push bar gate to maintain clearance in case of an emergency.
  - Re-Established marked safety zone lines to permanently mark/identify with black & yellow safety caution tape all HVAC equipment, electrical panels, infrastructure boxes or equipment, fire alarm components and/or LAFD water connections, etc. to maintain compliance by maintaining clearances of said devices for access when needed.
- **Large Gym** – All Basketball Nets replaced.
- **Scissor Lift Repaired.** – Batteries replaced and hydraulic fluid added.
- **Set Ups** - Assistance with SSDP, College Center collections for Seniors and Library Books Exchanges
- **Safety:** Checking that all spaces have properly working Secure-the-Door Kits, ropes, emergency escape maps and emergency food and water supplies

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

- **Gilbert Hall & Mercer Hall Stages** – Paint Stage Floor.
- **Mercer Hall** – Replace broken Pocket Doors to A/V Closet with Standard Swing Doors.
- **Baseball Field** – Fill holes created by wild life with top soil to rid of trip hazards.
- **Track & Field Garage** – Door springs replaced for garage door to open/close properly.
- **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.
- **Many New Whiteboards to be Installed**



# PALISADES

## CHARTER HIGH SCHOOL

### **Facilities/Projects (Continued):**

#### **Items set to begin and/or in progress with expected completion soon (Continued):**

- **Boosters Water Fountain Project** - Install Elkay Fountains with Bottle Fillers once LAUSD gives us the OK to Proceed.
- **Ice Machine** – Cafeteria Ice Machine Repair
- **Painting:** J108 and Library Walls
- **J-Bldg. Exterior Arcade Light** - Replacement of damaged fixture.

### **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. Work is not to be starting until 3/1/2021.
  - LAUSD currently has a moratorium on new construction/projects on campuses
- **Gym A/C Project (LAUSD Bond Funded)** – Delayed until at least Summer 2022

# Coversheet

## Director of Development Report

**Section:** II. Organizational Reports  
**Item:** G. Director of Development Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Development Board Report\_02\_09\_2021.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### Development Report Board of Trustees Meeting February 9, 2021

<b>TOTAL FUNDS RAISED TO DATE:</b>	<b>Fund</b>	<b>Prior Report</b>	<b>YTD</b>	<b>Inc/Dec.</b>	<b>Budget</b>
The PCHS Fund	General	\$302,793	\$324,906	\$22,113	\$500,000
Pali Alumni Fund	General	\$253	\$253	\$0	
<b>TOTAL UNRESTRICTED FUNDS RAISED</b>		<b>\$303,046</b>	<b>\$325,159</b>	<b>\$22,113</b>	<b>\$500,000</b>
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	\$35,607	\$35,607	\$0	0
Rest. Donations/Pledges	General	\$0	\$0	\$0	0
<b>TOTAL RESTRICTED FUNDS RAISED</b>		<b>\$243,460</b>	<b>\$243,460</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FUNDS RECEIVED</b>		<b>\$546,506</b>	<b>\$568,619</b>	<b>\$22,113</b>	<b>\$500,000</b>
<b>TOTAL EXPENSES TO DATE:</b>					
Bacio Design			\$3,530		\$5,000
L.A. Press Printing			\$3,049		\$5,500
American Direct Mail			\$2,590		\$6,900
Postage			\$1,506		\$3,800
Subscriptions			\$5,129		\$6,000
SafeSave service fees			\$4,813		\$7,500
Salaries & Benefits (Campus Unification/Development Dir)			\$106,160		\$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
<b>TOTAL EXPENSES FOR UNRESTRICTED FUNDS</b>			<b>\$131,416</b>		<b>\$197,810</b>



# PALISADES

## CHARTER HIGH SCHOOL

**TOTAL NET FUNDS** **\$437,203** **\$302,190**

**GIVING SUMMARY BY DESIGNATION:**

	<b># of Donors</b>	<b>Ave. Amt.</b>	<b>Total Amt.</b>
Campus Safety - COVID-19	13	\$780	\$10,137
Classroom Instructional Materials	46	\$706	\$32,459
Faculty & Staff Development	11	\$833	\$9,159
College Center	11	\$384	\$4,224
Greatest Need	243	\$969	\$242,417
Math Aides and Tutors	7	\$244	\$1,711
Technology and Innovation	16	\$769	\$12,300
Transportation Assistance	3	\$90	\$1,255
Visual an Performing Arts	13	\$884	\$11,497

**CTE Incentive Grant Budget to Date:**

	<u>Budget</u>	<u>Actual</u>	<u>Balance</u>
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	\$5,450.00	\$44,550.00
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
	<u>\$237,000.00</u>	<u>\$82,338.51</u>	<u>\$154,661.49</u>

**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: \$325,159 this year/\$342,162 last year
- 4.) PCHS Fund donor comparison: 348 this year/379 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



# PALISADES

## CHARTER HIGH SCHOOL

- 8.) A fundraising committee of students and parents was formed to create a fundraising plan for teams and all extra-curriculars using the school approved fundraising 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 \$27,450. Last year brought in \$28,546. Goal was \$30,000.
- 16.) Donor Appreciation Video to be produced and sent out to all constituents in March

### Grants Submitted to date:

Grantor:	Amount	Purpose	Date Submit
Steinmetz Foundation	\$5,000.00	Academic Equity	12/9/2019
<b>Hugh &amp; Hazel Darling Foundation</b>	<b>\$2,500.00</b>	<b>Vernier Science proves</b>	<b>3/13/2020</b>
<b>CTE Incentive Grant</b>	<b>\$173,107.00</b>	<b>CTE Funds for 2020-21</b>	<b>11/15/2020</b>
<b>Perkins V Grant</b>	<b>\$34,747.00</b>	<b>21</b>	<b>7/15/2020</b>
FEMA 4482 DR	\$71,315.00	FEMA Disaster Relief Fund	4/1/2020
<b>Lewis A. Kingsley Foundation</b>	<b>\$10,000.00</b>	<b>Program Support</b>	<b>8/11/2020</b>
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	\$15,000.00	Improving academic achievement	1/8/2021
	<u>\$438,669.00</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



# PALISADES

## CHARTER HIGH SCHOOL

Hugh & Hazel Darling  
Foundation

<u>\$2,500.00</u>	Vernier Science proves
\$217,854.00	

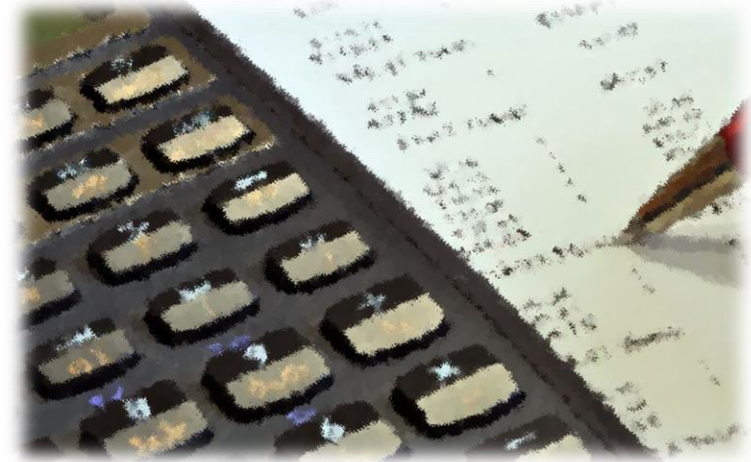
3/13/2020

# Coversheet

## Chief Business Officer (CBO) Report

**Section:** II. Organizational Reports  
**Item:** H. Chief Business Officer (CBO) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CBO Board Report\_02\_09\_2021.pdf  
II.H - Credit Card - Jan 2021.pdf





# CBO REPORT

Juan Pablo Herrera

Board of Trustees Meeting  
02/09/2021

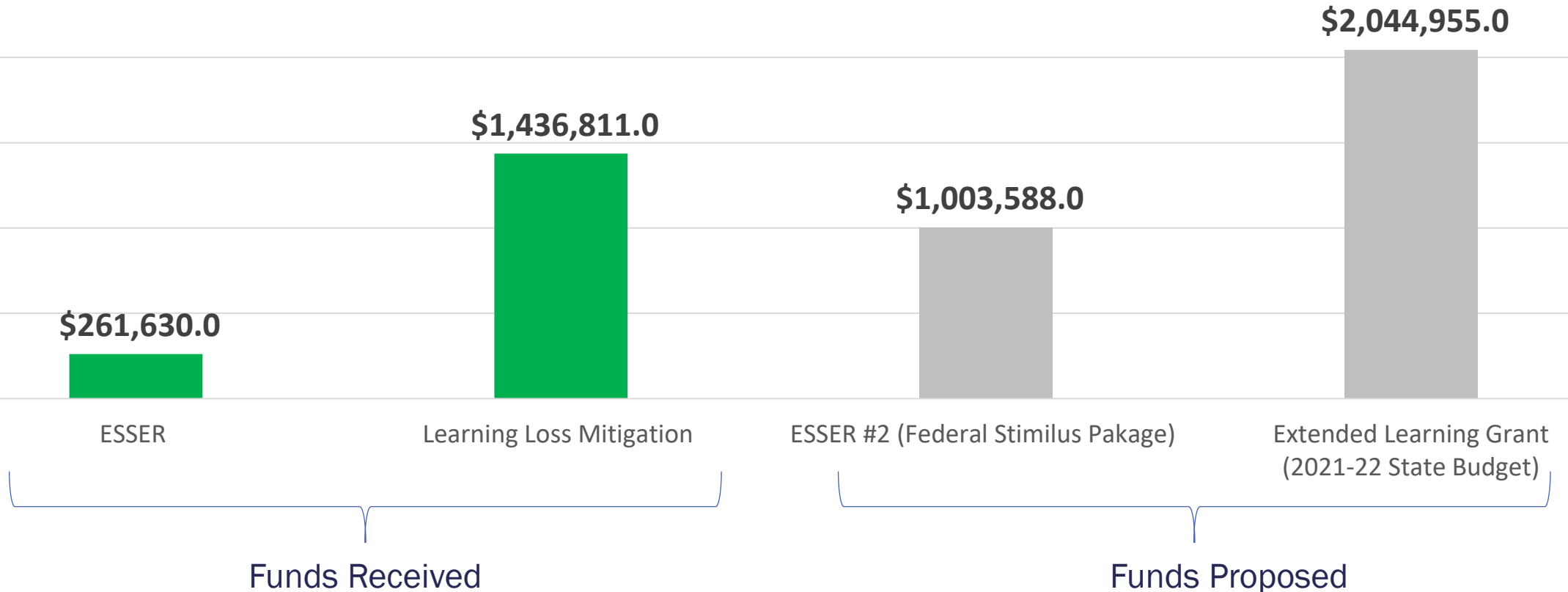
# Business Updates

- **2019-2020 Audit:**
  - *Audit is on-track. Will share results at March B&F and BOT meeting. Deadline to submit is 3/15.*
- **Cafeteria**
  - *CDE Nutrition audit began on 2/1. Additional data submitted on 2/5. Pending feedback.*
  - *In-depth audit which covers nutrition sales/revenue, meal counts/claims, food safety, income verification, etc.*
- **2021-2022 Insurance Renewal**
  - *Topic to be discussed later in the meeting.*
- **Actuarial Valuation Update:**
  - *Projections to expand/dissolve the benefit is in-progress. Findings will be shared at 2/26 LTHB committee meeting*
- **Investment of LTHB Funds:**
  - *Topic to be discussed later in the meeting.*

# Overview of COVID-19 Related One-time Relief Funds

- While the past year has been difficult, PCHS has received a significant amount of one-time relief funds with more funding proposals currently being considered

One-time Relief Funds



# Additional Info: One-Time COVID relief funding

	ESSER	Learning Loss Mitigation (LLM)	ESSER #2 (Federal Stimulus)	Extended Learning (21-22 State Budget Proposal)
Amount Received	\$261,630	\$1,436,811	\$1,003,588	\$2,044,955
Amount Spent	\$182,627	\$1,076,720	\$ -	\$-
Balance	\$79,003	\$366,091		
Received:	March '20	October '20	TBD: March '21	TBD: Mar/Jun '21 <i>(if approved)</i>
Spend By:	09/30/2022	Varies: As early as 5/31/21	09/30/2022	06/30/2022
Allowable Uses:	Click <a href="#">here</a>	Click <a href="#">here</a>	Same as round #1, but includes facilities, maintenance, HVAC, & reducing health exposure	Click <a href="#">here</a>
Funding Bases:	Based on Title 1, Part A	Combination of Federal/State funds. Funding based on LCFF, high needs & special education count.	Based on Title 1, Part A	Combination of \$1,000 per homeless and then based on LCFF entitlement ( 20/21 1st Principal Apportionment
Notes		PCHS has allocated 100% of LLM funds.	Funding is approved, but <b><u>final allocation amount will vary.</u></b> Governor has say over final 10%.	<b><u>Only a proposal at this time.</u></b> LAO has recommended that the Gov revisit/reduce this amount.

