



# Palisades Charter High School

## Board Meeting

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### **Date and Time**

Tuesday December 14, 2021 at 5:00 PM PST

### **Location**

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

or by phone

Conference number: 1-669-900-9128

PIN: 85745889695

One touch dial from cell phone:

+16699009128,,85745889695#

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

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

### **SUPPORTING DOCUMENTATION:**

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

### **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" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).*

**Google Form Public Comment Procedure:** A Google form is available 24 hours prior to the meeting for Public Comment. Please refer to the Dewey Dolphin email or copy/paste this link <https://forms.gle/kSsxkvL6T9GgXpdEA>. Your comment will be read aloud by the Board Vice Chair. Public comments submitted through the Google form will be read after the public comments presented live at the meeting. 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)

### II. Approve Minutes

- A. Approve Minutes

Approve minutes for Board Meeting on November 16, 2021

### III. Organizational Reports

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

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

- A. Academic Accountability Committee Update

"Motion to approve the following members of the Academic Accountability Committee."

"Motion to Approve the chair, vice-chair, and secretary of the Academic Accountability Committee."

#### **Teachers**

Brenda Clarke, Board Liaison

Steve Klima

Paul Mittelbach

Randy Tenan-Snow, Vice-Chairperson

Minh Ha Ngo, Chairperson

Michael Friedman

David Pickard

#### **Students**

Talia Davood

Amelia Sim

#### **Parents**

Jewlz Fahn

Monica Batts-King

Malika Mirkasymova, Secretary

**Administration**

Amy Onyendu (Okafor)

- B.** Budget & Finance Committee Update
- C.** Election Committee Update
- D.** Post Retirement/Lifetime Healthcare Benefits Committee Update

- Transfer of Fund 20 to Investment Account - "Motion to transfer 100% of the retiree benefit fund (Fund 20) to the investment account managed by Merrill Lynch Wealth Management."

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

- A.** Board Members Only- Committee Updates

**VI. PCHS Safety Protocols and Procedures**

- A.** Corrective Action Plan
- B.** Fencing/Cameras Around Campus

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

- A.** Second Semester COVID Vaccine Plan  
"Motion to align the implementation of the PCHS vaccine mandate to the date LAUSD's vaccine mandate takes effect for 16+ year-old students."
- B.** Virtual Academy Update
- C.** COVID Testing Financial Obligation/Impact

**VIII. Academic Excellence**

- A.** PCHS No Credit (NC) Policy  
"Motion to approve the Academic Accountability Committee's recommendation to continue the No Credit grade policy currently in place through the second semester of the 2021-2022 academic year."
- B.** Educator Effectiveness Funds / Professional Development (PD) Plan  
"Motion to approve the Educator Effectiveness Funds / Professional Development (PD) Plan."



**IX. California National Standard Student Data Privacy Agreement**

**A. California National Standard Student Data Privacy Agreement (CA-NDPAv1)**

“To approve the motion to adopt the California National Standard Student Data Privacy Agreement as the approved Student Data Privacy Agreement, for use with any vendor in which any Palisades Charter High School student data may be exchanged.”

**X. Finance**

**A. 2021-2022 First Interim Financial Report**

“To approve the 2021-2022 First Interim Financial Report.”

**XI. Governance**

Governance

**A. PCHS Ed Fund Brokerage Account**

“Motion to add Pamela Magee, Juan Pablo Herrera and Michael Rawson, as authorized users to the PCHS Ed Fund Brokerage Account at Charles Schwab, and removal of Gregory Wood.”

**XII. PCHS Clean Energy Task Force**

**A. PermaCity Letter of Intent**

"Motion to approve PermaCity's Letter of Intent"

**XIII. Consent Agenda: Finance Items**

**A. Approval of Field Trips**

- January 8-9 DECA District Conference: Garden Grove, CA (Kolavo, Nazarian)
- January 27-28 VEI State Conference: Bakersfield, CA (Kolavo, Nazarian, Steil)

**XIV. New Business / Announcements**

**A. Announcements / New Business**

- Date of the next Board Meeting: Tuesday, January 11, 2021 at 5:00pm.

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

**XV. 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.** Employee complaint/Assignment/Discipline/Dismissal/Release

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

**XVI. Open Session**

- A.** Return to Open Session

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

**XVII. Closing Items**

- A.** Adjourn Meeting

# Coversheet

## Approve Minutes

**Section:** II. Approve Minutes  
**Item:** A. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on November 16, 2021

APPROVED



# Palisades Charter High School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday November 16, 2021 at 5:00 PM

#### **Location**

Mercer Hall, Palisades Charter High School  
15777 Bowdoin Street, Pacific Palisades, CA 90272

or by phone

Conference number (listen only): 1-669-900-9128

PIN: 86404487169

One touch dial from cell phone:

+16699009128,,86404487169#

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**Trustees Present**

Andrew Paris, Brenda Clarke, Brooke King, Dara Williams, Jack Seltzer, James (Jim) Wells, Jewlz Fahn, Lisa Saxon, Maggie Nance, Monica Batts-King, Sara Margiotta

**Trustees Absent**

*None*

**Trustees who arrived after the meeting opened**

Brooke King

**Ex Officio Members Present**

Dr. Pam Magee

**Non Voting Members Present**

Dr. Pam Magee

**Guests Present**

Christopher Clausen, Mary Bush, Michael Rawson, Monica Ianessa

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**I. Opening Items**

**A. Call the Meeting to Order**

Dara Williams called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Nov 16, 2021 at 5:09 PM.

**B. Record Attendance and Guests**

**C. Public Comment**

Kyle Finch - Father of 11th Grader at PCHS. Vote to mandate vaccine is upending parents. His decision to vaccinate/not vaccinate son is his own. He states that we are imposing danger by mandating vaccines. With such a low rate of COVID, why would Board make a decision to tear apart the school. Noted that several countries have stopped giving vaccines to teenagers.

KamGi Chak - Her son is a hardworking student who loves his pali community. Upset that he may not be able to continue his in-person education at PCHS. She states that

Board has not done due diligence in keeping up with current science, highlighting the suspension of vaccination in teenagers. Asked who was going to be responsible and wants a personal exception attached to mandate.

Sabine Cutrono - Shared a personal story about asking her kids what they want for xmas. Today, she asked her son that question and his response was my life back. He loves PCHS, teachers, peers, teammates. She is distressed and asked Board to reconsider.

G Tehrani - Stated that everyone is under a lot of stress. She is not an anti-vaxer and cited that the vaccine is experimental. Urged Board to look up the facts and not enforce vaccine mandates. She believes in medical freedom and choice and asked that this be respected.

Christopher Heisen - PCHS Parent and member of clean energy taskforce. Expressed his support of the LOI between PermaCity and PCHS. Noted that we have a once in a generation opportunity to transform to clean energy as well as to provide clean energy to the community. Construction is proposed to happen this summer so delays may prolong the timing of construction.

Laura Diamond - 11th Grade Parent - speaks in favor of clean energy proposal. She is excited about the opportunity to move forward noting that it is a non-binding LOI. Asked us to be leaders in the important change to clean energy. She also notes that the science teachers could use this as learning opportunities.

Lisa Woods - Spoke about her concerns about returning to school. Citing learning loss in COVID. She notes that returning to school has been difficult and her students are struggling. Many students are feeling deflated because their efforts are not being reflected in their grades. She is not alone in her sentiments. Mental health is being supported but the reason behind the mental health, school work and grades.

Gloria Setrach - Parent of 2 students. Spoke about vaccine mandate noting that several school boards locally have not mandated the vaccine. Asks Board to reconsider mandate. Believes that the risk of COVID is small in comparison of the vaccination side effects. She stated that vaccines are mandated by the CA Dept. of Public Health and it is not Board's place to mandate this. It has been a huge source of stress and thinks that we should be ashamed.

Jess Lakin - Feels she comes from a neutral position but feels that there is time in waiting to mandate vaccine. Wants people to have freedom to vaccinate or not. She sees other districts taking a pause on mandating vaccinations and she encourages PCHS to consider their views and pause mandate.

Michael A - Supports vaccine mandate. He has a friend who was not able to be completely vaccinated because of his parents. Would like Board to consider individual

considerations. Also discussed bathroom lines, longer passing periods and more bathroom passes.

Sharada L - Watching in horror in what is happening with the country and at the school. She cited the pause on vaccine mandate by the courts. Cited countries who are ending vaccine mandates on teenagers. Noted that it is illegal to mandate and urges the school to reconsider. Citing psychology harm for students who are forced to go to virtual learning.

Steve Engelmann - AP Enviro teacher. Noted that this can sometimes be difficult and cited the climate change summit. Noting it didn't go well and that the scope and time is inadequate. States we have an opportunity with PermaCity to make good things possible and encourages Board to authorize Dr. Magee to sign LOI.

Mary Hruska - Dear Pali Board of Trustees:

Please note that this is not a form letter. I would first like to refer you to the Board of Trustees Governance Policy #6.9 which states: "...Trustees....shall be respectful....when communicating with other Trustees, PCHS Stakeholders and the public". Some board members, on record at both the October 12 and October 26 meetings, have called certain parents in attendance "anti-vax". This was clearly levelled as a pejorative term and, coming from a body who, per Governing Policy#1 is charged with "governing lawfully, observing the principles of good governance, with an emphasis on" [among other things] "(b) encouragement of a diversity of viewpoints", does not indicate that the Board is adhering to this requirement. Every parent who spoke against the vaccine mandate being implemented deserved to be treated with the respect due to a parent who is using their authority to make medical decisions with regard to their children. The medical treatment being imposed by the mandate, is NOT, at this time, included in the list of State mandated immunizations. Moreover, the intent of this and of all the mandates is, in fact, to inflict some measure on pain on those who do not comply. This is undeniable, and the question becomes: is the Board, Per the "Board Roles, Responsibilities and Purpose" document, ensuring that they "represent the stakeholders as a whole." ? Does it, as stated in its Resolution Authorizing Actions to Make Palisades Charter High School a Safe School Zone For All : "affirm[ing] its support for every individual embracing education"? It seems they are providing one kind of educational support for some students, and quite another for others. As was established in the 1960's in the US, this paradigm is far from equal, and the civil rights issues it presents I leave to the Board to consider.

The process by which the mandate was implemented is also worthy of concern. One would assume that such a serious and fundamental change in policy would be preceded by an elaborate discussion process with all stakeholders over many months. And yet it was completed over the course of 3 Board Meetings in Sept and October. No open discussion of data, facts and legal viability took place. The Board exercised their minimal

requirements for public comment and made their decision to implement this major change in mid school year. A mandate so draconian that it prohibits personal/religious objections. The constitutional issues here again, I leave to the Board.

I now reference the Pali Charter. Under Palisades Charter High School Governance Council, section titled Scope of Authority. Nowhere in the defined authority of the governance council does it give the Board authority to impose medical treatments. It permits them authority over campus safety, which includes immunizations, however this authority only extends to verifying REQUIRED vaccinations for enrollment. This, in turn, is the purview of the California Dept of Public Health, which does not, at this time include the Covid-19 vaccine.

Moreover, even if it were to be added, such a vaccine would be required to allow for religious/personal exemptions per SB 277. Also from the Charter Section relating to Scope of Authority: "in the implementation of school-wide policies, PCHS guarantees protection of all individual rights under state and federal law, including due process and the right of appeal". As was pointed out earlier, the current mandate violates the constitutional rights students by not allowing for religious exemptions and also their Civil Rights by providing separate but (not) equal Education.

And, by not allowing for personal/religious exemptions, certainly denies them Due Process.

As to the vaccines themselves. There is not, at this time, widely available, any FDA approved vaccine for Covid-19 in the US. The FDA approved vaccine is Comirnaty. The only vaccines available at this time to Pali students are Pfizer-BioNTech, Moderna and Johnson & Johnson.

All of these are currently under Emergency Use Authorization (EUA). Although the FDA has stated, through some administrative legerdemain, that the Comirnaty and Pfizer BioNTech are interchangeable as far as their safety for administration, the 2 remain legally distinct entities.

For Pali, this means that any student receiving one of the 3 as a result of the Pali Vaccine mandate must be offered Informed Consent Documents. And, though the manufacturers are indemnified from legal action as a result of damages incurred due to the administration of their products, those mandating the vaccines (Palisades Charter High School) are not. In light of all of the above, I request answers to the following questions:

1) On the basis of what evidence has the Board chosen to implement this non-CDPH mandated vaccine? (please include actual studies and data sets and state how they apply to Pali's student and community populations). 2) By what portion of the schools documented policies does the Pali Board consider itself to have authority to mandate a non-CDPH mandated vaccine? (please include references to pertinent documents). 3) Please provide a legal explanation of how the Pali vaccine mandate does not violate students' constitution and civil rights and their right to Due Process. 4) What will the exact consequence be for students who, on Jan 10, have neither provided proof of vaccination nor signed up for Virtual Academy?

Until I receive answers to the above, I do not feel I have been given the proper information on which to base a decision. As the deadlines imposed by your Oct 26th



decision are approaching, please respond by Nov 16, 2021. Respectfully, Mary Hruska (Pali Parent)

Tezanos Family - Dear Dr Magee and Board of Directors: I am sad, outraged and in disbelief that you have collectively decided to impose this mandate on our kids. On kids that have already suffered enough thru these Draconian measures put upon them and already weakened mentally. How can you possibly believe this is a good idea, after seeing all the evidence, all the damage being done, lives being lost, seizures, myocarditis and many other life-long side effects of this jab. After 6 COUNTRIES (including Taiwan now) have agreed that under 20 should not get more than one dose of this experimental therapy that has a 99.9997% survival rate for everyone under 18. Kids have a higher chance of being killed by lightning striking them than by this virus. How can you put this emotional strain, turning kids against kids and kids against families and not allowing any kind of religious exemption? Forcing kids to get 2 or 3 jabs and doing it MID YEAR – to kids already struggling emotionally and with now during college crunch for Seniors – to DEMAND this before winter break.