# LLM Updates

During last B&F committee meeting, we aligned on shifting \$16K from tutoring (classified salary) to support Spring Saturday School (certificated salary)

- However, Spring Saturday school has since expanded:
  - 6 sessions → 12 session
  - 12 teachers → 15 teachers
  - Propose to shift a total of \$40k from tutoring in order to support Spring Saturday School
- Proposal to allocate remaining amount of \$39,068.28 to focus on intervention.
  - Increase Spring Aux. by 4
- Doing so will ensure we spend 100% of the funds within the allowable timeframe

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	\$ -
			<b>Total</b>	<b>\$ 1,397,742.72</b>	<b>\$ 1,076,720.44</b>
			<b>Amount Remaining For Allocation</b>	<b>\$ 39,068.28</b>	

# 2021-22 State Budget Update

- 2021-22 COLA proposal is 3.84%
  - *This combines the 2020-21 COLA and the 2021-22 COLA and only applies to LCFF funding sources*
  - *For special education & other categorical programs the COLA proposal is 1.5%. The zero COLA in 2020-21 has likely fallen into a black hole as a one-time loss for LCFF, and an ongoing loss for other categorical programs*

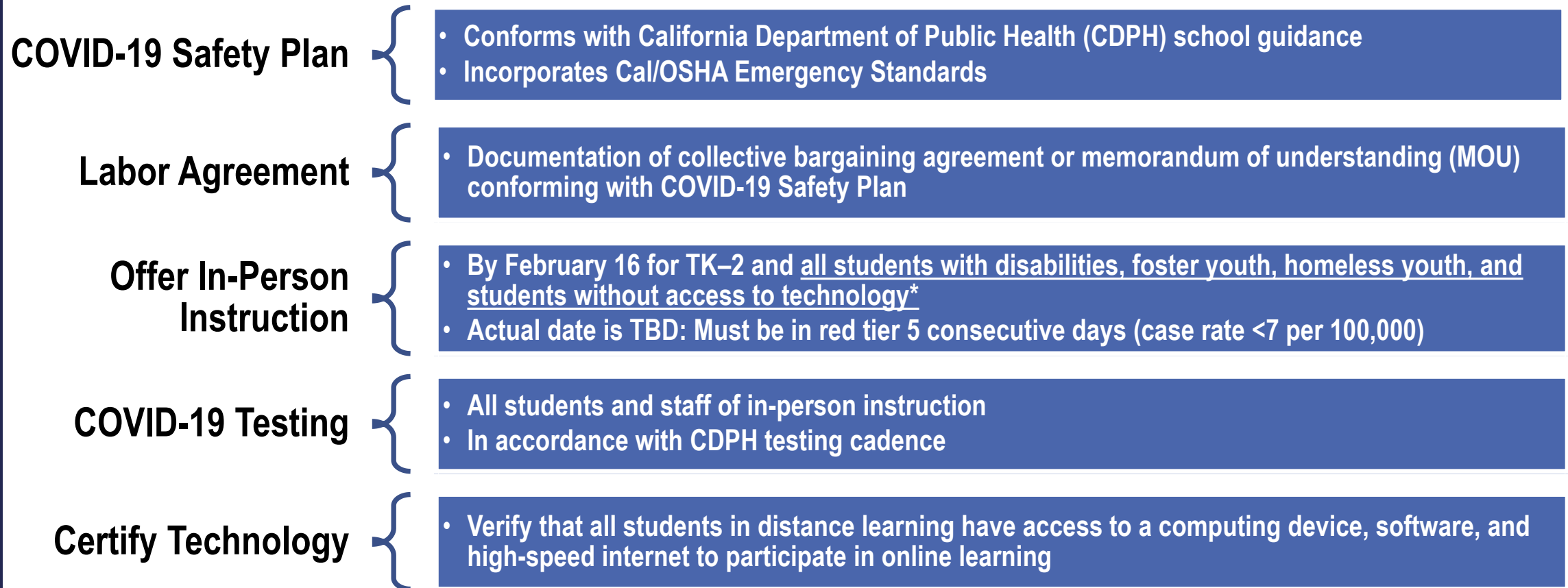
Comparison of Statutory and Funded COLA 2020-21 and 2021-22			
	2020-21	2021-22	Applied to
Statutory COLA	2.31%	1.50%	<ul style="list-style-type: none"> <li>• 3.84% applied to LCFF</li> <li>• 1.50% applied to special education and other categorical programs (e.g., MBG)</li> </ul>
Funded COLA	0.00	3.84%	

- Remember, this is just a proposal. Although we will incorporate this information into our Multi-Year Projection (MYP), the final COLA can change when the 2021-22 Budget is enacted

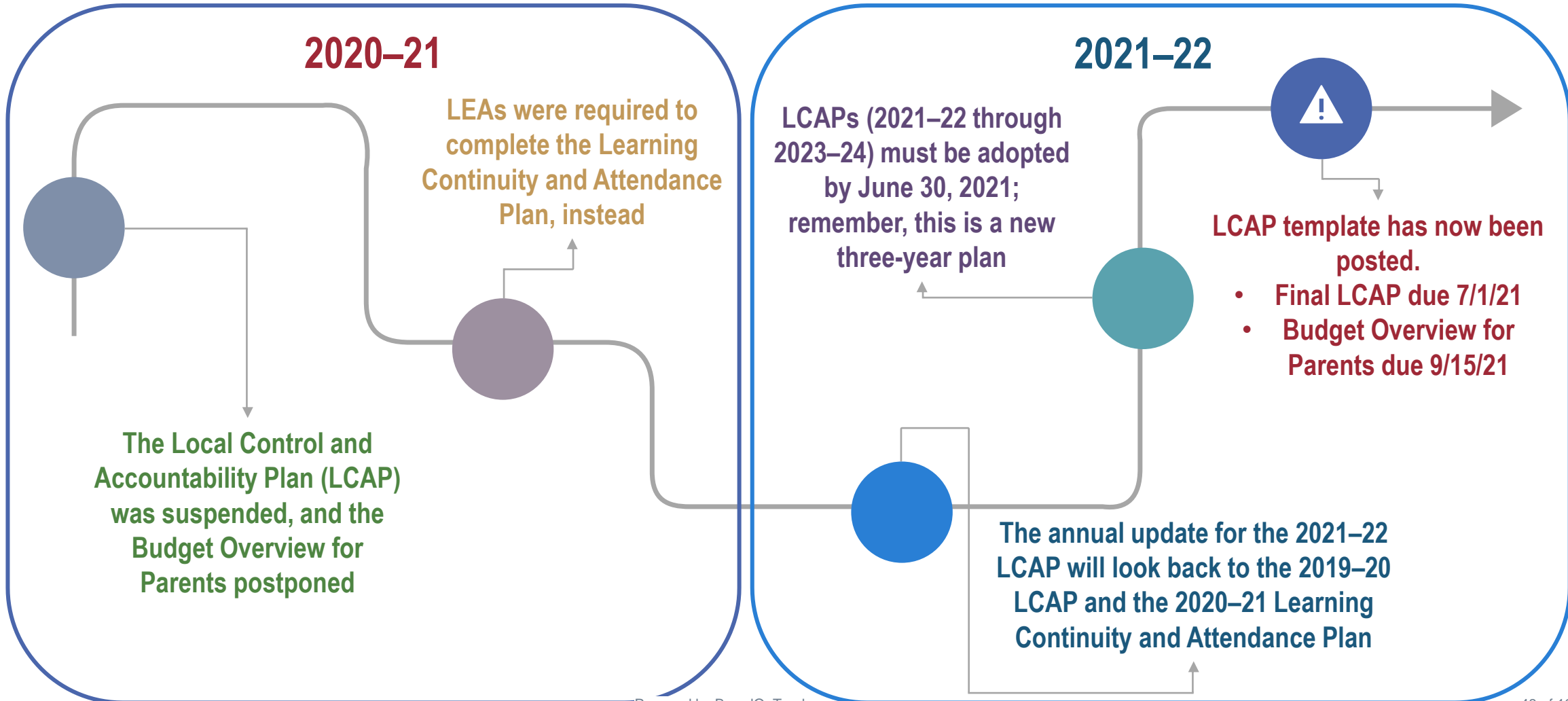
# Safe Schools for All – What It Is and What’s Required

The Safe Schools for All proposal establishes a \$2 Billion grant program to incentivize LEAs to reopen school for in-person instruction, inclusive of hybrid models

- For PCHS, that means \$700 per eligible ADA. However, there are a variety of requirements
- At this time, this is just a proposal and has **NOT** been approved



# Status of the LCAP for 2021-22





# Looking Ahead

- Special Budget & Finance Committee meeting to Discuss Budget Priorities: 2/22/21
  - *ALL stakeholders encouraged to attend*
- State Budget deferrals will begin this month
  - *Must monitor cash flow closely!*
- 2019-2020 Audited Actuals: Due 3/15
- 2<sup>nd</sup> Interim Report: Due 3/15
- “Safe Schools for All requirements”: Due 3/1...?

Contact: Juan Pablo Herrera

- 310-230-7238 or [jherrera@palihigh.org](mailto:jherrera@palihigh.org)

Palisades Charter High School  
 Credit Card Reconciliation Form  
 For the Period of: 1/1/21 - 1/31/21

PLEASE COMPLETE

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Board Approval Required?	Resource	Budget Category
1/21/2021	DISCOUNTMAG DISCOUNTMAGNE OH	Dry Erase Magentic Strip	J HERRERA	D PARCELL	32.85		GENERAL	SAFETY SUPPLIES
1/21/2021	EURMAX CANOPY INC 626-279-1622 CA	Canopy for Security	J HERRERA	D PARCELL	86.75		GENERAL	SAFETY SUPPLIES
12/28/2021	CRESCENDO EDUCA TEACHABLE.COM NY	Online course - Grading for Equity	P MAGEE	P MAGEE	139.00		TITLE II	PD
12/31/2021	MAILCHIMP *MONTHLY MAILCHIMP.COM GA	monthly communications blast	P MAGEE	P MAGEE	87.99		GENERAL	SUBSCRIPTIONS
1/5/2021	RRMS INDIVIDUAL PROG WWW.ROBERTSRU NJ	Robert's Rules Made Simple	P MAGEE	B KING	97.00		GENERAL	PD
1/5/2021	PAYPAL *NATIONALASS 402-935-7733 CA	National Association of Parliamentarians	P MAGEE	B KING	20.00		GENERAL	PD
1/21/2021	YOUNG, MINNEY & CORR WWW.MYCHARTER CA	School Reopening Webinar	P MAGEE	J HERRERA	30.00		GENERAL	PD
1/22/2021	YOUNG, MINNEY & CORR WWW.MYCHARTER CA	School Reopening Webinar	P MAGEE	P MAGEE	30.00		GENERAL	PD
1/22/2021	YOUNG, MINNEY & CORR WWW.MYCHARTER CA	School Reopening Webinar	P MAGEE	M BUSH	30.00		GENERAL	PD

Grand Total **553.59**

# Coversheet

## Executive Director/Principal (EDP) Report

**Section:** II. Organizational Reports  
**Item:** I. Executive Director/Principal (EDP) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** EDP Board Report 02\_09\_2021.pdf



# PALISADES CHARTER HIGH SCHOOL

## Executive Director/Principal Report Board of Trustees Meeting February 9, 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

#### PCHS Roadmap for Re-opening and Students Return to Campus

PCHS understands that students need to come back to some form of on-campus learning as soon as possible. We want this as well. State Superintendent of Education Tony Thurmond wrote optimistically, in the CDE Weekly COVID-19 Update from February 5, 2021:

*This has been an eventful week full of many promising updates regarding our state's progress in rolling out vaccines and COVID-19 cases declining. These developments give us much-needed hope at a time when many Californians are tired, anxious, and uncertain about what's ahead. There are no easy choices presented as we navigate a global public health crisis, but my team remains committed to working with all partners toward a safe return to in-person learning and supporting students and educators with their immediate health, safety, and learning needs.*

<https://www.cde.ca.gov/eo/>

In light of this cautiously hopeful news, PCHS is refining the proposed **Roadmap for Reopening** to be presented to the Board of Trustees in March. The ability for students to return to campus to attend school and participate in extra-curricular activities needs to be a process and evolution where we take one step at a time. As we gain success with each step, we will look to take another step through the Roadmap. The environment we are living in currently is too dynamic to have a specific timeline. Many regulatory bodies are involved in what public schools in LA County and LAUSD are allowed to do and when they are allowed to move forward (CDE, LACOE, LAUSD, CDPH, LACDPH, etc.). PCHS will begin working with collective bargaining units to develop an agreement for staff returning to campus when it is safe to do so.

**The Roadmap for Reopening** includes the proposed stages PCHS will follow as conditions improve and restrictions are lifted.

- **Step 1 (1v1s):** Rolling back to when 1v1's, 1v1 Assessments, J110, and 1v1 Tutoring is allowed on campus again. At this time it is Strongly Recommended by LACDPH, and prevented by LAUSD, but seems to be a first logical step to re-introducing some student activity back on campus.
- **Step 2 (Highest Needs):** When schools are allowed to have Small Cohorts come to campus to serve the Highest Needs population, beyond just the Step 1 (1v1) level, PCHS identifies/invites the highest need students to come to campus.



# PALISADES

## CHARTER HIGH SCHOOL

- **Step 3 (High Needs):** When allowed to have Small Cohorts come to campus, and after successfully executing Step 2, PCHS expands to serve all High Needs students (up to 25% of Student Enrollment overall is maximum allowed on campus simultaneously).
- **Step 4 (Hybrid-1):** Some form of larger volume of students (possibly 25%) are back on campus in Hybrid Mode v1.
- **Step 5 (Hybrid-2):** Likely some larger volume of students as Hybrid Mode v2 where maybe 33% - 50% of willing students come at a time.
- **Step 6 (Hybrid-3):** All willing students are back on campus, which still may have 20-25% of overall student body wanting to still learn remotely regularly/part-time or full-time, yet some restrictions like mask wearing and social distancing may still be in place. Call this Hybrid-3 b/c not everyone is required to be back on campus. PCHS will allow parents to choose partial or 100% remote learning.
- **Step 7 (Hybrid-4 or Hybrid-All):** All students are back on campus, with no COVID related restrictions in place. Some students may still be allowed to attend part-time or full-time 100% remote, but there is a clearly defined transition period for return to campus full-time.
- **Step 8: Back to Pre-COVID School Functioning**

For potential re-opening information from LAUSD, Pali's charter authorizer, watch the LAUSD Board District 4 Town Hall:

<https://www.facebook.com/nick.melvoin/videos/1230500800677384/>

**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.**

## Professional Development

### Teacher-led Technology Workshops

The Pali teachers with the coordination of the AA Team continue to provide timely, relevant PD for faculty each Friday. Most recent teacher-led training include State Testing Preparation for Math and English Departments with Joel Jiminez, Zoom Games for Student Interaction with Malia Jakus, Google Doc/Schoology Interaction with John Vieira, Grading in Schoology with Alice Kim and Tyler Farrell, Albert.io with Julie Benke, Schoology Assessments for Beginners with Steve Burr, and Using Schoology Assessments to Guide Instruction and Review Content with Celest Fraley.



# PALISADES

## CHARTER HIGH SCHOOL

**Grading for Equity Training provided by Joe Feldman** - 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 **February 8** 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. In preparation for the workshop, Joe encouraged participants to read “Taking the Stress Out of Grading” *Educational Leadership* September 2020 and Chapter 1 of *Grading for Equity*.

### Campus Culture and Cultural Competency

PCHS continues to focus on developing schoolwide **cultural competency** as driven by our school mission and vision. We have convened an **Equity Team** comprised of coordinators and adult sponsors of student groups.

***Thank you to the following leaders for their dedication and inspirational contributions!***

Adam Licea: Black Men's Group/PE Department

Alice Kim: MESA/Tech Ed/Science Department

Chris Lee: Counseling and Intervention

Crystal Adams: The Village Nation/Pali Academy/English Department

David Pickard: GSA/Social Studies

Erika Najjar: *Fuerza Unida*/FACTOR/World Languages Department

Evelyn Rivera: Chicano Literature/English Department

Gio Stewart: Campus Unification/Justice Union/Link Crew/Black Men's Group

Karen Ellis: The Village Nation/*Fuerza Unida*/AP Start/College Center

Kevin Oliva: Latino Student Union/Math Lab/Math Department

Grant Smith: TransAwareness Club/Special Education

Kim Theard: Pali Cares/The Village Nation/Pali Academy

Kinema Ivra: Black Student Union/The Village Nation/Special Education Department

Laura Bachrach: *Fuerza Unida*/World Languages Department

Monica Iannessa: Academic Achievement and Accountability

Myrna Cervantes: Human Rights Watch/ACOST/Intervention Coordinator/World Languages Department

Nicole Newble: The Village Nation/COST&ACOST/Counseling

- Campus Unification initiatives have been aligned to plans that celebrate our school's rich diversity. Recent events include the launch of the Community Ethnic Studies Book Club highlighting important authors like Ta-Nehisi Coates and the Kwanzaa Social.
- Myrna Cervantes sponsored a well attended assembly with Rita Moreno where she spoke about her journey as a Puerto Rican artist.



# PALISADES

## CHARTER HIGH SCHOOL

- Black History and Culture** is being celebrated throughout the month of February. The following student group sponsors coordinated an exciting series of educational events.
  - Black Student Union - Kinema Ivra
  - Black Men’s Group - Adam Licea, Ian Miller, and Gio Stewart
  - Justice Union - Gio Stewart
  - The Village Nation - Dr. Crystal Adams and Kinema Ivra
  - Leadership/ASB - Rob King
  - VAPA- Nancy Fracchiolla

The sponsors suggested that our faculty participate in the commemoration by replacing personal Schoology pictures for the month of February with the photo and bio of an inspirational African American individual in history or from current times as a way of celebrating the legacy of the many Black lives who have come before us and who are inspiring us today. This has been an excellent community building activity as we learn more about each other’s inspirations and role models.

Each **academic department** is posting a video highlighting contributions of Black Americans to their discipline. Videos are posted on the PCHS website and social media.

School community events for Black History Month include:

February (Weekly)	PCHS Department Schoology Profiles in History
Feb. 3, 10, 17, 24	Ethnic Studies Book Club
Feb. 5, 12, 19	BSU Podcast Launch
Feb. 25	TVN/BSU Performance Zoom Assembly
Feb. 25	BSU Black History Performance

### Friday Schedule

PCHS continues to work with stakeholders (faculty, students, and parents) to gather feedback and recommendations to refine the Friday Schedule. This topic has been discussed in multiple committee venues including Long Term Strategic Planning and Academic Accountability. The input has been enlightening and helpful. Changes to the Friday Schedule for Second Semester 2020-21 were not approved in a recent faculty vote primarily due to the timing of proposals.

While the evolving COVID-19 conditions have made it difficult to predict reopening circumstances, the feedback and proposals will help our school be better prepared for Summer and Fall 2021. We look forward to a return to normal school routines; however, conditions are likely to require adapted schedules into the coming school year.

Our goal is to have a schedule that is responsive to stakeholder input and approved by labor partners by the end of the current school year.



# PALISADES

## CHARTER HIGH SCHOOL

**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.**

**Postcards and Robocalls** - PCHS has expanded the use of automated calls to reach parents who may not frequently access email. In addition, postcards via the postal service are also sent when there is critical information. We are taking steps to ensure that every household is reached in a timely manner to serve the needs of all Pali students.

**Parent Q&A** – PCHS will provide regularly scheduled taped and live Parent Q&A sessions. Parents should contact the parent board members with any questions they would like to see addressed. The first Parent Q&A will launch in February. Watch for more detailed information about the date and time.



# Coversheet

## Graduation Credit Task Force

**Section:** IV. Academic Excellence  
**Item:** B. Graduation Credit Task Force  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Graduation Requirements .pdf  
12th Grade Students Fewer Than 200 Credits JAN 2021121.xlsx  
Board Report Motion Graduation Requirements\_02\_09\_2021.pdf

Subject	High School Graduation	UC/CSU (*1)	NCAA Division 1
<b>Social Studies- “A” Requirement</b>	<b>30 credits</b> World History AB US History AB Government Economics	<b>2 years</b> <b>UC</b> :World History AND US History (or 1 semester US Hist AND 1 semester Gov) <b>CSU</b> : US History (or 1 semester US AND 1 semester Gov), plus 1 year Social science from either the “A” or “G”	<b>2 years</b>
<b>English- “B” Requirement</b>	<b>4 years</b> college preparatory English Intermediate ESL/ELD can count for 1 year toward requirement Advanced ESL/ELD can count for 1 year toward requirement	<b>4 years</b> college preparatory English <b>UC</b> :no more than 1 yr of ADV <b>ESL/ELD</b> and not in senior year <b>CSU</b> : no more than 1 yr of ADV ESL/ELD	<b>4 years</b> college preparatory English
<b>Mathematics- “C” Requirement</b>	<b>20 credits</b> college preparatory mathematics. Minimum- Algebra1 and Geometry or Applied Math	<b>3 years</b> college preparatory math 4th year recommended. Must complete Algebra 1, 2 and Geometry	<b>3 years</b> (Algebra 1 or higher)
<b>Science- “D” Requirement</b>	<b>10 credits</b> - Biological Science <b>10 credits</b> - Physical Science	<b>2 years</b> laboratory science <b>3rd year</b> recommended. <b>UC</b> : 2 of 3 – Biology, Chemistry, Physics OR 1 of Bio/Chem/Physics and 1 Interdisciplinary Science (“D” only) <b>CSU</b> : 1 year life science; 1 year physical science (1 from “D”, 1 from “D” or “G” (* 3)	<b>2 years</b>
<b>Foreign Language- “E” Requirement</b>	None required for graduation	<b>2 years</b> of the same foreign language; a 3rd year recommended, ASL accepted	none
<b>VPA-Visual and Performing Arts- “F” Requirement</b>	<b>10 credits</b> One full year course or 2 semesters in same discipline (Dance, Music, Theater, Art)	<b>10 credits</b> One full year course or 2 semesters in same discipline (Dance, Music, Theater, Art)	none
<b>Electives and/or “G” Requirement</b>	<b>75 credits</b>	<b>1 year or more</b> worth of advanced courses in A – G subjects: Social Science, English, Math, Lab Science, Foreign Language, Arts	1 additional year of math , English or science, plus 4 years of additional courses from any area above, foreign language, or non-doctrinal religion/philosophy
<b>Applied- Technology</b>	<b>10 credits</b> - must include one semester of computers	none	none
<b>Physical Education</b>	<b>20 credits</b>	none	none
<b>Health</b>	<b>5 credits</b>	none	none

Subject	High School Graduation	UC/CSU (*1)	NCAA Division 1
<b>Assessments</b>		<b>UC:</b> ACT Assessment plus writing or SAT Reasoning Test. Subject Tests are optional. <b>CSU:</b> ACT without writing or SAT Reasoning Test (writing score not used)	SAT or ACT
<b>Non-course Requirements</b>	40 hours community service (10/yr) Required mandatory testing Senior post graduation plan		Report SAT or ACT scores to NCAA Eligibility Center
<b>Total credits needed for Graduation - <u>230 Credits</u></b>			

Motion: For the 12<sup>th</sup> Grade class of 2021, adjust the PCHS High School Graduation requirements to 210 credits by reducing required Elective credits to 55 from 75.

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

12th Grade Students Fewer Than 200 Credits JAN 2021121.xlsx



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## **EXECUTIVE DIRECTOR/PRINCIPAL**

### **COVER SHEET FOR AGENDA ITEMS**

**February 9, 2021**

#### **TOPIC/ AGENDA ITEM:**

#### **IV. ACADEMIC EXCELLENCE**

#### **B. Graduation Credit Task Force**

#### **PERSONNEL INVOLVED:**

Board of Trustees, Graduation Requirement Task Force, Executive Director/Principal, Director/Assistant Principal of Academic Planning and Guidance Services

#### **ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):**

The propose of this action is to propose a reduction in the number of credits required for graduation from 230 to 210 for this year's class only. Demographic information indicates most of the credit deficient seniors are also the most vulnerable students. Additionally, PCHS would NOT be waiving any course requirements, only credit requirements. Students would still be expected to take the required courses needed to graduate, which many are taking through our credit recovery program.

There are currently 76 seniors who have 195 or fewer credits- roughly 11% of the senior class. 230 credits are currently needed to graduate. The average number of credits these students have is 183 for PCHS students and 181 for Pali Academy students. Students in general take six classes a semester for 30 credits. These students would need to take an average of roughly nine classes this semester to reach 230 credits to graduate by June. These are mostly SED and/or 504/IEP students. These are often Pali's most vulnerable students and Black and Latinx students.

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

PCHS has a duty to support students in successfully completing graduation requirements throughout the unprecedented COVID-19 pandemic, during which the most vulnerable students are disproportionately impacted. Failure to address student needs will result in a lower graduation rate which impacts charter compliance, state dashboards, accreditation, and public perception.



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## **OPTIONS OR SOLUTIONS:**

The Board can consider adjusting graduation requirements from 230 to 210 for the class of 2021 or consider reducing by an alternative number of credits.

## **EXECUTIVE DIRECTOR/PRINCIPAL'S RECOMMENDATION:**

The Graduation Requirement Task Force and Executive Director/Principal recommend for the 12<sup>th</sup> grade class of 2021, adjust the PCHS High School graduation requirements to 210 credits by reducing required Elective credits from 75 to 55.

## **RECOMMENDED MOTION:**

“To adjust the PCHS High School Graduation Requirements for the 12<sup>th</sup> grade class of 2021 to 210 credits by reducing required elective credits from 75 to 55.”

---

Pam Magee  
Executive Director/Principal

# Coversheet

## Extension of PCHS Attendance Policy Suspension

**Section:** IV. Academic Excellence  
**Item:** C. Extension of PCHS Attendance Policy Suspension  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Report Motion Attendance Policy\_02\_09\_2021.pdf



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## **EXECUTIVE DIRECTOR/PRINCIPAL**

### **COVER SHEET FOR AGENDA ITEMS**

**February 9, 2021**

#### **TOPIC/ AGENDA ITEM:**

#### **IV. ACADEMIC EXCELLENCE**

#### **C. Extension of PCHS Attendance Policy Suspension**

#### **PERSONNEL INVOLVED:**

Board of Trustees, Executive Director/Principal, Assistant Principal of Admissions & Attendance, Admissions & Attendance Office Staff

#### **ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):**

The purpose of this action is to extend the suspension of the **PCHS Attendance Policy** through second semester 2020-21 due to the on-going campus closure and 100% virtual learning.

The PCHS Attendance Policy is not equitable during remote learning. During in-person learning, the Attendance Office staff provide assistance to parents who do not have computers to submit required information to clear absences. PCHS does not want to penalize students and families who have connectivity issues, who have other obligations at home, and who may have been otherwise impacted by the current pandemic environment.