You didn't have to follow LAUSD, you had a choice, and you made the wrong one – one that will cost lives and many tears. Your collective decision is not only illegal and unconstitutional (Bill of Rights – remember?), it is morally wrong and unconscionable. I know you are good people, I know you want to do the right thing. Look deep into your hearts, understand the pain you are creating for so many, and make this right! You have the power and I know you have it in you. I still have hope in the people we have trusted our kids too. Please prove me right. Respectfully yours, Tezanos Family

Anonymous - The Biden Administration and OSHA Vaccine Mandate states "the vaccine mandate will require fully vaccinated OR produce a negative test result on at least a weekly basis. Why is LAUSD eliminating the weekly testing option?"

Angelica Pereyra - Hello Pali Board. I submit to you this public comment as my continued support of Pali's commitment and efforts towards 100% Renewable Energy. Education is a community endeavor and as the largest consumer of energy in the area, Pali must take the biggest, most creative, and most courageous steps towards a solution and minimize the impact on an this beautiful environment that has been overly patient with us. What happens at Pali reverberates. Let us do Right and let that be our legacy.

Kami Turrou - I thank the board for the vaccine mandate. My best friends husband, unvaccinated, has been in the hospital for over a month, he might die, he might not, but by having people in the community vaccinated, means survival for many. I have immunocompromised family members who are protected by others being vaccinated, and I appreciate the and thank those who are vaccinated and protecting our and my family

## II. Approve Minutes

### A. Approve Minutes

Jack Seltzer made a motion to approve the minutes from Special Board Meeting on 10-26-21.

James (Jim) Wells seconded the motion.

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

#### Roll Call

Jack Seltzer	Aye
Andrew Paris	Aye
Jewlz Fahn	Aye
Sara Margiotta	Abstain
Brenda Clarke	Aye
James (Jim) Wells	Aye
Dara Williams	Aye
Maggie Nance	Aye
Lisa Saxon	Aye
Monica Batts-King	Aye

### III. Organizational Reports

#### A. Student Report

Christopher Clauson - Holding Freshman Class President elections. Also hosting canned food drive. After Thanksgiving is Holiday Spirit Week and Jr. Fundraiser at Kay n Dave's.

Blood drive Dec 2 and only a few slots left. He noted that several students have come up to him who want to get vaccinated but parents are hesitant. Hopes these individuals are taken into consideration. Bathrooms are a concern citing privacy, and thanked for the administration for working with ASB to address these issues. Tardy sweeps were also noted and stated that there are students who would rather miss the first period rather than get a detention for being late to class.

#### B. Parent Report

Jewlz Fahn - Cited bathroom issues due to widespread vaping resulting in very long lines.

Students waiting for 15+ minutes to use the restrooms. Parents complaining about learning loss and current academic outcomes. It is stressful and hopes that teachers take this into account. Bathrooms were also an issue and noted that security guards peeking over the stalls is disturbing.

Jim Wells noted that parents would prefer the 8:30 am start time. He would like to discuss this at the next Board meeting. It is being discussed at AA meeting and Jim should work with Brenda Clarke for updates.

#### C. Represented Classified Staff Report

Nothing to report

**D. Unrepresented Classified Staff Report**

**E. Faculty Report**

Faculty Report stands as submitted. L Saxon also echoed the bathroom concerns. She also reported that PLCs and faculty have been working on cutting back workload and grading options and will continue to do so. B Clarke noted that she also believes that faculty and staff are working really hard to help support students who are academically suffering because of the learning loss caused by virtual learning.

L Saxon stated there are local report of PCHS students at CVS (shoplifting and refusing to wear masks) but feels this report is inaccurate. She believes that this is Revere and private school students.

PCHS water polo winning 1st state game, girls golf/tennis won CIF. Football is 11-0 and headed to states.

Brooke King arrived at 5:53 PM.

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

A Nguyen noted that the report stands as submitted. She confirmed that the English tutor and math para-professionals are temporary and funded by ESSER II/III funding vs the General Fund. Her report will be reviewed and revised to reflect the accurate funding sources. All other positions are replacement positions.

**G. Director of Operations Report**

Reviewed and stands as submitted. D Parcell clarified that the additional boiler purchase will be made from current Operations budget and will be budget neutral. He also noted that the "Various" other expenses noted in his report are being funded with ESSER funding and these were included in the overall Operations Budget submitted to B&F. Will not go over \$413K as allocated. D Parcell was asked to bring the overall ESSER Operations spending plan to the next B&F committee meeting and he agrees to do so.

**H. Director of Development Report**

Report stands as submitted. He highlighted the donor event hosted by the Renes' and its success. He noted that they have agreed to host several additional events.

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

Report reviewed and stands as submitted. D Williams discussed Lifetime Health Benefits and noted that it is the Board who should make recommendation. JP Herrera noted that

we were not able to explore any further noting that this is a negotiation issue and committee could not pursue further. D Williams noted that the contractual agreement is LAUSD or greater. B Clarke believes that the contract includes exploring benefits for all?? A discussion about extending benefits to all was explored and the financial feasibility of this was evaluated and it is financially not feasible per the actuary. Multiple scenarios were included in the actuarial report and were reported in the actuarial report which was shared with the Board. JP noted that we are exploring new bids for next year to look at lower costs. D Williams noted that LAUSD does not cover dependents for retirees and PCHS does. Contractually, we are required to provide what LAUSD provides.

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

Report stands as submitted. P Magee reported to Board, parents, students that the Administration hears concerns about academics, bathroom lines, behavior and that we are just not there. Administration is looking at behaviors and the students are following the rules but students are out of the normal routine of school. She notes that we are all trying to work together to figure things out. She noted that we may be adjusting our behaviors for a while and there may just be a new normal. She celebrated teachers, faculty, students, etc. They are having great conversations about grades and wants to help maintain the academic reputation of the school. She noted that the school is concerned and looking for the right solutions. She also highlighted staffing shortages and noted that they are working with students, teachers and staff. She will provide further updates at next Board meeting.

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

#### **A. Academic Accountability Committee Update**

AA Committee met and is comprised of 7 teachers, 2 students, 1 parent and 1 administrator. Committee was voted on in public but officers were not. Vote for officers will be retaken in public.

Committee Members: Teachers

B Clarke, S Klima, MH Ngo, R Tenan Snow, P Mittelbach, M Freedman, D Pickard  
Students

T Davood, A Sim

Parents

J Fahn, MB King, M Mirkasymova

Administration

A Onyendu

NC was discussed. Faculty disapproval/approval are as follows: 40/60 faculty, 20/80 parents, 10/90 students. B Clarke noted that she would like this to be put on agenda for next meeting for approval.

8:30 start time has also been discussed including advisory periods. Sample schedules are being worked on to give students more access to support throughout the day.

J Wells cited research supporting later starts for school advocating for 8:30 start. Noted that if kids are having problems (emotional and academic) they could get additional support before school starts. It was noted that this is a negotiable issue which is why it hasn't been implemented. M Nance also noted that the early start is continually supported by students and staff because of traffic and sports practices. It has come up multiple times. Another issue cited were working parents with inflexible work schedules. He advocated for this start time to be implemented next semester.

Dara Williams made a motion to approve that the 13 prospective members of the Academic Accountability Committee to vote to approve their elect leaders.

Jack Seltzer seconded the motion.

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

**Roll Call**

Andrew Paris	Aye
Maggie Nance	Aye
James (Jim) Wells	Aye
Lisa Saxon	Aye
Dara Williams	Aye
Brooke King	Aye
Sara Margiotta	Aye
Jack Seltzer	Aye
Jewlz Fahn	Aye
Monica Batts-King	Aye
Brenda Clarke	Aye

**B. Budget & Finance Committee Update**

Committee stands as submitted. A later start time was discussed and it was noted that the feedback from faculty in attendance preferred the 3:30 pm start time so that they were able to be in attendance. B King noted that there are parents who might be interested in participating in the committee but could not attend until after work. There are ways to be Brown Act compliant with remote participation/access and if this is possible B&F Committee is certainly amenable to re-discuss the start times. B King reiterated the need for additional B&F Committee participation.

Dara Williams made a motion to approve additional committee members as submitted.

Jack Seltzer seconded the motion.

B King reiterated the need for additional B&F Committee participation. Christopher Heisen agreed to be on the committee along with Laura Diamond and Wendy Garff.

The motion did not carry.

Dara Williams made a motion to approve the new B&F Committee members with the addition of Christopher Heisen, Laura Diamond and Wendy Garff.

Jack Seltzer seconded the motion.

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

**Roll Call**

Jewlz Fahn	Aye
Dara Williams	Aye
Monica Batts-King	Aye
Brooke King	Aye
Brenda Clarke	Abstain
James (Jim) Wells	Aye
Maggie Nance	Aye
Jack Seltzer	Aye
Lisa Saxon	Aye
Sara Margiotta	Aye
Andrew Paris	Aye

Clementine Causse - Active member of Clean Energy Task Force. Asked Board to consider LOI and urged us to take action to fight climate change. Citing that PCHS has a large carbon footprint and this is a crisis that cannot be ignored.

P Garff - Co-President of Clean Energy Task Force. He highlights weather incidents related to climate change. Urged PCHS to take action and proposes that Pali transition to renewable energy. Students are in support but it is up to Board to take action. Thinks of Pali as a leader and they have the support of 3000 petitioners.

M Neuburg - SCF club. Discusses climate change and asks PCHS to be a leader in fighting this. In support of installing solar panels and asked Board to support this to support future generations.

R Carpenter - needs to protect our planet to fight climate change. Wants PCHS to take a stand to fight climate change.

Micki Porcaro, 12th grade - I would like to amplify the importance of transitioning to 100% renewable energy, due to the fact that the future of my generation depends on this change. Any and all acts to lessen and hopefully reverse the damaging effects of climate change will save the people shaping tomorrow and the place they inhabit. There are numerous things we as individuals can do to treat the planet better, but the true difference comes from the acts of large facilities and companies. Since schools like Pali use a massive amount of energy, this transition would be very significant. Not only that, but it would inspire other schools and large facilities to do the same.

Amelia Wendt (student) - Transitioning to 100% renewable energy goes beyond just individually trying to reverse the effects of fossil fuels but sets an important example for the action larger institutions need to take. Palisades Charter High School has the

opportunity to acknowledge to the younger generations that the climate crisis cannot be ignored. We are continuously fighting for the reversal of potentially disastrous effects on the planet, and our community. Please support us in this fight.

Ava Welch - Hello, I'm Ava Welch. Transitioning Pali to renewable energy is a crucial step to demonstrate our commitment to our planet. It would benefit our school, our climate, and our individual health. Solar panels at Pali may not seem like a huge factor in the battle of the climate crisis, but doing so will influence other schools and large businesses in our community to do the same, which does create a much larger impact.

Rodrigo Hernandez - Hi, my name is Rodrigo Hernandez. As a member of Human Rights Watch Student Task force and currently in my last year as a senior, it would be great to see Pali transition to 100% renewable energy. As students we are constantly reminded to keep our community clean and are taught to take actions such as recycling, bringing water bottles, using disposable utensils. But having Pali transition to solar energy will set an example not only throughout our own community, but to those surrounding it and will allow future generations to learn about climate change and ways in which they can take action similarly.

Cleo Waxman-Lee - Hi, my name is Cleo Waxman-Lee and I'm the Vice-president of HRW Student Task Force club on campus. Transitioning Pali High to 100% renewable energy is a crucial step our school must take to protect our lives and the lives of future generations that are at stake because of the extreme, growing effects of the climate crisis. We students need the support of the board of trustees to bring about this significant change within the Pali community and establish Pali High as a beacon of hope for other schools to transition to renewable energy. We are counting on you to protect our future. Thank you.

Amanda Shane - Hi, my name is Amanda Shane and I am the co-secretary of HRWSTF. With the Board's support, Pali has been able to pass a resolution to fight climate change with the relentless work from HRWSTF. Your continued commitment is vital to empowering the diverse student population of Pali to make positive global contributions. We are setting a precedent for other schools and institutions to do the same. We need your support. Thank you.

Angelica Pereyra - Hello Pali Board. I submit to you this public comment as my continued support of Pali's commitment and efforts towards 100% Renewable Energy. Education is a community endeavor and as the largest consumer of energy in the area, Pali must take the biggest, most creative, and most courageous steps towards a solution and minimize the impact on an this beautiful environment that has been overly patient with us. What happens at Pali reverberates. Let us do Right and let that be our legacy.

Laura Diamond - Pali has the enviable opportunity to be a crucial change-maker in the global effort to combat climate change, at no cost to Pali. What is being considered

tonight is to allow this possibility to be examined more closely, or to stop it in its tracks. It is the definition of a no-brainer. Let Pali go forward with this non-binding feasibility study. What possible reason is there to not approve this? I see none. As I see it, Pali is being given a gift, the chance to be included in this project that will save it money, improve the local and global environment, and enhance our students' science curriculum. There is only one reasonable way to move forward tonight. Approve the non-binding Letter of Intent. Thank you for all your hard work for our school and community.

Fran Diamond - As a longtime Board member of the California League of Conservation Voters and a co-founder of NO OIL, I urge the Board to approve item IV.B. Clean Energy Proposal to move forward with the feasibility study.

S Margiotta noted that the Budget and Finance Committee had reviewed the PermaCity LOI and there were a couple of issues with the LOI which they felt were binding if the committee moved forward. She also noted that there are a lot of questions because of our relationship with LAUSD and if we committed to the LOI and moved forward we would be committing to a 25 year, 1.4 million dollar loan (for new roofs) with payments to PermaCity. There was also a question about the Confidentiality Clause since these materials were posted for Brown Act Compliance. The Administration is working with PermaCity to address the LOI wording with hopes that appropriate revisions can be made.

B Clarke asked why this could not be approved as a Board now that contractual revisions were made. However, it was not included in the materials and therefore cannot be voted on at this Board meeting. D Williams noted that the new LOI needs to be reviewed by B&F at their next regular meeting for recommendation and then will come back to the Board. J Wells was concerned that PCHS may be paying for new roofs. He also noted potential for roof failure.

#### **C. Election Committee Update**

Looking to meet in December and date pending. There is a specific make up of this committee and B King will be looking for committee members.

#### **D. Post Retirement/Lifetime Healthcare Benefits Committee Update**

JP Herrera provide update about culmination of survey reporting that UTLA didn't want to do survey with this committee because it it was a negotiation issue.

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

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

Grade Appeal Committee has overturned 1 grade and committee is in process of meeting.