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

PCHS has a duty to support all students in successfully completing graduation requirements during this unprecedented pandemic. There is no financial impact from suspending the Attendance Policy.

#### **OPTIONS OR SOLUTIONS:**

- 1) Extend the suspension of the PCHS Attendance policy for second semester of the 2020-21 school year.
- 2) A possible alternative is to devise a streamlined appeal process with relaxed requirements significantly reducing the time commitment for the Attendance Office, which is impacted by reduction in staffing and demands of registration. This alternative must be adjusted to take into consideration special pandemic related circumstances. *Because of the myriad variables, this alternative is not recommended.*





# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## **EXECUTIVE DIRECTOR/PRINCIPAL'S RECOMMENDATION:**

The Executive Director/Principal recommends extending the suspension of the PCHS Attendance Policy for second semester 2020-2021.

## **RECOMMENDED MOTION:**

"To continue the suspension of the PCHS Attendance Policy for second semester 2020-2021."

---

Pam Magee  
Executive Director/Principal

# Coversheet

## 2020-21 Budget vs. Actuals

**Section:** V. Finance  
**Item:** A. 2020-21 Budget vs. Actuals  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** V.A - Budget to Actuals - Dec 2020.pdf

## Palisades Charter High School

## At-a-Glance

## Budget Timeline

2020-2021

Category	Object Code	2020-2021 Revised Budget (E-							
		2020-2021 Board Approved Budget, 6/5/20	Board Adopted	Learn/Return 2nd Semester, per CA gov 7/30/2020)	8/17/20	Actuals to Date 10/31/2020	1st Interim updates (10/31/2020)	Actuals to Date 11/30/2020	Actuals to Date 12/31/2020
<b>Revenue</b>									
LCFF	8011	\$ 27,196,847	\$	29,539,184	\$	8,607,191	\$ 29,539,379	\$ 10,597,920	\$ 14,228,241
Federal	8200	\$ 1,653,358	\$	2,673,650	\$	1,347,306	\$ 2,534,912	\$ 1,424,465	\$ 1,479,842
State	8500	\$ 969,722	\$	1,203,854	\$	468,281	\$ 1,204,517	\$ 604,570	\$ 781,398
Local	8600	\$ 3,842,816	\$	3,201,689	\$	916,756	\$ 3,107,154	\$ 1,415,536	\$ 1,668,293
<b>Total</b>		<b>\$ 33,662,742</b>	<b>\$</b>	<b>36,618,377</b>	<b>\$</b>	<b>11,339,534</b>	<b>\$ 36,385,962</b>	<b>\$ 14,042,491</b>	<b>\$ 18,157,774</b>
<b>Expense</b>									
Certificated Salaries	1000	\$ 14,103,004	\$	14,379,666	\$	3,694,699	\$ 14,921,160	\$ 5,026,906	\$ 6,648,731
Classified Salaries	2000	\$ 4,369,612	\$	4,563,058	\$	988,965	\$ 4,833,155	\$ 1,330,786	\$ 1,685,149
Benefits	3000	\$ 7,844,229	\$	8,083,440	\$	2,193,704	\$ 8,193,544	\$ 2,819,194	\$ 3,457,917
Books & Supplies	4000	\$ 694,027	\$	1,521,035	\$	859,501	\$ 1,521,063	\$ 885,943	\$ 967,589
Services	5000	\$ 5,647,067	\$	5,381,420	\$	1,401,049	\$ 5,529,549	\$ 1,758,261	\$ 2,116,986
Depreciation	6000	\$ 900,000	\$	900,000	\$	165,987	\$ 900,000	\$ 209,601	\$ 259,935
Interest/Other Outgo	7000	\$ 330,306	\$	353,730	\$	110,420	\$ 353,730	\$ 136,267	\$ 162,001
<b>Total</b>		<b>\$ 33,888,246</b>	<b>\$</b>	<b>35,182,349</b>	<b>\$</b>	<b>9,414,325</b>	<b>\$ 36,252,201</b>	<b>\$ 12,166,958</b>	<b>\$ 15,298,308</b>
<b>Net ending balance, financial reporting</b>		<b>\$ (225,503)</b>	<b>\$</b>	<b>1,436,029</b>	<b>\$</b>	<b>1,925,209</b>	<b>\$ 133,761</b>	<b>\$ 1,875,534</b>	<b>\$ 2,859,466</b>

## Palisades Charter High School - 1st Interim Report and Actuals Until 12/31/2020

		2020-2021 Budget			2020-2021	2020-2021	%	
	Obj Code	Adopted (6/5/2020)	Revised (1 semester hybrid, 8/17/2020)	1st Interim (3 mo hybrid, 10/31/2020)	Actuals to Date 11/30/20	Actuals to Date 12/31/20	Received/Spent	Comments
<b>A. Revenues</b>								
LCFF/Revenue Limit Sources								
State Aid	8011	4,732,251	5,139,818	6,558,368	1,639,592	3,279,184	50%	EPA Projection as of 9/10/20
Education Protection Act	8012	15,339,022	16,660,100	14,565,870	5,389,372	6,700,300	46%	LCFF Entitlement as of 9/10/20
State Aid (Prior Years)	8019	-	-	-	-	-		
In Lieu of Propety Tax	8096	7,125,574	7,739,266	8,415,141	3,568,956	4,248,757	50%	
<b>Total, LCFF/Revenue Limit Resources</b>		<b>27,196,847</b>	<b>29,539,184</b>	<b>29,539,379</b>	<b>10,597,920</b>	<b>14,228,241</b>	<b>48%</b>	
Federal Revenues								
Special Education - IDEA	8181	602,592	602,675	602,592	253,113	301,325	50%	\$207.29/ADA per LAUSD SELPA
Child Nutrition - Federal	8220	322,006	161,003	48,301	576	576	1%	assume 3 mos sales
Other Federal								
Title I	8290	315,175	315,175	293,836	-	-	0%	per cde 1/10/2020
Title II	8290	62,303	62,303	56,571	-	-	0%	per cde 1/10/2020
Title III - English Learners	8290	2,526	2,526	3,546	-	-	0%	per cde 1/10/2020
Title III - Immigrant	8290	3,535	3,535	3,560	-	-	0%	per cde 1/10/2020
Title IV	8290	23,337	23,337	23,410	-	-	0%	per cde 1/10/2020
Perkins	8290	37,102	37,102	37,102	28,647	-	0%	
Dept of Rehab	8290	20,000	20,000	20,000	-	-	0%	
ESSR (COVID-19 Grant)	8290	264,782	261,630	261,630	65,408	65,408	25%	per CDE
Learning Loss & Mitigation (CRF)	8290	-	1,076,721	1,076,721	1,076,721	1,076,721	100%	
Learning Loss & Mitigation (GEER)	8290	-	107,643	107,643	-	35,812	33%	
<b>Total, Federal Resources</b>		<b>1,653,358</b>	<b>2,673,650</b>	<b>2,534,912</b>	<b>1,424,465</b>	<b>1,479,842</b>	<b>58%</b>	
Other State Revenues								
Child Nutrition - State	8520	27,050	13,525	4,104	46	3,752	91%	3 mos sales
Mandated Cost Reimbursement	8550	136,251	136,270	136,270	136,264	136,264	100%	\$46.87/ADA
State Lottery (Non Prop 20)	8560	444,771	436,110	436,110	-	170,811	39%	\$150/ADA
State Lottery (Prop 20)	8560	156,978	142,463	142,463	-	2,311	2%	
COVID 19 Grant	8590	-	252,447	252,447	252,447	252,447	100%	
CTE	8590	192,599	223,040	223,040	205,729	205,729	92%	
Student ID/CAHSEE	8590	12,073	-	-	-	-		
Learning Loss & Mitigation (State)	8590	-	-	10,084	10,084	10,084	100%	State share of LLM
<b>Total, State Revenues</b>		<b>969,722</b>	<b>1,203,855</b>	<b>1,204,518</b>	<b>604,570</b>	<b>781,398</b>	<b>65%</b>	

## Palisades Charter High School - 1st Interim Report and Actuals Until 12/31/2020

		2020-2021 Budget			2020-2021	2020-2021	%	
	Obj Code	Adopted (6/5/2020)	Revised (1 semester hybrid, 8/17/2020)	1st Interim (3 mo hybrid, 10/31/2020)	Actuals to Date 11/30/20	Actuals to Date 12/31/20	Received/Spent	Comments
Other Local Revenues								
Special Education - AB602	8311	1,908,009	1,908,272	1,908,009	801,441	954,096	50%	\$656.35/ADA per LAUSD SELPA
Food Service Sales	8634	269,348	134,674	40,402	-	-	0%	3 mos sales
Leases & Rentals	8560	911,000	504,284	504,284	208,453	234,764	47%	assume income loss -\$406K
Interest	8660	129,459	129,459	129,459	27,990	30,088	23%	
LAUSD SpEd Option 3 Grant	8679	125,000	125,000	125,000	114,830	114,830	92%	
Fundraising	8699	500,000	400,000	400,000	262,822	334,516	84%	
<b>Total, Other Local Revenues</b>		<b>3,842,816</b>	<b>3,201,689</b>	<b>3,107,154</b>	<b>1,415,536</b>	<b>1,668,294</b>	<b>54%</b>	
<b>Total Revenues</b>								
		<b>33,662,743</b>	<b>36,618,378</b>	<b>36,385,963</b>	<b>14,042,491</b>	<b>18,157,775</b>	<b>50%</b>	
<b>B. Expenditures</b>								
Certificated Salaries								
Teachers' Salaries-Full-Time	1110	13,033,997	13,033,997	13,048,319	4,303,623	5,760,067	44%	includes sat school support \$14K
Teachers Salaries-Librarian	1130	129,614	136,090	139,090	47,971	58,008	42%	
Teachers' Salaries-Substitute	1160	48,200	235,410	235,410	46,103	63,983	27%	
Cert Pupil Supp Sal-Counselors	1210	722,863	805,839	805,839	296,398	358,160	44%	
Cert Administrators	1310	905,118	905,118	905,118	332,811	408,512	45%	
Other Support/Step& Column Impact	1330	117,865	117,865	117,865				
Auxiliaries/Periods/Net	1930	(584,486)	(584,486)	(584,486)				
FTEs Increase/Decrease		(270,167)	(270,167)	(270,167)				
Certificated Retro		-	-	271,277				increase effective 20/21, include PD time
Certificated Off-Schedule Pay		-	-	252,895				2020/21 off schedule increase
<b>Total, Certificated Salaries</b>		<b>14,103,004</b>	<b>14,379,666</b>	<b>14,921,160</b>	<b>5,026,906</b>	<b>6,648,730</b>	<b>45%</b>	
Classified Salaries								
Instruct Aide	2110	930,455	783,601	783,601	232,494	302,512	39%	
Maint/Operations	2210	113,204	119,204	119,204	54,638	70,744	59%	
Classified Administrators	2310	410,452	410,452	410,452	159,257	192,552	47%	
Cler Tech Office Staff Sal-FT	2410	1,906,462	1,906,462	1,906,462	576,132	720,421	38%	
Food Services	2430	47,682	47,682	47,682	13,638	18,460	39%	
Cler Tech Off Staff Sal-Sub	2460	34,302	34,302	34,302	-	-	0%	

## Palisades Charter High School - 1st Interim Report and Actuals Until 12/31/2020

	Obj Code	2020-2021 Budget			2020-2021	2020-2021	% Received/Spent	Comments
		Adopted (6/5/2020)	Revised (1 semester hybrid, 8/17/2020)	1st Interim (3 mo hybrid, 10/31/2020)	Actuals to Date 11/30/20	Actuals to Date 12/31/20		
Other Classified	2920	961,543	1,284,516	1,424,516	253,049	322,029	23%	tutoring exp moved from consulting to paraprofessional salaries \$140K
Math Paraprofessionals	2920	163,756	175,083	175,083	41,577	58,431	33%	
Impact Step & Column/Prposed New Positions/Hours		(198,244)	(198,244)	(198,244)				
Classified Retro				57,974				increase effective 20/21, include PD time
Classified Off-Schedule Pay				72,123				2020/21 off schedule increase
<b>Total, Classified Salaries</b>		<b>4,369,612</b>	<b>4,563,058</b>	<b>4,833,155</b>	<b>1,330,785</b>	<b>1,685,149</b>	<b>35%</b>	
Employee Benefits								
State Teachers Retirement System (STRS) , Certificated Positions	3111	2,277,635	2,322,316	2,368,925	768,681	956,785	40%	
Public Employees Retirement System (PERS), Classified Positions	3212	768,833	944,553	985,534	239,837	300,044	30%	
OASDI, Certificated Positions	3311	15,000	15,000	9,000	1,710	2,214	25%	
OASDI, Classified Positions	3312	270,916	282,910	299,656	82,423	103,801	35%	
Medicare, Cert Positions	3331	204,494	208,505	216,357	72,375	89,695	41%	
Medicare, Class Positions	3332	63,359	66,164	70,081	19,192	27,059	39%	
Hlth & Wlfr Benefits, Cert	3411	2,479,545	2,479,545	2,479,545	969,021	1,161,241	47%	
Hlth & Wlfr Benefits, Class	3412	1,237,220	1,237,220	1,237,220	431,530	516,084	42%	
State Unemploy Insur, Cert Pos	3511	17,925	17,925	17,925	5,057	5,057	28%	
State Unemploy Insur, Clas Pos	3512	7,552	7,552	7,552	2,167	2,167	29%	
Worker Comp Insur, Cert Pos	3611	137,025	137,025	137,025	48,930	73,395	54%	
Worker Comp Insur, Class Pos	3612	58,725	58,725	58,725	16,320	24,480	42%	
Lifetime Retiree Benefits, Cert	3911	255,000	255,000	255,000	134,506	162,311	64%	
Lifetime Retiree Benefits, Class	3912	51,000	51,000	51,000	27,895	33,584	66%	
<b>Total, Employee Benefits</b>		<b>7,844,229</b>	<b>8,083,440</b>	<b>8,193,544</b>	<b>2,819,644</b>	<b>3,457,918</b>	<b>42%</b>	
Supplies								
Textbooks	4100	9,900	9,900	20,000	14,271	14,271	71%	credit recovery program, budgeted in LLM
Instructional Materials	4300	151,000	200,000	200,000	16,442	17,333	9%	
Instructional Materials - CTE	4300	-	207,000	207,000	35,438	37,441	18%	CTE teacher allocations

## Palisades Charter High School - 1st Interim Report and Actuals Until 12/31/2020

	Obj Code	2020-2021 Budget			2020-2021	2020-2021	% Received/Spent	Comments
		Adopted (6/5/2020)	Revised (1 semester hybrid, 8/17/2020)	1st Interim (3 mo hybrid, 10/31/2020)	Actuals to Date 11/30/20	Actuals to Date 12/31/20		
Office Supplies	4350	143,800	166,467	166,467	18,280	27,926	17%	
Other Supplies	4390	23,343	23,343	23,343	2,937	2,937	13%	
Non-Capitalized Equipment	4400	90,680	761,728	800,000	798,201	867,308	108%	\$25K for furniture (sept b/f meeting)
Food Service Supplies	4700	275,304	152,597	104,253	374	374	0%	3 mos café operations
<b>Total, Supplies</b>		<b>694,027</b>	<b>1,521,035</b>	<b>1,521,063</b>	<b>885,943</b>	<b>967,590</b>	<b>64%</b>	
Services								
Mileage & Car Allowances	5210	4,197	1,000	1,000	168	168	17%	
Travel and Conferences	5220	44,151	44,151	104,151	6	10,739	10%	
Dues and Memberships/Subscriptions	5310	352,074	430,391	430,391	421,397	426,729	99%	
Insurance	5400	309,969	309,969	309,969	106,967	158,629	51%	
Operations & Housekeeping Supplies	5510	146,000	146,000	344,700	56,740	65,957	19%	Hybrid estimate for PPE Supplies (3 mos @\$66K, with one time cost of PPE @\$126K, \$2.5K pre hybrid/high risk)
Utilities	5520	426,000	426,000	426,000	80,552	124,292	29%	
Rentals/Leases/Repairs	5610	576,408	574,763	574,763	303,200	313,260	55%	
Transportation	5811/ 5812	491,348	275,913	361,518	3,735	3,735	1%	3 mos hybrid busing + add'l costs @\$165K + at risk busing @\$14K
Oth Contracted Services	5800	26,500	26,500	26,500	5,375	8,775	33%	
STRS Int & Penalties	5803	500	500	500	22	22	4%	
Contracted Services	5810	2,664,883	2,481,196	2,345,020	596,159	774,306	33%	Assumes 3 mo hybrid model costs for Café, Janitorial, & security
Legal, Audit, & Election Costs	5821	389,500	389,500	389,500	93,392	132,097	34%	
Advertisement	5831	2,500	2,500	2,500	753	1,503	60%	
Computer/Technlgy Related Serv	5840	22,847	22,847	22,847	22,363	22,363	98%	
Conslt/Ind Contractors(NonEmp)	5850	17,000	17,000	17,000	12,029	12,029	71%	
Fingprpt,Phys, XRY&Oth Emp Cst	5860	5,000	5,000	5,000	1,174	1,366	27%	
Other Services	5890	92,330	92,330	92,330	28,288	31,282	34%	
Communications Services	5910	75,860	75,860	75,860	25,941	29,736	39%	
<b>Total, Services</b>		<b>5,647,067</b>	<b>5,321,420</b>	<b>5,529,549</b>	<b>1,758,260</b>	<b>2,116,987</b>	<b>38%</b>	
Captial Outlay								
Sites & Improvement	6100							

## Palisades Charter High School - 1st Interim Report and Actuals Until 12/31/2020

	Obj Code	2020-2021 Budget			2020-2021	2020-2021	% Received/Spent	Comments
		Adopted (6/5/2020)	Revised (1 semester hybrid, 8/17/2020)	1st Interim (3 mo hybrid, 10/31/2020)	Actuals to Date 11/30/20	Actuals to Date 12/31/20		
Buildings & Improvement	6200	87,866	167,866	192,866	209,601	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	50,334	50,334	21%	
Equipment/Furniture Replacement	6500	-	-	-	-	-		
<b>Total, Capital Outlay</b>		<b>322,866</b>	<b>402,866</b>	<b>427,866</b>	<b>259,935</b>	<b>259,935</b>	<b>61%</b>	
Depreciation Expense (Financial Reporting Basis)	6900	900,000	900,000	900,000	300,000	300,000	33%	
Other Outgo								
Indirec Cost (LAUSD)	7299	271,968	295,392	295,394	124,411	148,108	50%	
Interest	7438	58,338	58,338	58,338	11,856	13,893	24%	
<b>Total, Other Outgo</b>		<b>330,306</b>	<b>353,730</b>	<b>353,732</b>	<b>136,267</b>	<b>162,001</b>	<b>46%</b>	
<b>Total Expenditures (Financial Reporting Basis)</b>		<b>33,888,245</b>	<b>35,122,349</b>	<b>36,252,203</b>	<b>12,257,805</b>	<b>15,338,374</b>	<b>42%</b>	
<b>Total Expenditures (Cash Reporting Basis)</b>		<b>33,311,111</b>	<b>34,625,215</b>	<b>35,780,069</b>	<b>12,217,740</b>	<b>15,298,309</b>	<b>43%</b>	
<b>C. Ending Balance: Excess (Deficiency) - Financial Reporting Basis</b>		<b>(225,502)</b>	<b>1,496,029</b>	<b>133,760</b>	<b>1,784,686</b>	<b>2,819,401</b>		Additional potential expenses include budget/finance parking lot items
<b>C. Ending Balance: Excess (Deficiency) - Cash Reporting</b>		<b>351,632</b>	<b>1,993,163</b>	<b>605,894</b>	<b>1,824,751</b>	<b>2,859,466</b>		(Revenue - Expenses: Cash Reporting Basis)
<b>D. Net Increase (Decrease)</b>		<b>(225,502)</b>	<b>1,496,029</b>	<b>133,760</b>	<b>1,784,686</b>	<b>2,819,401</b>		
<b>E. Fund Balance</b>								
Beginning Fund Balance (adjusted to actual)		(5,435,034)	(5,435,034)	(5,435,034)	(5,435,034)	(5,435,034)		
Audit Adjustment (OPEB)								
Ending Fund Balance		(5,660,537)	(3,939,005)	(5,301,274)	(3,650,348)	(2,615,633)		



**Palisades Charter High School - 1st Interim Report and Actuals Until 12/31/2020**

	Obj Code	2020-2021 Budget			2020-2021	2020-2021	% Received/Spent	Comments
		Adopted (6/5/2020)	Revised (1 semester hybrid, 8/17/2020)	1st Interim (3 mo hybrid, 10/31/2020)	Actuals to Date 11/30/20	Actuals to Date 12/31/20		
<b>Components of the Ending Fund Balance</b>								
a) Net Investment in Capital Assets								
b) Restricted Net Position								
c) Unrestricted Net Position								
e) Unassigned/Unappropriated:		(5,660,537)	(3,939,005)	(5,301,274)	(3,650,348)	(2,615,633)		

# Coversheet

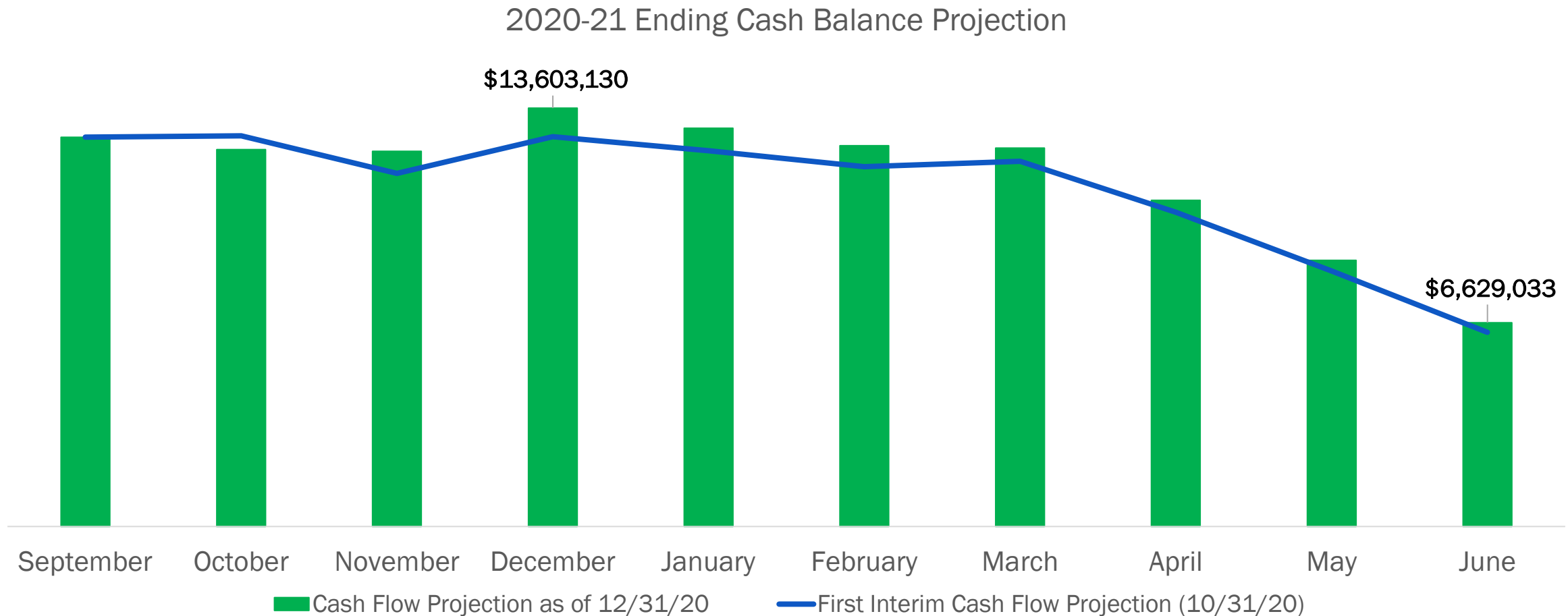
## 2020-21 Cash Flow

**Section:** V. Finance  
**Item:** B. 2020-21 Cash Flow  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** V.B - Cash Flow - Dec 2020.pdf

# 2020-2021 CASH FLOW

# Cash Flow is on-par with last month's projection

- Chart below represent our month-end cash balance (after accounting for revenues/expenses = cash that remains)
- As of December, our ending cash balance was approximately \$13.6 Million
- As a reminder, the State budget deferrals (\$6.8 Million) begins in February



# Our December ending cash balance of \$13.6 Million is broken down below

- LTHB accounts for approx. \$5.3 Million of our cash
- Our “other” cash levels appear healthy but it’s largely because we used \$4.6 Million of PPP to fund operating expenditures, providing us with some temporary cash relief