## VI. Academic Excellence

### A. Equity in Athletics Presentation

R Howard - reviewed and stands as submitted. (add packet materials to minutes. MB King asked about communication and how coaches are communicating to parents. R Howard clarified that most coaches have the emails of all parents and communicate in eblast. If there is a specific issue parents should reach out to R Howard. J Fahn noted that she feels the students need to be responsible to communicating. Raising stipends were discussed to be consistent with LAUSD. L Saxon thanked R Howard for taking care of independent study for PE credits. Also thanked B King for managing the pool facility. Noted that she is in support increasing stipends for coaches. It was noted that credentialed teachers are not getting paid for weekend time, etc. they just get a stipend. It was noted that some staff gets paid to teach 7th period and some receive stipends. M Nance also discussed stipends and she noted that UTLA would never say no at additional stipend amounts rather it is presented as a negotiation because if additional stipend money is wanted then the negotiation revolves around other terms of negotiations.

### B. PCHS Schoolwide Goals

Reviewed as outlined below and stands as submitted. Administration will provide updates on goals throughout the year. The goal is to provide update with a cadence of 1 per meeting.

#### 2021-2022 PCHS Schoolwide Goals

Board of Trustees Goal Setting Meeting September 18, 2021

*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.*

#### **Academic Achievement**

##### *Long Term Aspirational Goal*

PCHS will focus on its educational program by reevaluating and *updating* existing courses and instructional practices to include innovative and relevant content. PCHS's curricular units will contain technology skills, life skills/realia, and connections to college and career. Additionally, PCHS will explore the expansion of courses to further align with college and career readiness. PCHS will refine its data system to track student progress towards college and career readiness.

##### *Action Items:*

##### Professional Development

- Professional Development: Continuously diversify and personalize - PCHS staff
- Professional Development utilizing a multi-tiered schoolwide PD model: Personal PD, PLC PD, and School-wide PD. (See PD plan.)

##### Curriculum

- Aligned Curriculum to A-G and CTE
- College access (Black Scholars Matter, FACTOR, West LA, Santa Monica)
- Continue the commitment to increasing access to A-G, Honors, and AP courses to Black and Latinx students: Continue to utilize the already long-standing programs, such as The Village Nation, *Fuerza Unida*, and FACTOR to work collaboratively to increase success among Black/African American students and Latinx students.
- Diversify Curriculum: Continue active learning with curriculum-based PD and by offering summer mini-grants focused on new curriculum development and assessment. Also, continue evaluating curriculum review to develop an inclusive and responsive curriculum. Instructional Materials, teacher materials, and other necessary items are required to diversity curriculum offerings.
- PCHS will integrate socio-emotional learning, executive functioning skill development, wellness, literacy, and critical understanding of self within the Pod curriculum through lessons, assemblies, and seminars.
  - Spring Assemblies in 9th and 10th grade, Executive Functioning
  - Literacy Program in 9th grade
  - English and Sociology units, Understanding of Self and others

Note: Financial literacy will be differentiated in Math (all years) and Econ (Sr. year) courses.

#### Equity and Grading

- Action Research - Grade Equity: Implement "Grading for Equity" studies and strategy implementation in two Grading for Equity PLCs. The outcomes from the strategies the PLCs use will be shared with the faculty.
- The formation of a task force to integrate Grading for Equity principles within PCHS grading policies and practices.

#### Assessments

- Collect CASSPP and CAST Baseline data
- Diagnostics (Literacy 9th grade, MDTP departmental math tests)
- AA team members and NBC teachers will collaborate with systems administrators to create an infrastructure for storing assessment data and protocol training for data analysis to increase responsiveness to school data. Team meetings will be scheduled to build folders in Infinite Campus and an assessment dashboard in PowerBI. (Fall meetings and data analysis in spring.)

#### **Communication**

##### *Long Term Aspirational Goal*

PCHS will utilize, refine, and explore current and new communication systems and platforms to inform the PCHS community on PCHS's relevant updates, strengths, needs, data, and opportunities for participation in school-wide events and programs.

In order to make school-wide updates more accessible and convenient, PCHS will group weekly updates in specific categories across the multiple PCHS platforms.

*Action Items:*

- Weekly Wednesday Newsletter: Admin will have the announcements/information by the Monday Admin Meeting. Information will be disseminated through PCHS's campus website and Infinite Campus. The tentative start date is scheduled for November 2021.
- PARENTS/COMMUNITY

-Academics

-Arts & Activities

-Athletics

-Culture

-Covid

-Transportation

-Week at a Glance

- Student Leadership will develop their own categories and manner of dissemination.

## **Diversity**

### *Long Term Aspirational Goal*

PCHS will commit to equitable policies and practices to connect PCHS's diverse student population with necessary personalized resources and support, accommodations, and academic opportunities.

*Action Items:*

- Form a Diversity Task Force to examine the campus' actions and policies to identify where equitable practices fall short/non-existent into the school's daily practices, expectations, predictions, decision-making, and regulations.
  - Dealing with complaints sent to the HR Office
    - HR is developing an infographic depicting the process for resolving a complaint. - In progress
    - HR is developing a process for staff to report concerns (digital complaint form) modeled after the 3 C's for students. - In progress
    - Employee Suggestion Form Open Box written complaint modeled after BUZZFEED for faculty/staff members. - In progress
- Education and training for staff, faculty, and administration
- Professional Development
  - Intentional groupings made by Excel to ensure a mix of seniority, race, ethnicity, and departments
  - Compliance Training
  - Expand Implicit Bias Training
  - Staff, faculty, and administrator Monthly Reading

- Identify and schedule a speaker/program to educate staff on topics such as racial sensitivity and gender equity. Workshops will be mandatory for staff. - In progress:
- Allyship & Intro to Ethnic Studies Curriculum --Ziza Noguera - In progress
- Ethnic Studies curriculum previews for teachers - In progress
- Look at online learning components before in-person training takes place - In progress
- Campus Climate & Culture
  - Main Hallway to reflect Pali diversity and underserved population identities.
  - Spring Calendar that has both staff and student diversity and inclusion events and activities.
  - Consistently offer diverse courses and commit to sustaining these courses.
  - In progress: Dress Code Task Force has developed a revised policy. Next step: Staff training on identifying and responding to a dress code violation.
- PCHS Hiring Practices: HR Department attends additional Diversity Career Fairs to increase the diversity of the faculty

## **Fiscal/Budget**

### *Long Term Aspirational Goal*

PCHS will identify and adopt cost-effective priorities to achieve 21st-century student-focused education. PCHS will do this with complete transparency and accountability while maintaining a balanced budget and cash reserve levels of 5%+ and providing monthly and annual reporting measurements.

### *Action Items:*

- Align on clear budget priorities for 2021-24 and seek board adoption by March 2022.
- Maintain a minimum 5% unrestricted cash reserve and monitor on a monthly basis.
- Execute adopted budget with efficiency and strict adherence to fiscal policies and procedures - monitor on a monthly basis.
- Address Lifetime Health Benefit (OPEB liability) by investing current assets (immediately), pre-funding the benefit at the recommended level (monthly), and/or identifying a solution to address the long-term liability by Jan 2022.
- By June 2022, develop a funding plan to support technology equity and access (Ed Tech Plan).
- Achieve all goals set forth in the Strategic Development Plan (PCHS Fund, planned giving, alumni network, endowment, grants, and capital campaigns).
- Identify ways to increase the effectiveness of budget/financial communications.

## **Student Socioemotional Well-Being**

### *Long Term Aspirational Goal*

PCHS will continue to cultivate and explore opportunities for social-emotional wellness, development of life skills, and stress management both inside and outside the classroom.

### *Action Items:*

- Incorporating weekly announcements.
  - Providing learning opportunities through the curriculum to support SEL within PODS, seminars, and mentor programs.
  - PCHS leadership and clubs will communicate opportunities for SEL across social media platforms and classroom announcements.
  - Offer classes focusing on life skills, healthy relationships, and positive mental health strategies that count toward graduation credit.
- 
- Review the Wellness Policy semiannually and promote strategies to foster healthy lifestyles.

**C. PCHS No Credit (NC) Policy Update**

Reviewed in AA Committee Report

**D. Virtual Academy/Independent Study Update**

R Tenan-Snow provided update on Virtual Academy. This is an independent study program which started with 8 students. Currently there are 111 students which is a huge leap from 10 years ago. This number was a large increase from previous years due to the pandemic. Virtual Academy adheres to state laws. They serve students who are traveling athletes, in entertainment, in medical treatment, etc. Now there are also students who decided that they prefer to learn independently and they are working to make sure they are meeting all of their students needs. Teachers who teach in independent study program must offer weekly in person programming for students. Supplemental videos are also additional materials. It was suggested that these videos be posted to share with all students. C Lee noted that the content doesn't necessarily align with with the instruction being provided to in person learning. It was noted that this is already available for the math department.

An information session was held last week with over 100 participants. A lot of interest due to mental health concerns.

L Saxon asked whether they envision a need to change the master schedule. C Lee noted that they are discussing this and will be discussing with Dept. Chairs. They are waiting to see how many students decide to opt into the program. If there are students who are not allowed on campus to vaccine status. C Lee noted that students are not required to come on campus and this will be addressed via zoom. The administration is working on a plan to have everything in place to meet all student needs. They are contractually held to 35 students/teacher so this will be an issue to be brought to B&F for review at Dec. B&F Committee meeting.

M Nance expressed concern with World Language class and ensuring the accuracy of students' work. They are trying to revise Virtual Academy to require World Languages to

be in person or virtually via zoom to ensure accuracy of students' work. They are starting to work with UCScout.

Concern was raised about Special Ed in Virtual Academy so that they are compliant with all of the requirements. It was noted that Virtual Academy already has students who have IEPs so they are familiar with meeting the needs of these students.

Conditional vaccine mandates were not exemptions. They were allowing those individuals additional time to get vaccinated vs. an exemption to the vaccine mandate. IEPs also do not count as a medical exemption. All medical exemptions must be provided from a physician. The conditional vaccine mandates pertained to allowing students onto campus and then ensuring that they then follow the vaccine mandate.

## VII. Governance

### A. 21-22 Compliance Monitoring and Certification of Board Compliance Review

Reviewed and stands as submitted.

### B. Approval to Renew the We Can Work Contract/Grant with Dept. of Rehabilitation

Dara Williams made a motion to to approve the We Can Work Contract Grant with the Department of Rehabilitation.

Jack Seltzer seconded the motion.

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

#### Roll Call

Brooke King	Aye
James (Jim) Wells	Aye
Jack Seltzer	Aye
Andrew Paris	Aye
Sara Margiotta	Aye
Monica Batts-King	Aye
Jewlz Fahn	Aye
Lisa Saxon	Aye
Maggie Nance	Aye
Brenda Clarke	Absent
Dara Williams	Aye

### C. Approve Contract for New Hire of Director of Student Support Services

Dara Williams made a motion to to approve the contract for the New Hire, Director of Student Support Services with a modification to the contract that she be provided with 8 sick days and that the the date be corrected to reflect that it starts in 2021 vs. 2012.

Sara Margiotta seconded the motion.

A Nguyen reported and stands as submitted.

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

**Roll Call**

Sara Margiotta	Aye
Maggie Nance	Abstain
Jack Seltzer	Aye
Monica Batts-King	Aye
Dara Williams	Aye
Brooke King	Abstain
Brenda Clarke	Absent
Andrew Paris	Abstain
Lisa Saxon	Abstain
Jewlz Fahn	Aye
James (Jim) Wells	Aye

**D. Sunshine of PCHS Initial Proposal to UTLA for Negotiations of New Contract**

Presented by A Nguyen and stands as submitted.

Dara Williams made a motion to adopt PCHS initial proposal to UTLA with a start date of July 20,2022 as set forth in the board materials.

James (Jim) Wells seconded the motion.

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

**Roll Call**

Sara Margiotta	Aye
Lisa Saxon	Abstain
Maggie Nance	Abstain
Jack Seltzer	Aye
Monica Batts-King	Aye
Jewlz Fahn	Aye
Dara Williams	Aye
Brooke King	Abstain
Andrew Paris	Abstain
James (Jim) Wells	Aye
Brenda Clarke	Absent

**E. Sunshine of UTLA Initial Proposal to PCHS**

Presented by A Nguyen. These were not included in packet materials and will be voted at the next Board meeting.

**F. Unrepresented Salary Scale Updates**

This was tabled but Board would like presentation on what Steps happen to faculty, staff (including classified), management, administration to assess equity.

**G. PCHS Recusal Policy**

D Williams is working on policy and presentation is pending.

**H.**

### **Discussion Regarding FPPC Advice Letter Request**

The FPPC advice letter was discussed and she suggested that it pertain to a contract, citing Transportation Contract as an option. Other large contracts include janitorial services which cost approximately \$400,000. D Williams will draft a letter to the FPPC to provide specific language and examples for clarification of conflict of interest. It was also noted that individuals can personally reach out to the FPCC for opinions on personal questions.

## **VIII. New Business / Announcements**

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

Next Board of Trustees meeting will be held on Dec. 14, 2021 at 5 pm.