Breakdown of Ending Cash Balance  
(as of 12/31/20)



months highlighted indicate deferrals from state, effective Feb 2021 - June 2021

2020-21 Budget Cash Flow														
PALISADES CHARTER HS														
Description	Source/ Object Codes	Budget 2020-21	July	August	September	October	November	December	January	February	March	April	May	June
<b>STARTING CASH</b>			<b>8,775,858</b>	9,730,597	11,052,855	12,656,841	12,256,244	12,156,234	13,635,316	12,982,274	12,412,356	12,335,453	10,636,438	8,689,010
<b>A. REVENUES</b>														
1) Revenue Limit Sources	8010-8099	+ 29,539,379	1,238,145	1,747,996	3,630,321	1,990,729	1,990,729	3,630,321	1,984,140	1,794,256	2,464,619	825,027	825,027	589,060
2) Federal Revenues	8100-8299	+ 2,534,995	36,159	72,318	1,190,341	48,488	77,159	84,024	53,044	285,427	151,986	47,017	47,017	154,401
3) State Revenues	8300-8599	+ 1,194,434	-	155,796	380,967	(68,482)	136,289	176,828	373	373	373	145,016	373	346
4) Local Revenues	8600-8799	+ 3,107,154	127,757	312,742	1,132,285	3,518,229	498,780	252,757	242,422	354,976	236,184	220,360	231,724	225,766
PY Revenues Received		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		= 36,375,962	1,402,061	2,288,852	6,333,913	5,488,964	2,702,957	4,143,931	2,279,979	2,435,031	2,853,163	1,237,421	1,104,141	969,574
<b>B. EXPENDITURES</b>														
1) Certificated Salaries	1000-1999	+ 14,921,160	-	1,120,357	1,181,652	1,392,689	1,332,208	1,205,658	1,189,927	1,189,927	1,189,927	1,189,927	1,189,927	1,189,927
2) Classified Salaries	2000-2999	+ 4,833,155	-	216,886	314,483	457,596	341,820	354,364	432,075	432,075	432,075	432,075	432,075	432,075
3) Employee Benefits	3000-3999	+ 8,193,543	337,003	571,173	587,737	697,791	625,491	638,723	701,355	701,355	701,355	707,724	701,355	701,355
4) Books and Supplies	4000-4999	+ 1,521,063	13,789	31,888	19,804	794,021	26,442	81,646	76,776	76,776	76,776	76,776	144,074	144,074
5) Services, Other Operating Exper	5000-5999	+ 5,529,549	148,641	246,426	635,875	370,107	357,212	358,725	467,779	521,984	467,779	467,779	521,984	467,779
6) Capital Outlay	6000-6599	+ 427,866	5,890	78,764	88,290	(6,957)	93,949	-	35,656	35,656	35,656	35,656	35,656	35,656
7) Other Outgoing	7100-7299	+ 295,394	17,773	35,546	23,697	23,697	23,698	23,697	23,632	41,355	20,678	20,678	20,678	20,678
8) Interprogram/Interfund Support C	7300-7399	+ -	-	-	-	-	-	-	-	-	-	-	-	-
9) Other Debt Service	7438-7439	+ 58,338	2,592	2,483	2,372	2,260	2,149	2,037	5,821	5,821	5,821	5,821	5,821	5,821
Principal Payments		-	-	-	-	-	-	-	-	-	-	-	-	-
PY Expenses Paid		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL PAYMENTS</b>	35,780,068	= 35,780,068	525,688	2,303,523	2,853,910	3,731,204	2,802,967	2,664,849	2,933,020	3,004,949	2,930,066	2,936,436	3,051,570	2,997,365
<b>NET REVENUES LESS PAYMENTS</b>														
			876,373	(14,672)	3,480,003	1,757,760	(100,011)	1,479,082	(653,041)	(569,918)	(76,904)	(1,699,015)	(1,947,428)	(2,027,791)
<b>D. TOTAL CASH MONTH ENDING</b>														
			9,652,231	9,715,925	14,532,858	14,414,602	12,156,234	13,635,316	12,982,274	12,412,356	12,335,453	10,636,438	8,689,010	6,661,218
<b>E. BALANCE SHEET ADJUSTMENTS</b>														
1) PY Payments														
2) Current Assets														
3) Current Liabilities														
<b>ENDING FUND BALANCE</b>														
			9,730,597	11,052,855	12,656,841	12,256,244	12,201,832	13,603,130						

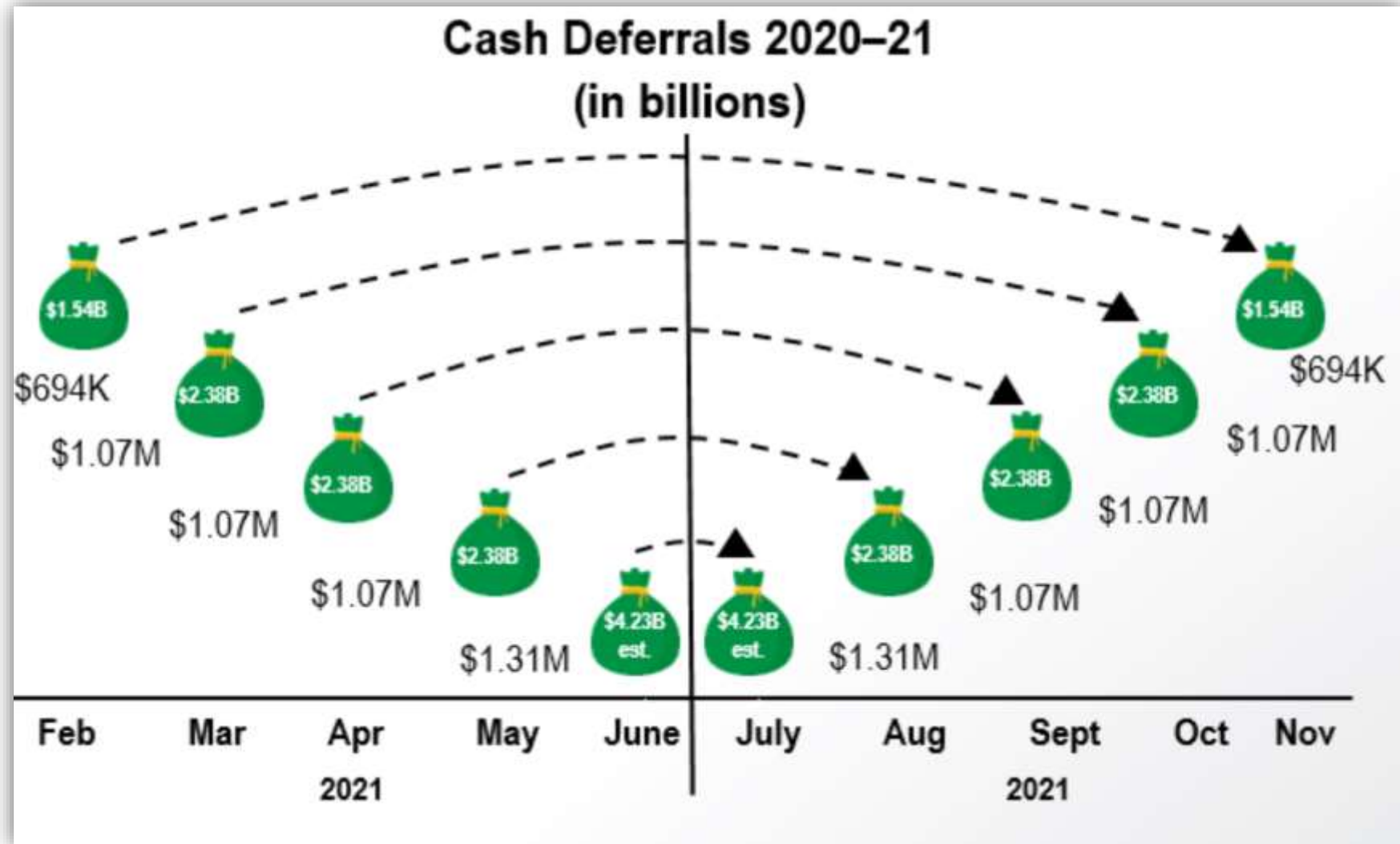
**PCHS Cash Deferral Schedule 2020-2021**

monthly apportionment: 1,310,928.00

Month Deferred	Amount Deferred	LCFF rcvd	% defer
Feb 21	\$ 694,792	616,136	53%
Mar 21	\$ 1,074,961	235,967	82%
Apr 21	\$ 1,074,961	235,967	82%
May 21	\$ 1,074,961	235,967	82%
June 21	\$ 1,310,928	-	100%
<b>total to defer 20/21</b>	<b>\$ 5,230,603</b>		

**Deferral Receipt Schedule**

Month Received	Amount Received	Deferral Month:
July 2021	\$ (1,310,928)	June 2021
August 2021	\$ (1,074,961)	May 2021
Sept 2021	\$ (1,074,961)	April 2021
Oct 2021	\$ (1,074,961)	Mar 2021
Nov 2021	\$ (694,792)	Feb 2021
<b>total paid in FY 21/22</b>	<b>\$ (5,230,603)</b>	



# Coversheet

## 2nd Interim Considerations

**Section:** V. Finance  
**Item:** C. 2nd Interim Considerations  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2nd Interim Considerations - Feb 2021.pdf



# 2<sup>ND</sup> INTERIM CONSIDERATIONS

# 2<sup>nd</sup> interim is on the horizon & we need to revisit some assumptions regarding hybrid instruction

- **First Interim Reporting (as of 10/31/20)**
  - *Estimated 3 months of hybrid instruction*
  - *Estimated 6 months of Special Education instruction (December '20 & 2<sup>nd</sup> semester)*
  
- **Potential Second Interim Assumptions**
  - *Zero months hybrid instruction (eLearning only)*
  - *2-3 months hybrid instruction for high needs (special education, English learners, foster youth, homeless, IEP, etc.)*
  
- **Budget Impact**
  - *With the information currently available, this is an acceptable budget assumption.*
  - *2020-21 expenditures will significantly decrease, along with some revenues (Nutrition). However, taking this approach means we will defer some hybrid related expenses to 2021-22 budget*
    - *Hybrid transportation, janitorial, security, PPE, nutrition, etc.*

# Coversheet

## 2021-22 Budget Calendar/Packet

**Section:** V. Finance  
**Item:** D. 2021-22 Budget Calendar/Packet  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** V.D - 21-22 Budget Calendar DRAFT.pdf  
V.D - Budget Packet Sample.pdf  
V.D - Budget Instructions - Sample.pdf  
Board Motion Template\_Budget Development Calendar.pdf



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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. <b>(mandatory meeting w/department chairs)</b>
2/22/21 - 03/13/21	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. <b>**PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**</b>
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. <b>**ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 3/22.**</b>
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
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April 1st -  
IMA cut off

**PALISADES CHARTER HIGH SCHOOL**  
**2020-21 BUDGET PROCESS**

**Overview**

The 2020-21 Budget will be based upon the latest funding model called the Local Control Funding Formula, also known as the LCFF. This model provides school districts with funding based upon unique needs which differ from district to district. Special funding and allowances will also be provided locally for attendance by students in Low Income, English Language Learner and Foster Youth programs. As part of the State's new budget process, PCHS has developed its' own Local Control Accountability Plan (LCAP) and Long Term Strategic Plan (LTSP) addressing student and facility needs for next year and years to come (links below). Please be thoughtful in the development of the 2020-2021 Budget to ensure that it addresses the greatest needs of PCHS. Your participation in this process is appreciated.

**WHATS NEW:** WINTER IS HERE. With one-time funding coming to an end, & increases in PERS/STRS going into the double digits, Pali will only receive funding increases in the form of a Cost of Living Adjustment (COLA). In order to take account for this decrease in revenue, we are having departments budget realistically for IMA instead of asking for every possible need by setting a baseline amount based on a 4-year average of spending. In an effort to clarify the budget, we've broken out the master other category to make the components more easily to identify throughout the budget process.

[LINK TO LCAP on www.palihigh.org](http://www.palihigh.org)

[LINK TO LTSP on www.palihigh.org](http://www.palihigh.org)

**Instructions for completing the 2020-2021 Budget packet.**

As you work with the rest of your department/programs to submit to your budget requests keep in mind these instructions:

- 1- Be sure to **complete** the form (Fill in Department Name and Number)
- 2- Include each item, approximate cost, and a reason necessary
- 3- **Prioritize** your request *(Please keep in mind, nothing is guaranteed!)*
- 4- Please keep in mind the hard work put in by the **LTSP Committee** over the last three years; Your budget requests will be reviewed and aligned with the priorities of PCHS. Regular updates to Stakeholders, as identified on the Budget Calendar, will be communicated.
- 5- Consult the technology department for all tech requests
- 6- All Departments, Programs and Office's need to submit their approved budget packet to their Administrator, who must submit the 2020-21 Budget files electronically by Friday, March 29th (see 2020-21 Budget calendar and list of Administrators on the Budget Packet tab). Administration and Finance staff will be available from 2/24/20 to 3/13/20 to meet individually with your Budget needs and questions. Contact Arleta Ilyas (ailyas@palihigh.org) for an appointment.

7. In previous years, the IMA budget has been zero-based, however, in an effort to streamline the budget process and also to realistically budget what actually gets spent, each department will be provided with their 4-year spending average for IMA-- you can see this average by clicking on the drop-down box and selecting your department. Anything above & beyond the baseline will require listing/further explanation on the worksheets.

**The enclosed budget packet includes the following categories:**

Each category has its own tab at the bottom in the workbook.

- 2020-21 IMA: Instructional materials for the classroom i.e. pens, paper, folders, department specific equipment & supplies - physical things you can touch and cost < \$500. Please select your department from the drop-down menu to know what your baseline budget will be. If you need additional amounts above the baseline, please list items on the worksheet.
- 2020-21 Textbook: New or replacement textbooks (physical books you can touch) should be requested on this worksheet. Please consult with Andrea King for your needs in this area.
- 2020-21 Technology: Computers, printers, data projectors, tablets, chromebooks, etc., should be requested on this worksheet. Please note, that black toner/ink for your printers is part of the schoolwide budget. If you are ordering color toner, include this in part of your tech budget. Before placing any orders, please have the tech department approve your purchase and obtain product, vendor, and pricing information.
- 2020-21 Capital- Furniture and/or building projects should be requested on this worksheet. Please consult with the Director of Operations for budgetary needs in this area. Please be advised, these requests will be considered as part of a school-wide capital budget.
- 2020-21 Consulting/PD - PLEASE READ: department requests for consultants and professional development. Please consult with your administrator
- 2020-21 subscriptions/digital technology - PLEASE READ: requests for e-books & digital subscriptions will go in this area. We understand the future is digital and we want to distinguish physical books from digital content subscriptions.
- 2020-21 additional salaries - PLEASE READ: this is where any new requests for additional salaries such as auxiliaries, additional hours over school breaks, or new positions will be requested for.

If you have any questions on what category your expense belongs to, feel free to contact Arleta in the finance office.

**In conclusion,**

The 2020-21 Budget-cycle will be based upon the LCFF Funding model. PCHS has more control of this funding . Thoughtful identification of both our short-term and long-term needs is critical to the organization & the student's success.



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April 1st -  
IMA cut off

		Received?	Yes	No
<b>Pamela Magee</b>				
9th Grade PLC				
10th Grade PLC				
11th Grade PLC				
12th Grade PLC				
Library	Andrea King, Librarian/Media Specialist			
AP Main Office	Pamela Magee, ED			
Professional Development/Conferences	Pamela Magee, ED			
New Programs	Pamela Magee, ED			
CTE	M. Rawson			
Temescal	K. Theard			
Ed Tech				

<b>Chris Lee</b>				
Acadec	Joel Jimenez			
Counseling Office	Chris Lee, J. Firth			
Work Experience	Simon Santana			
College Center	Karen Ellis			
Science	Karyn Newbill, Dept Chair			
Mesa	Cheryl Onoye			
World Languages	Maggie Nance			
Virtual Academy (Independent Study)	Randy Tenan-Snow			

<b>Monica Iannessa</b>				
English Learner	Joel Jimenez			
Academic Achievement Team	Monica Iannessa			
PLC/POD	Sarah Crompton, Coordinator			
Dolphin Leadership Academy	M. Iannessa			
Intervention Program	Dave Suarez, Coordinators			
VAPA	Rick Steil & E. Stoyanovich			
Math	Yakun James, Larry Wiener			
MESA	Cheryl Onoye			

<b>Tami Christopher</b>				
Admissions & Attendance	Kathy Delaney, Coordinator			
English	C. Admas/A. Steinman			
Fuerza Unida	Joel Jimenez			
Link Crew	T. Christopher/G. Stewart			
PIQE	Erika Najjar, Coordinator			
Tech Ed	Patricia Kuper			
TVN	K. Ivera			

<b>Mary Bush</b>				
Special Ed				
Psychology				
Study Center/Tutoring				
Health Office/School Nurse	Stephanie Boyd			
Section 504 Program				
Mental Health	Mary Bush			

<b>Russel Howard</b>				
PE	M. Voelkel, Dept Chair		x	
Leadership	R. King			
Athletic Director	John Achen			
Athletics	Russ Howard/John Achen			
Deans Office	Russ Howard			
Security	J. Achen			
Social Studies	Steve Burr			

<b>Greg Wood</b>				
Finance Office	Arieta Ilyas, Finance Manager			
Cafeteria	Greg Wood			

<b>Amy Nguyen</b>				
HR	Amy Nguyen-HR Director			
Staff Training	Amy Nguyen-HR Director			

<b>Don Parcell</b>				
Operations	Oscar Cabrera, Facilities & Maintenance Supervisor			
Pool	Brooke King, Aquatics Director			
Emergency Supplies/ Safety	D. Parcell			
Civic Center/Permit	Kalei Pipzynski, Operations Liaison			
Tech	Jeff Roepel			



**Expense Summary**

---

<b>Department/Program</b>	<b>#</b>
---------------------------	----------

Acadec

Amounts will fill in Automatically

Expense	2020-2021 original requests	2020-2021 approved requests
IMA	\$ 3,962.67	\$ -
Textbook	\$ -	\$ -
Capital	\$ -	\$ -
Technology	\$ -	\$ -
Consulting & PD	\$ -	\$ -
Subscriptions	\$ -	\$ -
Additional Salaries	\$ -	\$ -
<b>Total</b>	\$ 3,962.67	\$ -

Department: **DEPARTMENT** #

CLICK on the cell under the word DEPARTMENT to activate the drop down	Acadec	
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APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

APPROVED BY: \_\_\_\_\_  
BUDGET/FIN. COMMITTEE

**FUNDING CATEGORIES**

I. Instructional Materials (IMA):

TOTAL AMOUNT

\$ 3,962.67 4 Year Average/2020-21 Baseline

\$ - Above Baseline (please list below)

\$ 3,962.67 Total (base+above)

**2020-2021 BUDGET REQUEST**

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < \$500)

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				

8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

<b>Total</b>	<b>\$ -</b>			
--------------	-------------	--	--	--

Department: 

NAME	#
Department	



APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

APPROVED BY: \_\_\_\_\_  
BUDGET/FIN. COMMITTEE

**FUNDING CATEGORIES**

I. Textbooks

TOTAL AMOUNT

\$ \_\_\_\_\_ - 2020-2021 Request

**2020-2021 BUDGET REQUEST**

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need Andrea to barcode)

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				

Department: 

NAME	#
------	---



APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

APPROVED BY: \_\_\_\_\_  
BUDGET/FIN. COMMITTEE

**FUNDING CATEGORIES**

**2020-2021 BUDGET REQUEST**

I. Capital Expenses

TOTAL AMOUNT

\$   - 2020-2021 Requested Amount

**Note: Capital requests will be reviewed by the Long Term Strategic Planning to see if department's requests fit the goals of the organization**

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				
8				
9				

10				
11				
12				
13				
14				
15				
16				
17				
18				
	<b>Total</b>	\$ -		

Department: 

NAME	#



APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

APPROVED BY: \_\_\_\_\_  
Executive Director

**FUNDING CATEGORIES**

I. Consulting/Professional Development

TOTAL AMOUNT

\$ \_\_\_\_\_ - 2020-2021 Requested Amount

**2020-2021 BUDGET REQUEST**

Please be sure to follow instructions provided in the packet

Use this sheet to complete requests for consulting for your department and professional development. For PD, please indicate whether its sub-time, conference time, or both.

DESCRIPTION OF EXPENDITURE	AMOUNT	Consulting or PD?	RATIONALE OF EXPENSE	Describe how expenditure is relative to strategic plan	PRIORITY
1					
2					
3					
4					
5					
6					
7					



8					
9					
10					
11					
12					
13					
14					
15					
	<b>Total</b>	<b>0.00</b>			

Department: NAME #

--	--	--



APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

APPROVED BY: \_\_\_\_\_  
BUDGET/FIN. COMMITTEE

**FUNDING CATEGORIES**

I. Technology

TOTAL AMOUNT

\$ _____	-	2020-2021 Requested Amount
----------	---	----------------------------

**2020-2021 BUDGET REQUEST**

**Note: Technology requests will be reviewed by the Long Term Strategic Planning to see if department's requests fit the goals of the organization**

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				

9				
10				
11				
12				
13				
14				
15				
	<b>Total</b>	\$ -		

Department: NAME #

--	--	--	--	--



APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

APPROVED BY: \_\_\_\_\_  
BUDGET/FIN. COMMITTEE

**FUNDING CATEGORIES**

I. **Subscriptions/Digital Content**

TOTAL AMOUNT

\$		-	
2020-2021 Requested Amount			

**2020-2021 BUDGET REQUEST**

Use this sheet to indicate your requests for digital classroom materials (i.e.: e-books, subscriptions, etc.)

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				
11				
12				
13				
14				
15				
	<b>Total</b>	\$ -		

Department: NAME #

--	--	--	--	--



APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

APPROVED BY: \_\_\_\_\_  
BUDGET/FIN. COMMITTEE

**FUNDING CATEGORIES**

I. **Additional Salaries**

TOTAL AMOUNT

\$		-	
2020-2021 Requested Amount			

**2020-2021 BUDGET REQUEST**

Use this sheet to indicate your requests for auxillaries, extra hours

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1					
2					
3					
4					
5					
6					
7					

8				
9				
10				
	<b>Total</b>	\$ -		

# 2020-2021 Budget Packet Instructions

## WHAT HAS CHANGED SINCE LAST YEAR?

- IN TERMS OF FUNDING, WE ARE ACTUALLY POISED TO LOSE \$82/STUDENT (OUCH).
- PERS/STRS RATES CONTINUE TO RISE, ALONG WITH HEALTH PREMIUMS
- THE ON-GOING CONCERN OF PALI'S LIFETIME BENEFITS OBLIGATION



## 1.) COMPLETE THE FORMS!

Be sure to complete all fields on the form (fill in department name and number). Include each item, approximate cost, and a reason necessary. Also, prioritize your request. Please be specific!

## 2.) LTSP PRIORITIES

Please keep in mind the hard work put in by the LTSP Committee over the last three years; Your budget requests will be reviewed and aligned with the priorities of PCHS. Regular updates to Stakeholders, as identified in the Budget Calendar, will be communicated.



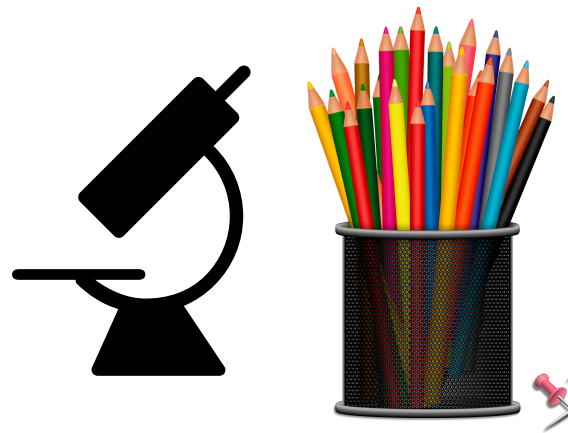
## 3.) ADMIN MUST REVIEW

Budgets must be turned into your administrator for review by 3/22/20. Finance will not accept a budget that does not come from an Admin. Please see budget calendar page in workbook for more details. Arleta from finance is available from 02/24/20 -03/13/20 to meet with anyone who needs help completing the packet. Call Arleta at x7235 or send her an email at ailyasepalihigh.org. We promise she won't bite!



## 4.) IMA REQUESTS

To streamline the process and budget to realistic spending amounts, each department has been provided with their 34year average IMA. On the IMA tab, click the drop-down box and select your department. This will be your baseline IMA. Anything above & beyond will require further explanation on the worksheets. Please note, 19-20 IMA WILL NOT be factored in your 4-year average.



## 5) TEXTBOOKS

New/replacement books (physical books you can touch) fall into this category. Please consult with Andrea King for your needs. If you are requesting textbooks for a new course, the new course must already be approved by the curriculum council. If the two above criteria have not been met, your textbook request will not be submitted for approval. Same as IMA, 19-20 spending WILL NOT be factored in your 4-year average.



## 6.) CAPITAL PROJECTS/REQUESTS

Capital (furniture/building project) requests must be vetted by Don Parcell in operations. The requests are also subject to review by the LTSP committee to make sure the requests align with PCHS's needs. If the requests are not reviewed by LTSP/Don Parcell, the request will not be submitted for approval.







## 7) CONSULTING

Consulting requests must be reviewed by your administrator and Amy Nguyen in HR. When completing consulting requests, please indicate on the form whether or not the request is new or recurring.

## 8) PROFESSIONAL DEVELOPMENT

Professional development requests should be reviewed by your administrator and the AA Team for approval. Please indicate whether or not the professional development is in the form of a conference or sub time. If your administrator has not reviewed the request, the request will not be submitted for approval.



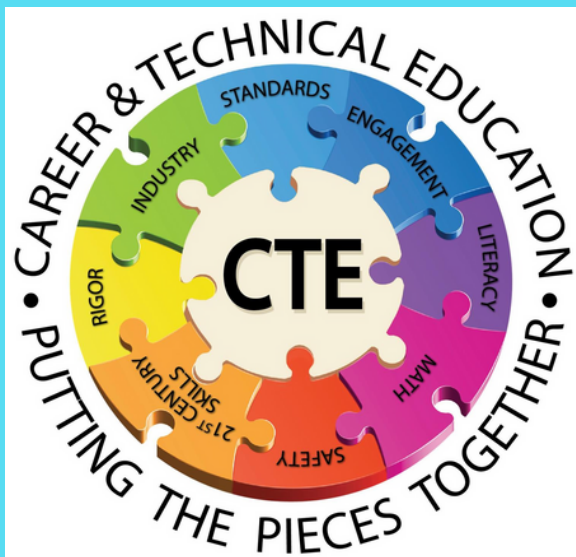
## 9) TECH EQUIPMENT & DIGITAL SUBSCRIPTIONS



All Tech equipment requests must be reviewed by Jeff Roepel in Tech for compatibility and overall usefulness & the LTSP Tech committee. Subscription requests must be vetted by Ed Tech for overall usefulness and to avoid duplicates with other subscriptions. If Jeff has not vetted your request, the request will not be submitted for approval. If your tech request is funded by CTE, please see Mike Rawson and Jeff. BUT ALWAYS, PLEASE SEE JEFF!

## 10) AUXILIARIES/ADDITIONAL SALARIES

Auxiliary/additional salary requests must be reviewed by your administrator and Amy Nguyen in HR. When completing auxiliary/salary requests, please indicate on the form (under additional salaries) whether or not the request is new or recurring.



## 11) CTE

All CTE funding for 20/21 must be reviewed and vetted by the CTE Leadership Committee. For all CTE-related program funding, please DO NOT include in your department budget, but coordinate with Mike Rawson who will compile all the CTE funded requests.