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

## **IX. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:57 PM.

Respectfully Submitted,  
Sara Margiotta

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## **Documents used during the meeting**

- Faculty Board Report 11\_16\_2021.pdf
- HR Board Report 11\_16\_2021.pdf
- PCHS Board Report for Operations 11\_16\_2021.pdf
- Director of Development Board Report 11\_16\_21.pdf
- CBO Board Report\_11\_16\_2021.pdf
- EDP Board Report 11\_16\_2021.pdf
- B&F Committee Attendance Roster 11\_21.pdf
- Clean Energy\_Letter of Intent .pdf
- Clean Energy Presentation.pdf
- PCHS No Credit Policy Overview.pdf
- 21-22 Compliance Monitoring Administrator Certification.pdf
- 1. DR324 Board Resolution.pdf
- 2. DR325 Signature Authorization.pdf



- 3. CALIFORNIA CIVIL RIGHTS LAWS ATTACHMENT.pdf
- 4. CCCs 4.2017.pdf
- 5. Insurance Requirements and Example.pdf
- Exhibits 31862.pdf
- Signature Letter.pdf
- STD213 31862.pdf
- Tammie Wilson Director Student Support Services contract 2021\_2023.pdf
- Sunshine Proposal to UTLA 11\_16\_2021.pdf
- Sunshine Proposal to UTLA 11\_16\_2021.pdf
- Resolution\_of\_the\_\_Board\_Re\_Unrepresented\_Staff 11\_16\_2021.pdf
- PCHS\_Recusal\_Policy.pdf
- Ed\_Code\_47604.1\_Recusal.pdf
- Charter\_LAUSD\_COI\_Requirement.pdf
- LAUSD\_Policies\_and\_Procedures\_for\_Charter\_Schools.pdf

# Coversheet

## Faculty Report

**Section:** III. Organizational Reports  
**Item:** E. Faculty Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Faculty Board Report 12\_14\_2021.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **Faculty Report**

### **Board of Trustees Meeting**

### **December 14, 2021**

#### **Concerns**

- Faculty has no faith in the administration's ability to handle an emergency situation, based on what happened on Dec. 6 and the fact we have not had emergency drills -- other than a shelter in place activity in October. Clear communication from administration is essential. Sending teachers an email is insufficient. Many teachers did not have time to check their email in advance of the school day. Moreover, the administration should be tasked with coming up with a plan to efficiently check out students, so that students and their parents are not waiting in line for more than an hour.
- On Monday, the gates around our campus that were erected to keep the community safe served as a barrier to students safely and quickly exiting campus. Students and staff need to know where the emergency exits are located and push gates need to remain unlocked.
- Faculty is concerned about the lack of communication regarding the pending increased enrollment in Virtual Academy. When will teachers find out about new assignments and possible schedule changes? Who is making these decisions? When will teachers be notified? How will staff be trained on Virtual Academy protocols and software?
- Faculty is concerned about the hiring process regarding the HR director and whether there is a potential inherent conflict of interest regarding having the HR director report to the EDP. Is this a job that we might outsource?
- Faculty is concerned about unintended consequences regarding the NC grading policy in effect for the fall semester. Some students were vocally open about disengaging from the curriculum to take an NC instead of a C or a D. In other cases, students have been dropped from classes after the permanent schedule day.
- Students with fevers are showing up in our classes. Might we be able to reinstitute the temperature checks? Students are saying they have no symptoms upon arrival and then need to be sent to the health office.
- LAUSD coaches received increases in stipends. PCHS stipends need to be adjusted as well.
- Teachers in charge of extra-curricular activities note that they have concerns about the stress students are feeling to complete work in their academic classes.
- Teachers and staff would like access to the weight and cardio rooms. Teachers need an outlet for their high stress levels during this pandemic.

#### **Points of Pride**

- The school staff as a whole has been focused on meeting the socio-emotional needs of students while at the same time addressing our primary job, which is to educate students.



# PALISADES

## CHARTER HIGH SCHOOL

- Great thanks to our Mental Health team, which has worked tirelessly to support students and to introduce them to the coping skills that will enable these young adults to be successful in a school environment.
- Some English teachers elected to form a Grading for Equity PLC last summer and they are piloting standards-based grading practices. They will share their findings with the faculty during a PD in January. A second cohort began reading *Grading for Equity* (Joe Feldman) in November and is exploring ways to implement principles of the book into their practices.
- The band program is continuing to grow and thrive. The marching band recently finished a successful competitive season, finishing in a tie for second place at the Regional Championships.

# Coversheet

## Human Resources Director (HR) Report

**Section:** III. Organizational Reports  
**Item:** F. Human Resources Director (HR) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** HR Board Report 12\_14\_2021.pdf  
Salary Scales HR 12\_14\_2021.pdf



## Human Resources Board Report

December 14<sup>th</sup>, 2021

### New Hires:

Name	Classification/Position	Funding	Effective Date
Brooks, Stephanie	Office Assistant	General	11/30/2021

### Retirement/Resignation/Release

Name	Classification/Position	Funding	Effective Date
Bush, Mary	Dir. Student Support Services	General	12/17/2021
Nguyen, Amy	Dir. Human Resources	General	01/05/2022

### Benefits:

In order to continuously support the staff, we are changing payroll systems from ADP to Paycom. This is a user friendly program that allows employees more access to their time cards for accuracy and employee information.

Lifetime Health Benefits Health & Welfare committee met and discussed plan options going forward. A date will be set for the the next meeting to answer additional questions.

Also in January, 2022 SISC will hold a Health and Wellness screening program. This will be held on campus in the staff cafeteria and is open to all staff. In addition to standard cholesterol, blood and health screenings employees will be eligible to receive an amazon spending code upon participation.

### Discussion Item:

Salary Scale Discussion



# SALARY SCALES ALL STAFF

DECEMBER 14, 2021

<b>Unrepresented Salary Table</b>								
<i>effective: 7/1/2021</i> 2021-2022								
<b>2021-2022</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Database Manager	67,248.43	70,611.69	74,141.49	77,849.01	81,742.08	85,828.51	90,119.49	94,666.43
Executive Assistant	55,302.09	58,067.37	60,970.12	64,019.30	67,219.37	70,580.39	74,110.19	77,861.31
Executive Asst. Communications	55,302.09	58,067.37	60,970.12	64,019.30	67,219.37	70,580.39	74,110.19	77,861.31
Human Resource Spec.	47,572.97	49,951.50	52,449.64	55,104.26	57,894.12	60,824.81	63,904.17	67,140.01
Operations Liaison**	51,420.81	54,217.59	56,928.47	59,774.33	62,764.38	65,901.67	69,196.45	72,656.89
College Advisor	24,020.1	25,216.1	26,490.3	27,831.6	29,239.9	30,726.5	32,280.1	33,912.0
Nurse RN	50,181.76	52,691.07	55,325.57	58,091.96	60,996.95	64,046.12	67,248.43	70,611.69
+1.75% Board Approved 9/21/21								
<b>2021-2022</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Campus Safety Supervisor	58,091.96	60,996.95	64,046.12	67,248.43	70,611.69	74,141.49	77,849.01	81,742.08
	-	-	-	-	-	-	-	-
Facility, Grounds & Maintenance Super	55,302.55	58,067.63	60,969.73	64,019.09	67,219.79	70,580.01	77,848.56	81,741.55
Head College Advisor	60,996.95	60,692.92	67,248.43	70,611.69	74,141.49	77,849.01	81,742.08	85,828.51
IT Team Supervisor	70,611.69	74,141.49	77,849.01	81,742.08	85,828.51	90,119.49	94,626.19	99,357.56
Manager - Aquatics Facility	58,091.96	60,996.95	64,046.12	67,248.43	70,611.69	74,141.49	77,849.01	81,742.08
Manager - Athletics	58,091.96	60,996.95	64,046.12	67,248.43	70,611.69	74,141.49	77,849.01	81,742.08
Manager - Fiscal Services	67,248.43	70,611.69	74,141.49	77,849.01	81,742.08	85,828.51	90,119.49	94,666.08
Technology Supervisor/Coordinator	85,828.84	90,119.61	94,666.04	99,357.67	104,324.38	109,540.60	115,018.60	120,769.63
+1.75% Board Approved 9/21/21								

<b>PCHS - Administrative Salary Scale</b>								
<i>effective: 7/1/2021</i> 2021-2022								
<b>Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Executive Director /Principal	173,628.49	182,309.91	191,425.41	200,996.68	211,046.51			
Assistant Principal /Director	110,242.04	116,964.09	123,686.14	130,408.19	133,761.39	137,114.59	140,467.79	143,852.29
<b>Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Chief Business Officer	118,032.64	123,900.74	130,215.94	136,736.79	140,090.00	143,443.20	146,796.40	151,200.26
Director of Operations	111,773.34	117,362.00	122,950.67	128,539.34	133,761.39	137,114.59	140,467.79	143,852.29
Director, Human Resources	89,418.67	93,051.30	96,683.94	100,596.00	105,625.80	110,935.04	117,362.00	124,068.40
Administrative Longevity increase: \$3,000 Longevity Stipend each year, after 2 years at the highest step has been reached.								
Administrative Doctoral Stipend: \$3,000								
Work Days = 229 (241 contract days when including holidays)								
+1.75% Board Approved 9/21/21								



2021-2022 1.75%																			
Tentative Agreement Schedule	1		2		3		4		5		6		7		8		9		
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	
School Administrative Assistant	22.6596	23.9514	25.2788	26.7483	28.2534	29.8059	31.5007	33.2309	35.0560										
Office Clerk	15.9400	16.8169	17.7768	18.7487	19.8153	20.9057	22.0552	22.7188	23.3944										
Office Assistant	16.8169	17.7768	18.7487	19.6731	20.7516	21.9012	23.0981	23.7973	24.5084										
Senior Office Assistant	19.8153	20.9294	22.1026	23.3469	25.0654	26.0372	27.4594	28.2889	29.1422										
Tutoring Coordinator	27.1750	28.6801	30.2563	31.9273	33.6813	35.5419	37.4855	38.6114	39.7729										
Cafeteria Clerk	17.3621	18.3457	19.3769	20.4553	21.6167	22.8137	24.0581	24.7810	25.5277										
Cafeteria Manager	20.5975	21.7233	22.9203	24.1766	25.5157	27.0445	28.3956	29.2490	30.1259										
SIS Computer Coordinator/HR	35.1509	37.0826	39.1210	41.2661	43.5416	45.9354	48.4598	49.9175	51.4108										
School Accounting Clerk/Purchasing	22.9440	24.2121	25.4328	27.0802	28.5615	30.1259	31.7851	32.7451	33.7287										
Tech I*	20.2877	21.3985	22.5826	23.8277	25.1338	26.5132	27.9780	28.8081	29.6748										
Tech II	25.9380	27.3625	28.8638	30.4637	32.1294	33.9046	35.7675	36.8250	37.9317										
Tech III	31.5836	33.3258	35.1509	37.0945	39.1210	41.3016	43.5534	44.8570	46.1962										
Health Office Clerk	17.7295	18.7250	19.7798	20.9057	22.0907	23.3114	24.5913	25.3262	26.0846										
Textbook Coordinator	18.7250	19.7798	20.8938	22.0907	23.3232	24.3899	25.7291	26.4995	27.2934										
Library Media Tech.	18.7250	19.7798	20.8938	22.0907	23.3232	24.3899	25.7291	26.4995	27.2934										
Parent Liaison	17.1962	18.1680	19.1990	20.2776	21.4152	22.6477	23.9040	24.6270	25.3617										
Campus Aides	15.9755	16.8288	17.8006	18.7961	19.8272	20.9057	22.0552	23.4063	24.1055										
Instructional Assistant	15.4777	17.2318	18.1799	19.1753	20.2419	21.3441	22.5174	23.1929	23.8921										
Special Education Assistant	22.7545	24.0344	25.4209	26.8194	28.3246	29.8771	31.5125	32.4606	33.4324										
Special Education Trainee	20.4079	21.5219	22.7545	24.0344	25.4209	26.8076	28.2889	29.1304	30.0074										
Maintenance Technician	19.4361	20.3960	21.4271	22.4937	23.6314	24.8284	26.0846	27.4002	28.7986										
Payroll/Fiscal Specialist	26.1518	27.4498	28.8268	30.2715	31.7952	33.4093	35.1023	36.8744	38.7480										

Includes 1.75% Increase effective 07/01/21 +1.75% Board Approved 9/21/21

**2021-2022 Certificated Salary Table**

	YEARS/ UNITS													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
20	BA	\$ 58,627	\$ 58,700	\$ 59,325	\$ 59,950	\$ 60,022	\$ 60,109	\$ 62,433	\$ 63,290	\$ 66,122	\$ 68,024			
20	1.75%	\$ 59,653	\$ 59,727	\$ 60,363	\$ 60,999	\$ 61,073	\$ 61,161	\$ 63,525	\$ 64,398	\$ 67,279	\$ 69,215			
21	BA + 14	\$ 58,700	\$ 59,325	\$ 59,950	\$ 60,022	\$ 60,109	\$ 62,433	\$ 63,290	\$ 66,122	\$ 68,024	\$ 70,289			
21	1.75%	\$ 59,727	\$ 60,363	\$ 60,999	\$ 61,073	\$ 61,161	\$ 63,525	\$ 64,398	\$ 67,279	\$ 69,215	\$ 71,519			
22	BA + 28	\$ 59,325	\$ 59,397	\$ 60,022	\$ 60,109	\$ 62,157	\$ 64,581	\$ 66,760	\$ 68,692	\$ 70,681	\$ 73,934			
22	1.75%	\$ 60,363	\$ 60,437	\$ 61,073	\$ 61,161	\$ 63,244	\$ 65,712	\$ 67,928	\$ 69,894	\$ 71,918	\$ 75,228			
23	BA + 42	\$ 59,397	\$ 60,022	\$ 60,109	\$ 62,157	\$ 64,291	\$ 66,804	\$ 69,360	\$ 71,364	\$ 73,440	\$ 77,855			
23	1.75%	\$ 60,437	\$ 61,073	\$ 61,161	\$ 63,244	\$ 65,416	\$ 67,973	\$ 70,573	\$ 72,613	\$ 74,725	\$ 79,218			
24	BA + 56	\$ 60,022	\$ 60,109	\$ 62,157	\$ 64,291	\$ 66,804	\$ 69,404	\$ 72,076	\$ 74,152	\$ 76,679	\$ 81,661			
24	1.75%	\$ 61,073	\$ 61,161	\$ 63,244	\$ 65,416	\$ 67,973	\$ 70,618	\$ 73,338	\$ 75,450	\$ 78,021	\$ 83,090			
25	BA + 70	\$ 60,109	\$ 62,157	\$ 63,944	\$ 67,603	\$ 70,231	\$ 72,976	\$ 74,878	\$ 77,188	\$ 80,193	\$ 85,524			
25	1.75%	\$ 61,161	\$ 63,244	\$ 65,063	\$ 68,786	\$ 71,460	\$ 74,253	\$ 76,189	\$ 78,538	\$ 81,597	\$ 87,020			
26	BA + 84	\$ 62,433	\$ 64,248	\$ 66,122	\$ 70,304	\$ 73,034	\$ 75,895	\$ 77,797	\$ 80,514	\$ 83,708	\$ 89,314			
26	1.75%	\$ 63,525	\$ 65,373	\$ 67,279	\$ 71,534	\$ 74,312	\$ 77,223	\$ 79,158	\$ 81,922	\$ 85,173	\$ 90,877			
27	BA + 98	\$ 63,827	\$ 66,790	\$ 68,720	\$ 73,121	\$ 75,967	\$ 78,930	\$ 80,832	\$ 83,882	\$ 87,208	\$ 93,263	\$ 94,106	\$ 94,542	\$ 94,934
27	1.75%	\$ 64,944	\$ 67,958	\$ 69,923	\$ 74,401	\$ 77,297	\$ 80,312	\$ 82,247	\$ 85,350	\$ 88,734	\$ 94,896	\$ 95,753	\$ 96,197	\$ 96,595