## IN CONCLUSION

- As always, budget prudently & realistically
- If you need any assistance with preparing the workbook or where items should be classified, do not hesitate to contact or visit:

**Arleta Ilyas, Finance Manager**  
x7235

**ailyas@palihigh.org**

**Student Store**

**2/24/20 - 3/13/20**

**HAPPY BUDGETING!**

**CHIEF BUSINESS OFFICER**

**COVER SHEET FOR AGENDA ITEMS**

**February 9, 2021**

**TOPIC/ AGENDA ITEM:**

V. FINANCE

D. 2021-22 Budget Development Calendar/Packet

**PERSONNEL INVOLVED:**

Chief Business Officer, Finance Office, Department Chairs, and All Stakeholders

**ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):**

The purpose of this action is to approve the proposed 2021-2022 Budget Development Calendar. This calendar is critical to developing our 2021-22 budget and outlines key milestones.

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

The proposed 2021-22 Budget Development Calendar reinforces the 2018-2021 goal of achieving a balanced budget, building a fund balance for the future and identifying clear budget priorities

**OPTIONS OR SOLUTIONS:**

The board can approve the 2021-2022 budget development calendar as-is, or can provide feedback to incorporate prior to approving.

**CHIEF BUSINESS OFFICER'S RECOMMENDATION:**

The Chief Business Officer recommends that the Board of Trustees approve the 2021-2022 Budget Development Calendar.

**RECOMMENDED MOTION:**

“to approve the proposed 2021-2022 Budget Development Calendar”

---

Juan Pablo Herrera  
Chief Business Officer

## Coversheet

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

<b>Section:</b>	V. Finance
<b>Item:</b> from JPA	E. Board Resolution: Notification to CharterSAFE of Potential Withdrawal
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	RESOLUTION OF THE BOARD CharterSafe opt out 2021.pdf

RESOLUTION OF THE BOARD OF  
PALISADES CHARTER HIGH SCHOOL

Opt Out Notice Regarding CharterSafe Insurance

WHEREAS, the Governing Board may approve the following

NOW, THEREFORE, BE IT RESOLVED that approval is given

In accordance with the CharterSafe agreement we are notifying CharterSafe that Palisades Charter High School may withdraw from the JPA effective July 1, 2021.

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution passed at a regular meeting of the Governing Board of Palisades Charter High School held on February 9<sup>th</sup>, 2021.

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Brooke King  
Board of Trustees, Chair  
Palisades Charter High School

# Coversheet

## Investment of Public Funds

**Section:** V. Finance  
**Item:** F. Investment of Public Funds  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Motion Template\_Investment of Public Funds.pdf  
Investing LTHB Fund\_BOT Meeting\_v1.pdf

**CHIEF BUSINESS OFFICER**

**COVER SHEET FOR AGENDA ITEMS**

**February 9, 2021**

**TOPIC/ AGENDA ITEM:**

V. FINANCE

F. Investment of Public Funds

**PERSONNEL INVOLVED:**

Board of Trustees, Executive Director/Principal, Chief Business Officer, Dir. of Development

**ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):**

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 the Investment Policy Statement (IPS) and evaluating investment options for the lifetime health benefit fund.

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

The action requested of the Board today will support the goal of maintaining a well balanced budget and ensuring fiscal health for PCHS.

**OPTIONS OR SOLUTIONS:**

The Board can consider establishing this as a Board Level Committee (BLC). If desired, the BLC may also solicit feedback from non-interested investment professionals.

**CHIEF BUSINESS OFFICER'S RECOMMENDATION:**

The Chief Business Officer recommends establishing a small ad hoc BLC, composed of three (3) non-interested individuals in order to explore investment options for the Lifetime Health Benefit Fund.

**RECOMMENDED MOTION:**

“To create an ad hoc board member committee composed solely of the following three board members [INSERT BOARD MEMBER NAME HERE] for the purpose of exploring investment opportunities for the Lifetime Health Benefit fund, finalizing the Investment Policy Statement, and monitoring future investment performance.

---

Juan Pablo Herrera  
Chief Business Officer

# INVESTING LTHB FUNDS

# LTHB Fund Overview

- Funds set aside to address PCHS Other Post-Employment Benefits (OPEB) liability
  - *Pays for lifetime health benefits for eligible employees (currently retired & future retirees)*
- Currently operating on a “pay-as-you go basis”
  - *Paying the minimum amount owed each year in order to fund current retiree benefits. This approach does not reduce the overall liability and is not sustainable.*
- \$5.3+ Million of funds sitting in the County Treasury Office, earning 1.5% interest
  - *There is a portion of this fund that has been loaned to the Pool/Track. See appendix for details.*
- Opportunity to invest these funds in order to achieve a much higher rate of return (5% target)
  - *PCHS would still contribute to the fund annually*
  - *Actuarial report & investment advisor can help determine the funding rate*
  - *Government Finance Officers Association (GFOA) recommends a best practice of pre-funding OPEB liability through a separate trust/investment fund. This is a common practice among other schools.*



# Pre-funding the OPEB liability vs “pay as you go”

- The following page outlines a comparison of prefunding/investing vs paying as you go
- The “pay as you go” method will result in PCHS paying over \$31 Million between now and 2070
- The prefunding/investment method fully funds the benefit in 20 years, totaling \$15.7 Million
- The funding schedules are projections based on a variety of assumptions. Actual amounts may vary but the reason for showing this is to highlight the importance of pre-funding this obligation.

\*Assumptions:

Projection is based on a “closed group” – no new members

Investment projection is based on \$6.3 Million initial pre-funding with a 4% rate of return over a 20-year period  
Powered by BoardOnTrack

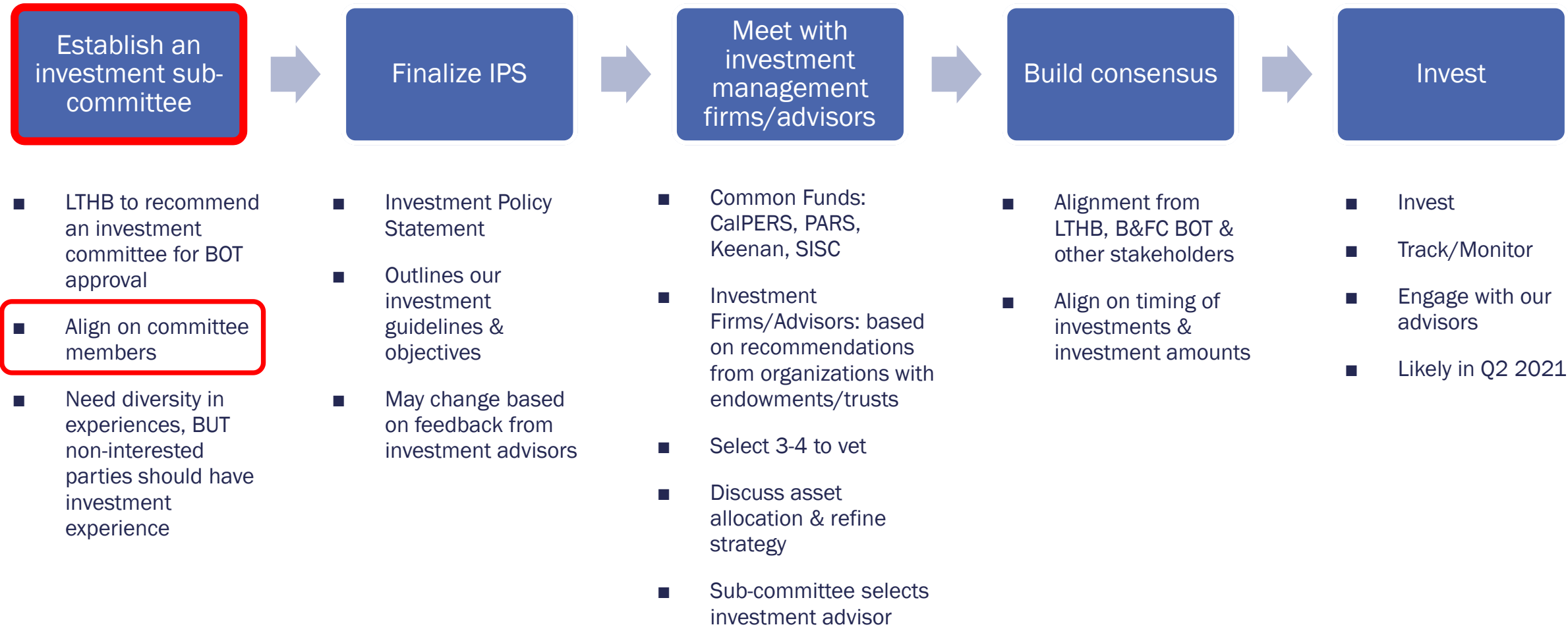
**Funding Schedule (continued)**

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

<b>Fiscal Year Beginning</b>	<b>Pay-as-you-go</b>	<b>Level Contribution for 20 years</b>	<b>Level % of Unfunded Liability</b>	<b>Constant Percentage Increase</b>
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

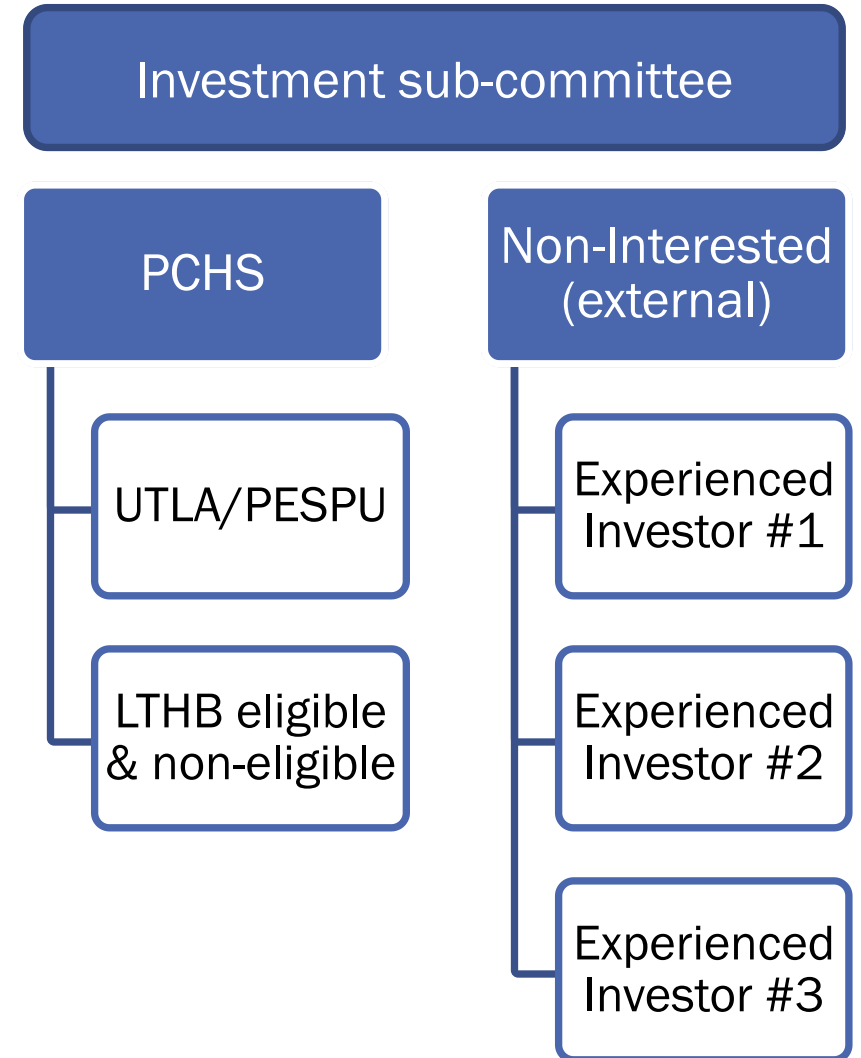
Note to auditor: when calculating the employer OPEB contribution for the year ending on the statement date, we recommend multiplying the actual PCHS-paid premiums on behalf of retirees by a factor of 1.1363 to adjust for the implicit subsidy.

# Process for Investing LTHB Funds



# In November, we proposed an investment sub-committee ranging from 3 - 9 individuals from various stakeholder groups

- Recommendation was to have representation from stakeholder groups
- Need at least 3 non-interested parties with investment experience\*
- Juan Pablo Herrera and Michael Rawson would also contribute
- Objectives of the committee:
  - 1) *Review and finalize the Investment Policy Statement*
  - 2) *Vet/meet with investment advisors/partners*
  - 3) *Select/Recommend an investment advisor/partner*
  - 4) *If recommendation is approved by LTHB & BOT, then meet quarterly with investment advisor to review status of investments and performance*



\* Investment management, wealth management, financial advisor, etc.

# Although we are eager to move forward, we have a few challenges regarding Charter compliance

- Upon closer review of our Charter, it was determined that the lifetime health benefits committee is an ad-hoc committee
- It is not advisable for an ad-hoc committee to have a sub-committee
- The proposed sub-committee also has a significant impact on the school's financial health, and we are unclear on how this impacts interested parties ability to serve/vote on the committee
- **Rather than creating a formal sub-committee, the Board of Trustees could take ownership of the investment oversight process**
  - *Potentially an ad-hoc committee made up of non-interested board members*
  - *Doing so would minimize risk and ensure charter compliance*
  - *It would also expedite the process to finalize the IPS (investment policy statement) and explore investment opportunities.*

# DISCUSSION / VOTE

# APPENDIX

# Funds Borrowed from LTHB

- Total of \$1.7 Million borrowed from LTHB fund
  - Pool loan amount: \$835k. Will be fully repaid by April 2021
  - Track loan(s) amount: \$872k: Will be fully repaid by June 2023
- Was loaned at an interest rate of 4.5%