2021-22 Career Increments				
YEARS	15-19	20-24	25-29	30+
	1st CI	2nd CI	3rd CI	4th CI
2019-2020	\$ 96,533	\$ 98,133	\$ 99,733	\$ 102,932
2021-2022	\$ 98,223	\$ 99,850	\$ 101,478	\$ 104,734
	1.75%			

Board Approved 8/24, retro to 7/1/2021  
 PD rate \$50.00 retro to 7/1/2021



**2021-2022 Certificated Salary Table + MA**

YEARS/UNITS	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2019-2020	BA	\$ 58,627	\$ 59,325	\$ 59,950	\$ 60,022	\$ 60,109	\$ 62,433	\$ 63,290	\$ 66,122	\$ 68,024				
2021-2022	1.75%	\$ 59,653	\$ 60,363	\$ 60,999	\$ 61,073	\$ 61,161	\$ 63,525	\$ 64,398	\$ 67,279	\$ 69,215				
2021-2022	M	\$ 61,653	\$ 62,363	\$ 62,999	\$ 63,073	\$ 63,161	\$ 65,525	\$ 66,398	\$ 69,279	\$ 71,215				
2019-2020	BA + 14	\$ 58,700	\$ 59,325	\$ 59,950	\$ 60,022	\$ 60,109	\$ 62,433	\$ 63,290	\$ 66,122	\$ 68,024				
2021-2022	1.75%	\$ 59,727	\$ 60,363	\$ 60,999	\$ 61,073	\$ 61,161	\$ 63,525	\$ 64,398	\$ 67,279	\$ 69,215				
2021-2022	M	\$ 61,727	\$ 62,363	\$ 62,999	\$ 63,073	\$ 63,161	\$ 65,525	\$ 66,398	\$ 69,279	\$ 71,215				
2019-2020	BA + 28	\$ 59,325	\$ 59,397	\$ 60,022	\$ 60,109	\$ 62,157	\$ 64,581	\$ 66,760	\$ 70,681	\$ 73,934				
2021-2022	1.75%	\$ 60,363	\$ 60,437	\$ 61,073	\$ 61,161	\$ 63,244	\$ 65,712	\$ 67,928	\$ 71,918	\$ 75,228				
2021-2022	M	\$ 62,363	\$ 62,437	\$ 63,073	\$ 63,161	\$ 65,244	\$ 67,712	\$ 69,928	\$ 71,894	\$ 73,918				
2019-2020	BA + 42	\$ 59,397	\$ 60,022	\$ 60,109	\$ 62,157	\$ 64,291	\$ 66,804	\$ 69,360	\$ 71,364	\$ 73,440				
2021-2022	1.75%	\$ 60,437	\$ 61,073	\$ 61,161	\$ 63,244	\$ 65,416	\$ 67,973	\$ 70,573	\$ 74,725	\$ 79,218				
2021-2022	M	\$ 62,437	\$ 63,073	\$ 63,161	\$ 65,244	\$ 67,416	\$ 69,973	\$ 72,573	\$ 74,613	\$ 76,725				
2019-2020	BA + 56	\$ 60,022	\$ 60,109	\$ 62,157	\$ 64,291	\$ 66,804	\$ 69,404	\$ 72,076	\$ 74,152	\$ 76,679				
2021-2022	1.75%	\$ 61,073	\$ 61,161	\$ 63,244	\$ 65,416	\$ 67,973	\$ 70,618	\$ 73,338	\$ 75,450	\$ 78,021				
2021-2022	M	\$ 63,073	\$ 63,161	\$ 65,244	\$ 67,416	\$ 69,973	\$ 72,618	\$ 75,338	\$ 77,450	\$ 80,021				
2019-2020	BA + 70	\$ 60,109	\$ 62,157	\$ 63,944	\$ 67,603	\$ 70,231	\$ 72,976	\$ 74,878	\$ 77,188	\$ 80,193				
2021-2022	1.75%	\$ 61,161	\$ 63,244	\$ 65,063	\$ 68,786	\$ 71,460	\$ 74,253	\$ 76,189	\$ 78,538	\$ 81,597				
2021-2022	M	\$ 63,161	\$ 65,244	\$ 67,063	\$ 70,786	\$ 73,460	\$ 76,253	\$ 78,189	\$ 80,538	\$ 83,597				
2019-2020	BA + 84	\$ 62,433	\$ 64,248	\$ 66,122	\$ 70,304	\$ 73,034	\$ 75,895	\$ 77,797	\$ 80,514	\$ 83,708				
2021-2022	1.75%	\$ 63,525	\$ 65,373	\$ 67,279	\$ 71,534	\$ 74,312	\$ 77,223	\$ 79,168	\$ 81,922	\$ 85,173				
2021-2022	M	\$ 65,525	\$ 67,373	\$ 69,279	\$ 73,534	\$ 76,312	\$ 79,223	\$ 81,158	\$ 83,922	\$ 87,173				
2019-2020	BA + 98	\$ 63,827	\$ 66,790	\$ 68,720	\$ 73,121	\$ 75,967	\$ 78,930	\$ 80,832	\$ 83,882	\$ 87,208				
2021-2022	1.75%	\$ 64,944	\$ 67,958	\$ 69,923	\$ 74,401	\$ 77,297	\$ 80,312	\$ 82,247	\$ 85,350	\$ 88,734				
2021-2022	M	\$ 66,944	\$ 69,958	\$ 71,923	\$ 76,401	\$ 79,297	\$ 82,312	\$ 84,247	\$ 87,350	\$ 90,734				

+ MA \$ 2,000

2021-22 Career Increments				
YEARS				
15-19	20-24	25-29	30+	
1st CI	2nd CI	3rd CI	4th CI	
\$ 96,533	\$ 98,133	\$ 99,733	\$ 102,932	
\$ 98,223	\$ 99,850	\$ 101,478	\$ 104,734	
+ MA \$ 100,223 \$ 101,850 \$ 103,478 \$ 106,734				

2019-2020	
2021-2022	1.75%

Board Approved 8/24, retro to 7/1/2021  
 PD rate \$50.00 retro to 7/1/2021

M



2021-2022 Certificated Salary Table + DR

YEARS/UNITS	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2019-2020	\$ 58,627	\$ 58,700	\$ 59,325	\$ 59,950	\$ 60,022	\$ 60,109	\$ 62,433	\$ 63,290	\$ 66,122	\$ 68,024				
2021-2022	\$ 59,653	\$ 59,727	\$ 60,363	\$ 60,999	\$ 61,073	\$ 61,161	\$ 63,525	\$ 64,398	\$ 67,279	\$ 69,215				
2021-2022	\$ 62,653	\$ 62,727	\$ 63,363	\$ 63,999	\$ 64,073	\$ 64,161	\$ 66,525	\$ 67,398	\$ 70,279	\$ 72,215				
2019-2020	\$ 58,700	\$ 59,325	\$ 59,950	\$ 60,022	\$ 60,109	\$ 62,433	\$ 63,290	\$ 66,122	\$ 68,024	\$ 70,289				
2021-2022	\$ 59,727	\$ 60,363	\$ 60,999	\$ 61,073	\$ 61,161	\$ 63,525	\$ 64,398	\$ 67,279	\$ 69,215	\$ 71,519				
2021-2022	\$ 62,727	\$ 63,363	\$ 63,999	\$ 64,073	\$ 64,161	\$ 66,525	\$ 67,398	\$ 70,279	\$ 72,215	\$ 74,519				
2019-2020	\$ 59,325	\$ 59,397	\$ 60,022	\$ 60,109	\$ 62,157	\$ 64,581	\$ 66,760	\$ 68,692	\$ 70,681	\$ 73,934				
2021-2022	\$ 60,363	\$ 60,437	\$ 61,073	\$ 61,161	\$ 63,244	\$ 65,712	\$ 67,928	\$ 69,894	\$ 71,918	\$ 75,228				
2021-2022	\$ 63,363	\$ 63,437	\$ 64,073	\$ 64,161	\$ 66,244	\$ 68,712	\$ 70,928	\$ 72,894	\$ 74,918	\$ 78,228				
2019-2020	\$ 59,397	\$ 60,022	\$ 60,109	\$ 62,157	\$ 64,291	\$ 66,804	\$ 69,360	\$ 71,364	\$ 73,440	\$ 77,855				
2021-2022	\$ 60,437	\$ 61,073	\$ 61,161	\$ 63,244	\$ 65,416	\$ 67,973	\$ 70,573	\$ 72,613	\$ 74,725	\$ 79,218				
2021-2022	\$ 63,437	\$ 64,073	\$ 64,161	\$ 66,244	\$ 68,416	\$ 70,973	\$ 73,573	\$ 75,613	\$ 77,725	\$ 82,218				
2019-2020	\$ 60,022	\$ 60,109	\$ 62,157	\$ 64,291	\$ 66,804	\$ 69,404	\$ 72,076	\$ 74,152	\$ 76,679	\$ 81,661				
2021-2022	\$ 61,073	\$ 61,161	\$ 63,244	\$ 65,416	\$ 67,973	\$ 70,618	\$ 73,338	\$ 75,450	\$ 78,021	\$ 83,090				
2021-2022	\$ 64,073	\$ 64,161	\$ 66,244	\$ 68,416	\$ 70,973	\$ 73,618	\$ 76,338	\$ 78,450	\$ 81,021	\$ 86,090				
2019-2020	\$ 60,109	\$ 62,157	\$ 63,944	\$ 67,603	\$ 70,231	\$ 72,976	\$ 74,878	\$ 77,188	\$ 80,193	\$ 85,524				
2021-2022	\$ 61,161	\$ 63,244	\$ 65,063	\$ 68,786	\$ 71,460	\$ 74,253	\$ 76,189	\$ 78,538	\$ 81,597	\$ 87,020				
2021-2022	\$ 64,161	\$ 66,244	\$ 68,063	\$ 71,786	\$ 74,460	\$ 77,253	\$ 79,189	\$ 81,538	\$ 84,597	\$ 90,020				
2019-2020	\$ 62,433	\$ 64,248	\$ 66,122	\$ 70,304	\$ 73,034	\$ 75,895	\$ 77,797	\$ 80,514	\$ 83,708	\$ 89,314				
2021-2022	\$ 63,525	\$ 65,373	\$ 67,279	\$ 71,534	\$ 74,312	\$ 77,223	\$ 79,158	\$ 81,922	\$ 85,173	\$ 90,877				
2021-2022	\$ 66,525	\$ 68,373	\$ 70,279	\$ 74,534	\$ 77,312	\$ 80,223	\$ 82,158	\$ 84,922	\$ 88,173	\$ 93,877				
2019-2020	\$ 63,827	\$ 66,790	\$ 68,720	\$ 73,121	\$ 75,967	\$ 78,930	\$ 80,832	\$ 83,882	\$ 87,208	\$ 93,263	\$ 94,106	\$ 94,542	\$ 94,934	
2021-2022	\$ 64,944	\$ 67,958	\$ 69,923	\$ 74,401	\$ 77,297	\$ 80,312	\$ 82,247	\$ 85,350	\$ 88,734	\$ 94,896	\$ 95,339	\$ 95,753	\$ 96,197	\$ 96,595
2021-2022	\$ 67,944	\$ 70,958	\$ 72,923	\$ 77,401	\$ 80,297	\$ 83,312	\$ 85,247	\$ 88,350	\$ 91,734	\$ 97,896	\$ 98,339	\$ 98,753	\$ 99,197	\$ 99,595

+ DR \$ 3,000

D

YEARS	2021-22 Career Increments			
	15-19	20-24	25-29	30+
1st CI	\$ 96,533	\$ 98,133	\$ 99,733	\$ 102,932
2nd CI	\$ 98,223	\$ 99,850	\$ 101,478	\$ 104,734
3rd CI	\$ 101,223	\$ 102,850	\$ 104,478	\$ 107,734
4th CI				

2019-2020	1.75%
2021-2022	1.75%

Board Approved 8/24, retro to 7/1/2021  
 PD rate \$50.00 retro to 7/1/2021



# HOURS AND STIPENDS

Unit	Days per Year	Hours per Day	Stipend Options
UTLA-PCHS bargaining unit	180	6 minimum	\$500k in available UTLA stipends This includes MA, Doctorate, NBC PLC, SLC, Dept Chair Academic Clubs & Support Services as well as Coaching options
Unrepresented Staff	241	8 minimum	Master's Degree 2k and Doctorate Degree 3k are currently the only options



# SALARY SCALE

Unit	Entry level on scale	Number of Steps and Longevity/Career Increments	Top of Scale
UTLA-PCHS	\$59,653.00 This is a minimum of 6 hours a day, 180 days each year At \$41.42/hr.	7 rows, most with 10 columns, Step 27 goes to 14, Then four stages of Longevity Career Increment C1 15-19; C2 20-24 C3 25-29; C4 30+	\$104k BA \$106k MA And \$107k PhD/Doctorate
Unrepresented Staff	\$46,310.00 This is 8 hours a day 241 days a year at \$24.02/hr.	One line with 8 steps	One position - \$120k BA, opportunity for MA +\$2k PhD/Doctorate +\$3k



ADP 2020 - 2021 information										2020/2021 SALARY Info		Gross Earning for 2020/2021	
NAME	CO/F/YEE	HIRE DATE	JO	JOB TITLE	HC DR/ASTE	TE 1	RATE 2			JOB TITLE	ANL	JOB TITLE	ANL
				C4T30M	01	#	H-##	86.1514		C4T30M	104,932.44	C4T30M	137,684.97
				C4T31M	01	#	H-##	86.1514		C4T31M	104,932.44	C4T31M	135,937.66
				C3T25D	01	#	H-##	84.3456		C3T25D	102,732.90	C3T25D	131,235.07
				C3T26D	01	#	H-##	84.3456		C3T26D	102,732.90	C3T26D	128,071.28
				C3T25D	01	#	H-##	84.3456		C3T25D	102,732.90	C3T25D	117,154.68
				C3T27M	01	#	H-##	83.5245		C3T27M	101,732.90	C3T27M	154,759.68
				C3T27M	01	#	H-##	83.5245		C3T27M	101,732.90	C3T27M	146,210.97
				C3T28M	01	#	H-##	83.5245		C3T28M	101,732.90	C3T28M	128,664.87
				C3T29M	01	#	H-##	83.5245		C3T29M	101,732.90	C3T29M	127,882.53
				C3T28M	01	#	H-##	83.5245		C3T28M	101,732.90	C3T28M	125,948.74
				C3T26M	01	#	H-##	83.5245		C3T26M	101,732.90	C3T26M	121,197.52
				C3T29M	01	#	H-##	83.5245		C3T29M	101,732.90	C3T29M	120,366.78
				C3T28M	01	#	H-##	83.5245		C3T28M	101,732.90	C3T28M	112,439.98
				C3T27M	01	#	H-##	83.5245		C3T27M	101,732.90	C3T27M	109,568.12
				C3T29M	01	#	H-##	83.5245		C3T29M	101,732.90	C3T29M	107,096.31
				C2T23D	01	#	H-##	83.0321		C2T23D	101,133.12	C2T23D	121,587.51
				C2T24D	01	#	H-##	83.0321		C2T24D	101,133.12	C2T24D	111,722.70
				C2T20M	01	#	H-##	82.2111		C2T20M	100,133.12	C2T20M	143,213.67
				C2T23M	01	#	H-##	82.2111		C2T23M	100,133.12	C2T23M	138,268.28
				C2T22M	01	#	H-##	82.2111		C2T22M	100,133.12	C2T22M	130,100.60
				C2T23M	01	#	H-##	82.2111		C2T23M	100,133.12	C2T23M	128,142.49
				C2T21M	01	#	H-##	82.2111		C2T21M	100,133.12	C2T21M	127,642.72
				C2T20M	01	#	H-##	82.2111		C2T20M	100,133.12	C2T20M	125,067.56
				C2T22M	01	#	H-##	82.2111		C2T22M	100,133.12	C2T22M	121,439.88
				C2T24M	01	#	H-##	82.2111		C2T24M	100,133.12	C2T24M	121,062.55
				C2T21M	01	#	H-##	82.2111		C2T21M	100,133.12	C2T21M	117,463.41
				C2T24M	01	#	H-##	82.2111		C2T24M	100,133.12	C2T24M	107,320.60
				C2T21M	01	#	H-##	82.2111		C2T21M	100,133.12	C2T21M	106,441.26
				C2T21M	01	#	H-##	82.2111		C2T21M	100,133.12	C2T21M	106,045.40
				C2T21M	01	#	H-##	82.2111		C2T21M	100,133.12	C2T21M	103,073.41
				C3T26	01	#	H-##	81.8825		C3T26	99,732.90	C3T26	138,730.53

→ 31 teachers base pay over \$100K



ADP 2020 - 2021 information										2020/2021 SALARY Info		Gross Earning for 2020/2021	
NAME	CO/FYEE	HIRE DATE	JO	JOB TITLE	HC	DR	W	TE	RATE 2	JOB TITLE	ANL	JOB TITLE	ANL
			C	C3T27M	01	#	H-	#	83.5245	C3T27M	101,732.90	C3T27M	154,759.68
			C	C3T27M	01	#	H-	#	83.5245	C3T27M	101,732.90	C3T27M	146,210.97
			C	C2T20M	01	#	H-	#	82.2111	C2T20M	100,133.12	C2T20M	143,213.67
			C	C3T26	01	#	H-	#	81.8825	C3T26	99,732.90	C3T26	138,730.53
			C	C2T23M	01	#	H-	#	82.2111	C2T23M	100,133.12	C2T23M	138,268.28
			C	C4T30M	01	#	H-	#	86.1514	C4T30M	104,932.44	C4T30M	137,684.97
			C	C4T31M	01	#	H-	#	86.1514	C4T31M	104,932.44	C4T31M	135,937.66
			C	C3T25D	01	#	H-	#	84.3456	C3T25D	102,732.90	C3T25D	131,235.07
			C	C2T22M	01	#	H-	#	82.2111	C2T22M	100,133.12	C2T22M	130,100.60
			C	C1T19M	01	#	H-	#	80.8977	C1T19M	98,533.35	C1T19M	129,572.30
			C	C3T28M	01	#	H-	#	83.5245	C3T28M	101,732.90	C3T28M	128,664.87
			C	C2T23M	01	#	H-	#	82.2111	C2T23M	100,133.12	C2T23M	128,142.49
			C	C3T26D	01	#	H-	#	84.3456	C3T26D	102,732.90	C3T26D	128,071.28
			C	C3T29M	01	#	H-	#	83.5245	C3T29M	101,732.90	C3T29M	127,882.53
			C	C2T21M	01	#	H-	#	82.2111	C2T21M	100,133.12	C2T21M	127,642.72
			C	C3T28M	01	#	H-	#	83.5245	C3T28M	101,732.90	C3T28M	125,948.74
			C	C2T20M	01	#	H-	#	82.2111	C2T20M	100,133.12	C2T20M	125,067.56
			27	27T12M	01	#	H-	#	78.9051	27T12M	96,106.36	27T12M	124,230.54
			27	27T11M	01	#	H-	#	78.5707	27T11M	95,699.16	27T11M	123,748.23
			C	C1T16M	01	#	H-	#	80.8977	C1T16M	98,533.35	C1T16M	123,573.40
			27	27T11D	01	#	H-	#	79.3918	27T11D	96,699.16	27T11D	123,554.33
			27	27T13	01	#	H-	#	77.6207	27T13	94,542.04	27T13	123,483.73
			27	27T13M	01	#	H-	#	79.2628	27T13M	96,542.04	27T13M	121,692.78
			C	C2T23D	01	#	H-	#	83.0321	C2T23D	101,133.12	C2T23D	121,587.51
			C	C2T22M	01	#	H-	#	82.2111	C2T22M	100,133.12	C2T22M	121,439.88
			C	C3T26M	01	#	H-	#	83.5245	C3T26M	101,732.90	C3T26M	121,197.52
			C	C2T24M	01	#	H-	#	82.2111	C2T24M	100,133.12	C2T24M	121,062.55
			C	C3T29M	01	#	H-	#	83.5245	C3T29M	101,732.90	C3T29M	120,366.78
			C	C3T26	01	#	H-	#	81.8825	C3T26	99,732.90	C3T26	120,219.73
			27	27T11M	01	#	H-	#	78.5707	27T11M	95,699.16	27T11M	119,548.46
			C	C1T17M	01	#	H-	#	80.8977	C1T17M	98,533.35	C1T17M	119,125.28



ADP 2020 - 2021 information										2020/2021 SALARY Info		Gross Earning for 2020/2021	
NAME	CO/FYEE	HIRE DATE	JO	JOB TITLE	HC	DA	RA	TE	RATE 2	JOB TITLE	ANL	JOB TITLE	ANL
					#	H-	#	#	80.8977				
			C	CIT16M	01	#	H-	#	80.8977			CIT16M	118,730.63
			C	CIT18M	01	#	H-	#	80.8977			CIT18M	118,545.95
			C	C2T24	01	#	H-	#	80.5691			C2T24	118,298.83
			C	C2T21M	01	#	H-	#	82.2111			C2T21M	117,463.41
			C	C3T25D	01	#	H-	#	84.3456			C3T25D	117,154.68
			27	27T11M	01	#	H-	#	78.5707			27T11M	116,823.50
			27	27T12	01	#	H-	#	77.2630			27T12	116,664.11
			C	CIT17	01	#	H-	#	79.2556			CIT17	115,253.40
			26	26T10	01	#	H-	#	73.3283			26T10	115,070.06
			C	C3T28M	01	#	H-	#	83.5245			C3T28M	112,439.98
			C	C2T24D	01	#	H-	#	83.0321			C2T24D	111,722.70
			26	26T10M	01	#	H-	#	74.9704			26T10M	111,291.79
			24	24T10	01	#	H-	#	67.0452			24T10	111,073.48
			25	25T10M	01	#	H-	#	71.8586			25T10M	110,652.34
			25	25T10M	01	#	H-	#	71.8586			25T10M	110,186.83
			27	27T13M	01	#	H-	#	79.2628			27T13M	109,683.88
			C	C3T27M	01	#	H-	#	83.5245			C3T27M	109,568.12
			26	26T10M	01	#	H-	#	74.9704			26T10M	109,252.60
			27	27T08M	01	#	H-	#	70.5108			27T08M	108,885.01
			C	CIT18M	01	#	H-	#	80.8977			CIT18M	108,801.04
			27	27T13D	01	#	H-	#	80.0838			27T13D	108,506.70
			25	25T10M	01	#	H-	#	71.8586			25T10M	108,381.15
			C	C2T24M	01	#	H-	#	82.2111			C2T24M	107,320.60
			27	27T09M	01	#	H-	#	73.2415			27T09M	107,249.40
			C	C3T29M	01	#	H-	#	83.5245			C3T29M	107,096.31
			23	23T10M	01	#	H-	#	65.5626			23T10M	106,760.53
			27	27T11M	01	#	H-	#	78.5707			27T11M	106,708.71
			27	27T13	01	#	H-	#	77.6207			27T13	106,492.20
			C	C2T21M	01	#	H-	#	82.2111			C2T21M	106,441.26
			24	24T10M	01	#	H-	#	68.6873			24T10M	106,183.37
			C	C2T21M	01	#	H-	#	82.2111			C2T21M	106,045.40

602



ADP 2020 - 2021 information										2020/2021 SALARY Info		Gross Earning for 2020/2021		
NAME	CO/FYEE	HIRE DATE	JO	JOB TITLE	HC	DA	SE	TE	RATE 2	JOB TITLE	ANL	JOB TITLE	ANL	
			27	27T07M	01	#			68.0069		27T07M	82,832.44	27T07M	105,402.32
			27	27T11M	01	#			78.5707		27T11M	95,699.16	27T11M	105,230.90
			C	CIT17	01	#			79.2556		CIT17	96,533.35	CIT17	104,660.25
			C	CIT19M	01	#			80.8977		CIT19M	98,533.35	CIT19M	104,295.22
			24	24T10M	01	#			68.6873		24T10M	83,661.08	24T10M	104,141.24
			C	CIT15M	01	#			80.8977		CIT15M	98,533.35	CIT15M	103,895.64
			27	27T14M	01	#			79.5842		27T14M	96,933.58	27T14M	103,136.21
			C	C2T2IM	01	#			82.2111		C2T2IM	100,133.12	C2T2IM	103,073.41
			27	27T07M	01	#			68.0069		27T07M	82,832.44	27T07M	102,912.33
			27	27T14M	01	#			79.5842		27T14M	96,933.58	27T14M	102,580.15
			24	24T10M	01	#			68.6873		24T10M	83,661.08	24T10M	102,070.90
			27	27T11M	01	#			78.5707		27T11M	95,699.16	27T11M	101,996.85
			C	CIT17	01	#			79.2556		CIT17	96,533.35	CIT17	101,966.81
			27	27T12M	01	#			78.9051		27T12M	96,106.36	27T12M	101,712.59
			27	27T14	01	#			77.9422		27T14	94,933.58	27T14	101,660.06
					01	#			76.5115			98,240.76		101,220.84
			27	27T14	01	#			77.9422		27T14	94,933.58	27T14	100,926.17
Jambon, Michael S	7284	Act	8/17/20	27	27T09M	01	#		73.2415		27T09M	89,208.14	27T09M	99,851.71
			23	23T10M	01	#			65.5626		23T10M	79,855.30	23T10M	99,203.47
			27	27T11	01	#			76.9287		27T11	93,699.16	27T11	98,885.02
			24	24T10M	01	#			68.6873		24T10M	83,661.08	24T10M	98,851.73
			23	23T10	01	#			63.9206		23T10	77,855.30	23T10	97,539.75
			26	26T10M	01	#			74.9704		26T10M	91,313.91	26T10M	96,342.45
			27	27T11	01	#			76.9287		27T11	93,699.16	27T11	96,261.39
			26	26T07M	01	#			65.5147		26T07M	79,796.93	26T07M	95,722.63
			27	27T10M	01	#			78.2130		27T10M	95,263.49	27T10M	95,612.23
			25	24T10	01	#			71.8586		25T10M	87,523.80	25T10M	92,723.90
			25	25T10M	01	#			71.8586		25T10M	87,523.80	25T10M	92,706.11
Giannone, Andrea	1764	Act	8/17/20	24	24T09M	01	#		64.5971		24T09M	78,679.26	24T09M	92,234.98
			27	27T08M	01	#			70.5108		27T08M	85,882.18	27T08M	92,054.49
			24	24T10M	01	#			68.6873		24T10M	83,661.08	24T10M	91,015.34

602  
16/88  
78  
78 employees  
make over \$100 w/ stipends

# Coversheet

## Director of Operations Report

**Section:** III. Organizational Reports  
**Item:** G. Director of Operations Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Operations Board Report 12\_14\_2021.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **Board of Trustees Meeting Operations Report December 14, 2021**

#### **Transportation/Buses:**

- The School Bus Program has maintained a healthy Occupancy Rate at least 94% this semester. Virtually all Wait List students have been accommodated, though we still get the occasional inquiry for new riders or changing buses. We are fairly optimistic the Occupancy Rate will stay above the 90% Threshold we have for consideration of a Bus Fleet adjustment.
- No schedule adjustments were made in November, and most days buses ran on schedule and have been fairly consistent timeliness wise.
- The Drivers of our buses have been continually instructed to conduct the same 2-Part Health Check we use at the campus checkpoints (Symptoms and PCR COVID Test) for all Students before they board the bus to help ensure the students health and safety while on the school bus.
- Our Special Ed transportation via YC and ATS has stabilized since October and is running well.
- Athletic Trips, while being serviced fairly well, are still a struggle at times to get them booked in advance and with confidence. Again, the driver shortage is causing us to have to scramble regularly as ATS and others sub- vendors continue to struggle to have available drivers.

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

- PCHS on Monday 12/6 in the 9am-Noon timeframe experienced a significant degree of social media flamed concern over a rumored Active Intruder threat to the school. Review by PCHS Administration, LAUSD School Police and LAPD, including discussions with the students and their parents involved, yielded a determination of the rumors to not be credible. The student who initiated the rumors confessed to doing so with no justification for doing so. Many parents and students were concerned because of the rumors and social media spread of many additional and false rumors, which led to a large number of checkouts requested and processed.
- PCHS also on Monday 12/6 in the 9:30pm-10:30pm experienced a significant degree of graffiti on classroom buildings (primarily the 2<sup>nd</sup> Floor). Two students were seen on security cameras, but no facial recognition was possible because they wore ski masks the entire time. Nonetheless, a person of interest has been identified and LAPD is investigating this as a Hate/Threat Crime due to the egregious nature of the graffiti/tagging. PCHS filed a Police Report and has met with the Detective assigned to the case. We are awaiting updates from LAPD.



# PALISADES

## CHARTER HIGH SCHOOL

### Security/Safety (Continued):

- Student restroom vandalism continues to be a problem (almost 100% Boys). Things like kicking in stall doors (bending and breaking the doors and locks), breaking off the wall soap, paper towel and TP dispensers, ripping off faucet push-tops, stuffing things in toilets and then flushing numerous times, and lighting fires of piled up toilet paper in the sink. This is in addition to the ongoing vaping (vaping is an issue with Boys & Girls, but vandalism is virtually 100% Boys). To assist in the prevention of such Student Restroom vandalism and other inappropriate activity, PCHS implemented Restroom Monitors for Nutrition & Lunch periods (adults at each Student Restroom), so that as orderly and efficient usage by students is available to serve students more effectively. This has worked fairly well, but now most of the vandalism and vaping in restrooms is occurring during class time. The cost of having full-time (all school day) Student Restroom Monitors would be ~\$2,400 per school day and therefore we have not implemented such measures, which leaves us subject to what we are experiencing. Cost of repairs of the vandalism is so far much less than the cost of full-time monitoring would be, but the closure of bathrooms for repairs on a recurring basis is the real “cost” to students/PCHS of these events.
- Campus Access Checkpoint/Security staffing in November, like in second half of October, has been operating without extra 3<sup>rd</sup>-Party security staffing above the same levels as Pre-Pandemic. Only PCHS-Internal personnel for 1-Hour are being used with the morning check-in (7am-8am). Additional security has been retained in the 12/6 – 12/16 timeframe due to the concerns related to the social media rumors and graffiti.
- Without the Admin Team also working the front lines from 7:30am-8:00am each morning, the standard November Access Checkpoint/Security staffing level is still not adequate to handle the last 30-Minute “Rush”, when a disproportionate percentage of Students come in the last 15-20 minutes.
- Post School Start & Campus Entry Security is ongoing at Pre-Pandemic staffing levels as in past years to help with the safety and well-being of all on campus during the school day. Campus Aides & Security Guards are helping to remind everyone adhering to the PCHS Mask Policy. Additional security has been retained in the 12/6 – 12/16 timeframe due to the concerns related to the social media rumors and graffiti.
- Besides the main Testing Center in the Stadium Parking Lot, additional/satellite testing locations exist on Main Campus to give everyone more convenient locations to test. All the testing stations seem to be utilized fairly well. Testing Center hours have been maintained as Mon-Fri 7:00am-5:00pm at the Stadium (7:15am-3:45pm on Main Campus) to help accommodate the larger volume of people now on campus daily.





# PALISADES

## CHARTER HIGH SCHOOL

### Security/Safety (Continued):

- The Failed Health Check Students are managed in the Health Check Waiting Area in front of Mercer Hall where we have a PCR and Rapid/Antigen Testing Center, and track each Student each day in terms of if they need a print-out of the existing Test Result, or need to take a Rapid/Antigen Test to go to class that day (assuming that Test Result is Negative, and they take a PCR Test too so they can go to school the next day/week), or if they actually have Symptoms and they're then connected to the School Nurse.
- PCHS continues to offer covered PCR COVID Testing to Students, Faculty/Staff and Regular Workers via the Hilton Testing Center. David Amini from Hilton is working with PCHS on how best to try to implement a System for assisting with Campus Access/Entry. The System is currently being tested and is targeted for a January rollout.
- Please Note that at this time, whether the Student to be Fully Vaccinated mandate goes into effect as of Jan 2022 or Aug 2022, at least for the initial 1-2 months of the Spring Semester of 2021-22, that weekly PCR COVID19 Testing and current PCHS Mask Policy will still be required for being on campus as of the start of the Spring Semester.
- Details on Campus Access Requirements are posted on PCHS's website here: [go.palihigh.org/CampusAccess](https://go.palihigh.org/CampusAccess).

### MGAC/Pool:

- Congratulations PCHS Boys' Water Polo! CA Regionals Southern Section Division 3 Champions
- PCHS PE Swim Classes 1<sup>st</sup> Semester have wrapped
- Public Lap Swim continuing Mon-Sat, with extended lap swim offered Winter Break
- American Red Cross Trainings - FA/CPR/AED being conducted for Staff and Coaches
- Currently recruiting lifeguards to replace departed guards
- Fiscal Status – Q1 revenue @\$135,000+ public/permit, expect 15% reduction for Q2 and Q3 due to PCHS-PE and PCHS-Athletics competitions. Q2 results will be reported out in Jan.
- Several mechanical issues (result of age of equipment):
  - New autofill system install scheduled
  - Enzyme pump on order-small pool upgrade-install Dec
- 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)



# PALISADES

## CHARTER HIGH SCHOOL

### Permits & Setups:

- **Permit Revenue for November 2021 is ~\$57,798:**
  - \$46,448 from Facility Rentals
  - \$500 from Facility Parking Rental
  - \$600 from Banner Rentals
  - \$10,250 from Filming
  
- **Filming that took place in November:**
  - Sports Wear Still Photography
  - Birkenstock Commercial
  
- **Filming Anticipated for December:**
  - Sports Wear Commercial
  - Music Video
  - Production Parking
  
- Hollywood & Filming will be taking their usual holiday hiatus shortly that will last through the new year. Filming will be limited until then.
  
- Banner demand continues strong, maxed out for the next couple of months – most on the fence now have front loaded expense and bought for the year in the earlier months.
  
- Fall Sports/Permits going well – Club Sports steadily back up to normal pace, starting to go on hiatus for holidays.
  
- Ongoing requests from new and hopeful permit teams as well as one-off outside groups about renting facilities.
  
- **November 2021 Set-Ups/Events:**
  - Lifetime Health Benefits Committee Meeting – Nov 3
  - PTSA Meeting – Nov 4
  - AA Committee Meeting – Nov 4
  - Fall Play (Opening Weekend) – Nov 4-6
  - B&F Committee Meeting – Nov 8
  - Veteran’s Day – PCHS CLOSED – Nov 11
  - Progress Report #2 – Nov 12
  - Board Meeting – Nov 16
  - Coffee House Concert – Nov 16
  - LTSP – Nov 17
  - THANKSGIVING BREAK – PCHS CLOSED – Nov 22-26



# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology:

- The IT team has supported 13 scheduled technology setups since the last BoT meeting. Due to Thanksgiving Break and Quiet Week, there have been less setups than usual.
- 126 tickets were opened in the past month with 117 of them having been closed. The largest trend is currently printer issues. Unfortunately, funding was denied for replacement printers for the 2021-22SY and there is little that we can do to support most of these tickets. Other major issues have been accidental staff device damage and Apple MacBook Pro battery failures.
- Printing on the main copiers since the last BoT meeting totals a monumental 343,280 pages, 139,909 more than last month, with an additional 37,225 coming out of the Duplo's. This does not include classroom or other office printing. Compounding usage concerns at this time is a major paper shortage across all suppliers. Point is that printing is almost back to Pre-Pandemic levels (90% of Pre-Pandemic), so the hoped for paper savings from our 2020-21 significantly Remote Learning period seems very unlikely in the long run. Compounding usage concerns at this time is a major paper shortage across all suppliers at this time.
- Work continues on a new copier contract. Some personnel changes created more of a delay than desired in getting the licensing issues and questions that came up with the last proposal resolved. The Konica Team is working to resolve all current issues before presenting an updated proposal. The new proposal will provide for replacing the five primary copiers on campus with brand new machines, including three additional devices for exclusive student use. The student solution will be paid for by ELO grant funds.
- IT continuing to work with multiple vendors on device research and testing for teacher devices, A/V equipment, and other infrastructure needs that were budget approved. Other items are still being discussed with EdTech and LTSP to ensure appropriate devices and ongoing support for staff will be available. Ordering for some projects has begun and we are awaiting delivery (1–7 months depending on item). Due to the pandemic and supply chain related delays, it is unknown how long it will take to receive any equipment once orders are placed.
- Working with HR and Finance, IT has prepared the new Paycom time clocks for installation and is ready to move forward, likely during Winter Break, with installation in the Main Office, Copy Room, and MGAC Office.
- Work with our COVID-19 Lab continues on a System that is designed to facilitate faster entry to campus for all school faculty, staff and students.
- IT continues to prep/plan-out approved budget purchases and projects for the 2021-22 school year.
- Planning for Winder Break IT projects are ongoing and include inventory, cart build-outs, server migrations, and general housekeeping. No activities planned at this time will affect any on or off campus activities.





# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology (Continued):

- IT in full swing working with the Deans and other stakeholders on Student Code of Conduct and Responsible Use Policy violations that often lead to disruption of Student Learning and physical classroom issues.
- IT also has also been working with the Dean's Office and Security to frequently review video footage in response to student behavior incidents on campus (graffiti, destruction, vaping, etc.).
- Working with the Library to continue reporting and recovery efforts related to Pandemic timeframe fine/delinquency collections for Textbooks, Library Books and Tech Devices. During the 2020-21SY only fines for Seniors were posted online. We have now notified all classes over a multiple week period to return items that are outstanding and overdue before we posted all fines online.
- Continuing to support Attendance Office with high-use of Swipe-K12 carts, which help to process late students in the mornings, getting them into the classroom faster.
- Continuing to assist the Attendance Office and Security Teams in setting up and providing training/support for PCHS ID Scanners for Morning Campus Access Tardy Sweeps.
- Continuing to support PRA requests/searches as needed.

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

- **PPE/Supplies:**
  - PPE Stock remains in good shape with plenty of but not limited to: Face Masks, Face Shields, Gloves, Gowns, Hand-Sanitizer Bottles, Hand-Sanitizer Refills, Disinfecting Wipes, Disinfecting Spray, Paper Supplies, Soap, Chemicals for Electrostatic Sprayers and Disinfecting Spray Bottles, etc.
  - The California Department of Education secured a large donation of disinfecting supplies and made them available to all schools. Supplies only ordered by the pallet and were on a first come first serve basis. Both wipes and hand sanitizer were available, which we further stocked up on as those can and will be used even after the Pandemic is over. . The below is what Operations/PCHS secured and was delivered:
  - Teacher Kits, Office Kits, Guard Kits and Bus Kits replenished per email request to FacilitiesHelp and will remain available as needed. Kits include but are not limited to the following: Surgical/Medical Masks, Face Shields, Gloves, Packages of Disinfecting Wipes, Hand-Sanitizer bottles, Bottle of Disinfectant/Purple Spray, Boxes of Paper Towels, Facial Tissue - Available upon request are disposable gowns.



# PALISADES

## CHARTER HIGH SCHOOL

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

#### PPE/Supplies:

- Maintain all Public Area touch-less hand-sanitizer dispensers to: Baseball Field; A-Bldg. by staircase to 2nd floor, on 1st/2nd Floors for Elevator entrances bringing overall total to 25+ around campus.

### Facilities/Projects (Continued):

#### HVAC: Continued Evaluation of HVAC & Ventilation Systems

- **Boiler Room:**
  - New Boilers installations are complete and running. System operating as normal.
- **Bldg. Mechanical Rooms:**
  - **E-Bldg. Mechanical Room** – Sprung an HVAC water leak line within the Mechanical Room ducting and underground. Extensive demo will be needed to get to the repair site, and then fix and put everything back together. Awaiting 3<sup>rd</sup> Proposal/Estimate before scheduling repair of this HVAC leaking coil during winter break. Cost anticipated being over \$20k.
  - **E-Bldg.** Mechanical room compressor motor needs to be replaced. Awaiting competitive bids to schedule replacement.
  - **Various** – Assessments being done for several Compressors, Fan Motors and Fans/Drive-Shafts for proactive replacement via ESSER Fund Allocation.
  - **MERV-13 Filters** ongoing Monthly Inspecting & Replacing
- **Other HVACC related Items:**
  - **J101 & J123** - Automatic controller upgrade. Delay due to manufacture backlog.
  - **Replace Faulty Thermostats:** F101

### Facilities/Projects (Continued):

- **Other:**
  - **SAFETY - Cafeteria Front Door not Locking** - Lockset taking apart and repaired. Door now locks normally.
  - **Dr. Magee's Office** – Loose Ceiling Tiles Secured
  - **Library:** Cut (8) 2x4 pieces of wood to fit in the existing bookcases where missing.
  - **G-2-G Restroom** - (2) water faucets repaired. All 3-faucet working normal.



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects (Continued):

- **Other (Continued):**

- **G-1-B Restroom** - Due to ongoing vandalism multiple dispensers replaced, stall doors fixed/replaced and (2) lock sets for toilet partition stalls replaced.
- **E106 water leaks** - Supply line to abandoned leaking washer machine capped; Washer machine hot/cold leaking water connections replaced and dryer machine vent replaced with proper venting to prevent further water damage within existing wall as old vent was allowing steam to penetrate with wall.
- **Office Relocation** – Team assisted Joe Ramirez of Payroll move belongings from Old Copy Room Business Office to his current A-Bldg. office in order to move in the new Teacher/Substitute Coordinator Marvin **Lemus**. Minor accommodations were made to Copy Room Office such as ceiling tile repair, hanging a new clock and bringing in furniture such (desk and chair).
- **Pali Academy** - Basketball court drainage; seepage and sump pump maintenance
- **Transporting Nutrition and lunch** – Facilities delivers Meals to Pali Academy twice a day
- **Baseball Batting Cage & Tennis-Court Drainage Gutter** – Maintaining sweeping/cleaning routine
- **Stadium Turf** - Weekly field maintenance on going and will continue as normal
- **Set Ups** - Security stations and COVID Testing in campus locations
- **Set Ups in Athletic Facilities:** Setups for start of Athletic Teams conditioning/practicing including indoor Volleyball Games, Basketball & Football Games.
- **Hallway & PE Locker Maintenance** – Continue to support/resolve several locker maintenance requests a day.
- **IPM Pest Management** – Significant degree of baiting exterior of Bldgs. for ants and roaches using *LAUSD approved products only*.

### Facilities/Projects – Other (Continued):

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

- **Fix/Replace leaking water spigot next to outside freezer** - Need to turn off water to Bldg. so scheduled to do so next week in PM with minimum day schedule for no impact
- **Replace Electronic Ballast for:** D107; G202 & Nurse office faulty light fixtures
- **T-Joint sprinkler line pipe to be replaced**
- **Gio Stewart A-Bldg. Project** - Install/mount ceiling projector to project onto hallway wall.
- **Title & Name Plates** - Ordered for new Faculty & Staff. Due in shortly and will be installed.



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects – Other (Continued):

- **Items set to begin and/or in progress with expected completion soon (Continued)**
  - **J110B** – Replace broken office door and lockset.
  - **J108A** – Install Soundbar for T.V
  - **Mercer Hall** – Replace constantly breaking Pocket Doors to A/V Closet with Standard Swing Doors. Paint Stage Floor. Black out shades to be installed for Main Entrance Windows
  - **Football Office Bungalow** – HVAC Unit Capacitor Replacement

### Facilities/Projects - Larger Scale Projects:

- **Long-Term Underground Utilities Infrastructure Replacement Project (LAUSD Bond Funded).**
  - Phase 1 – Completed
  - Phase 2 of 4 being planned by LAUSD now. Meet with LAUSD twice over last few weeks. LAUSD saying Mobilization will start in Late December and work starting in January in conjunction with the Gym HVAC Project. Two segments of the digging up of walkways will try to be done over Winter Break to lesson some of the campus disruption anticipated. Additional barricading of campus areas will be an ongoing part of the project over the course of a year.
- **Gym A/C Project (LAUSD Bond Funded):**
  - General Contractor has been chosen and will start Mobilization right after finals this week, and start work Jan 2022 and lasting 20-22 Months, in conjunction with the Underground Utilities project.
  - Issues raised about plan to close the Large Gym for up to 6-Months, starting June 2022, which will affect the Girls VB Season and start of the Boys & Girls Basketball Season, as well as Permits usage/revenue. Working with Contractor to try to get the Gym work staggered so we will always have one of the two gyms available to us. Final determination on that is still TBD.
  - Boys Side of Gym Complex occupants (Boys PE Teachers, Athletic Director and Security Coordinator) will be relocated to the Trailers by the Pool. Storage of affected area things being worked out with Facilities and Contractor.

# Coversheet

## Director of Development Report

**Section:** III. Organizational Reports  
**Item:** H. Director of Development Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Director of Development Board Report 12\_14\_2021 .pdf



# PALISADES

## CHARTER HIGH SCHOOL

### Development Report Board of Trustees Meeting December 14, 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	\$197,206	\$259,306	\$62,100	\$500,000
Pali Alumni Fund	General	\$1,384	\$4,609	\$3,225	
<b>TOTAL UNRESTRICTED FUNDS RAISED</b>		<b>\$198,589</b>	<b>\$263,915</b>	<b>\$65,325</b>	<b>\$500,000</b>
CTE Incentive Grant	General	\$183,141	\$183,141	\$0	\$0
Perkins V Grant	General	\$37,861	\$37,861	\$0	\$0
Rest. Donations/Pledges - Recd	General	\$0	\$0	\$0	0
Rest. Donations/Pledges	General	\$40,000	\$30,000	-\$10,000	0
<b>TOTAL RESTRICTED FUNDS RAISED</b>		<b>\$261,002</b>	<b>\$251,002</b>	<b>-\$10,000</b>	<b>\$0</b>
<b>TOTAL FUNDS RECEIVED</b>		<b>\$459,591</b>	<b>\$514,917</b>	<b>\$55,325</b>	<b>\$500,000</b>

#### TOTAL EXPENSES TO DATE:

Bacio Design		\$1,148		\$3,500
L.A. Press Printing		\$0		\$2,500
American Direct Mail		\$1,064		\$6,900
Postage		\$379		\$1,800
Subscriptions		\$668		\$7,800
SafeSave service fees		\$2,793		\$7,500
Salaries & Benefits (Campus Unification/Development Dir)		\$88,906		\$177,812
Office supplies		\$199		\$200
Videography		\$0		\$1,500
Family Donor Banners		\$462		\$700
Career Day & Fair Breakfast/Lunch		\$0		\$0
Donor Bricks		\$0		\$1,500
Donor Reception		\$0		\$0
Chamber Expo		\$0		\$0
Pali High Booster Club (split donation)		\$1,250		
New Parent Welcome Breakfast		\$0		\$0
<b>TOTAL EXPENSES FOR UNRESTRICTED FUNDS</b>		<b>\$96,869</b>		<b>\$211,712</b>



# PALISADES

## CHARTER HIGH SCHOOL

**TOTAL NET FUNDS** **\$418,047** **\$288,288**

<b>GIVING SUMMARY BY DESIGNATION:</b>	<b># of Donors</b>	<b>Ave. Amt.</b>	<b>Total Amt.</b>
Campus Safety - COVID-19	1	\$258	\$258
Classroom Instructional Materials	2	\$567	\$1,133
Faculty & Staff Development	0	\$0	\$0
College Center	4	\$631	\$2,524
Greatest Need	233	\$913	\$214,615

Math Aides and Tutors	0	\$0	\$0
Technology and Innovation	63	\$554	\$34,877
Transportation Assistance	6	\$348	\$2,088
Visual and Performing Arts	5	\$762	\$3,811

<b>CTE Incentive Grant Budget to Date:</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
CTEIG Funds received		\$164,826.90	
CTEIG Funds rolled over from 2019-20		\$76,281.22	\$241,108.12
Jakus - Film/Media	\$65,000.00	\$65,000.00	\$0.00
Kolavo - Entrepreneurship/VEI/Sports Management	\$46,527.00	\$29,599.71	\$16,927.29
Stoyanovich - Music	\$20,047.00	\$18,472.97	\$1,574.03
Steil - Photography	\$28,000.00	\$17,755.79	\$10,244.21
Fracchiolla - Drama	\$46,535.00	\$12,109.22	\$34,425.78
Kuper - Computer Programming	\$10,000.00	\$750.00	\$9,250.00
Agius - MakerSpace	\$24,999.00	\$15,113.77	\$9,885.23
	<b>\$241,108.00</b>	<b>\$158,801.46</b>	<b>\$82,306.54</b>

**Comments and Campaigns initiated to date:**

- 1.) Joint Appeal with Booster Club sent 8//21
- 2.) New Parent Welcome Breakfast was cancelled
- 3.) PCHS Fund comparison: **\$256,703** this year/**\$293,562** last year
- 4.) PCHS Fund donor comparison: **233** this year/**259** last year
- 5.) New Parent Zoom Presentation 9/11/21





# PALISADES

## CHARTER HIGH SCHOOL

- 6.) Follow up Email sent to all parents 9/13/21
- 7.) Letters to last year's Banner donors who have not donated to date 10/20/21
- 8.) Driveway Days scheduled for October 25 - 28 were cancelled due to drop off complications
- 9.) Major Donor Reception held on November 4th received \$51,000 in pledges with more to come
- 10.) \$60 for the 60th Anniversary Campaign to begin the week before #Giving Tuesday to alums & faculty/ staff and friends
- 11.) #Giving Tuesday Campaign to begin on November 21st
- 12.) #Giving Tuesday Campaign raised \$34,425.78
- 13.) \$60 for the 60th Campaign raised \$3,225 from faculty, staff, admin and alumni
- 14.) Year-End Campaign to begin on 12/27, 12/29, and 12/31

### Grants Submitted to date:

Grantor:	Amount	Purpose	Date Submit
<b>CTE Incentive Grant</b>	<b>\$183,141.00</b>	<b>CTE Funds for 2020-21</b>	<b>1/15/2021</b>
		<b>Perkins Funds for 2020-21</b>	
<b>Perkins V Grant</b>	<b>\$37,861.00</b>	<b>21</b>	<b>7/15/2021</b>
Ronald W. Burkle Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
Dorrance Family Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
Van Konynenburg Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
Eli & Edythe Broad Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
M.B. Seretean Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
Lawrence Foundation	\$5,000.00	Disruptive Innovations	2/17/2021
Non-Profit Security Grant	\$131,250.00	Perimeter Fencing	4/6/2021
<b>Pacific Palisades Women's Club</b>	<b>\$250.00</b>	<b>Mosaic repair</b>	<b>7/27/2021</b>
<b>Lewis A. Kingsley Foundation</b>	<b>\$10,000.00</b>	<b>Program Support</b>	<b>8/10/2021</b>
William C. Bannerman Foundation	\$10,000.00	Disruptive Innovations	10/29/2021
	<b>\$502,502.00</b>		

\*Red italic represents grant was not approved and deducted from the total outstanding grant requests

### Grants Received to date:

Grantor:	Amount	Purpose	Date Rec'd
CTE Incentive Grant	\$183,141.00	CTE Funds for 2020-21	6/30/2021
Perkins V Grant	\$37,861.00	Perkins Funds for 2020-21	9/15/2021
Pacific Palisades Women's Club	\$250.00	Mosaic repair	7/27/2021
Lewis A. Kingsley Foundation	\$10,000.00	Vernier probes Project	10/5/2021





# PALISADES

## CHARTER HIGH SCHOOL

\$231,252.00

Federal Grant for \$1.5 million for increasing STEM access and involvement among women and special populations we created in collaboration with XYLO Academy

# Coversheet

## Chief Business Officer (CBO) Report

**Section:** III. Organizational Reports  
**Item:** I. Chief Business Officer (CBO) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CBO Board Report 12\_14\_2021.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### CBO Report Board of Trustees Meeting December 14, 2021

#### **2021-2022 BUDGET UPDATE**

- First Interim Financial Report: PCHS' first interim report has been submitted to LAUSD. This has been quite volatile year and we will continue to monitor revenue projections and expenditures. The biggest impactor was a decrease in enrollment and ADA, which significantly reduced our revenue.
- We now are projecting a deficit of \$336,943. While this number can seem scary, we have time to analyze trends and make recommendations for fund reallocations in order to balance the budget come Second Interim.

#### **COMPLIANCE**

- The 2020-2021 audit is now underway. The deadline has been extended to January 31, 2022, so we will instead be sharing out the audit report at the January meeting.

#### **POST EMPLOYMENT RETIREMENT BENEFIT**

- Our actuary, DFA, has completed an actuarial "annual update." Typically, we have only performed a valuation every 2 years, but moving forward we will monitor it on an annual basis to better understand changes in our liabilities. This is a best practice and a "recommendation" from LAUSD Charter Schools Division.
- The report measures the Accumulated Postretirement Benefit Obligation (APBO) as of June 30, 2021 and is based on our actuarial valuation as of June 30, 2020.
- The APBO decreased by approximately 31.9% compared to the amount reported in PCHS's June 30, 2020, financial statement.

#### **INVESTMENT OF RETIREE FUND**

- We are eager to invest the funds with the help of our Investment Advisor team at Merrill Lynch. However, to be transparent, we need to approve a board resolution that clearly states PCHS is transferring 100% of the retiree benefit fund (Fund 20) into our brokerage account at Merrill Lynch (under management of the RVR Group) and any Accounts Receivable or funds owed to the Retiree Benefit Fund.

#### **CAFETERIA/NUTRITION**

- **Addressing Long Lunch Lines:** Our cafeteria meal production continues to grow. The cafeteria served 16,454 free meals in November. Including a-la-cart sales, the meals served exceeded 22,700. We have hired a 3<sup>rd</sup> student worker in the cafeteria to facilitate meal distribution. In addition, the 2 double ovens are being installed over winter break, which will allow for more baking capacity and streamline our operations. Our food service vendor (Chartwells) still has openings for full-time staff in our cafeteria.



# PALISADES

## CHARTER HIGH SCHOOL

### NEW SOURCES OF FUNDS

- **EEF:** If you recall, as part of the Governor’s 2021-22 State Budget, he proposed a \$1.5 Billion “Educator Effectiveness Block Grant (EEF).” PCHS’ estimated allocation is **\$531,476**. This is new one-time funds that must be Board approved by December 30, 2021 and spent by **September 30, 2026**. This item is listed as a separate agenda item. Please note, these funds are not yet built into our budget because they are not yet board approved.
- **A-G Completion Improvement Grant:** PCHS’ preliminary allocation is \$816,034. The final allocation will be available in February 2022. This grant must increase access to A-G courses and eligibility. PCHS must adopt a plan by April 1, 2022 and must spend the funds 2026. More information regarding allowable can be found [here](#).

### LOOKING AHEAD

- PPP forgiveness is still pending. The SBA has once again requested additional information. Given the size of the loan amount, they are doing their due diligence before making a decision regarding loan forgiveness.
- The Governor’s workshop will be held between January 18-21, 2022. This workshop will review/analyze the Governor’s preliminary budget proposal for the 2022-2023 year. This includes revenue projections, COLA (cost-of-living adjustment) and legislation updates. This information is critical in helping us develop our 2022-2023 budget assumptions.
- As we close out the calendar year, we are closely monitoring the impact of the vaccination mandate. This can impact enrollment count, virtual academy enrollment and of course ADA. In a future meeting, the finance team will recommend a reallocation of relief funds to close the gap and

# Coversheet

## Executive Director/Principal (EDP) Report

**Section:** III. Organizational Reports  
**Item:** J. Executive Director/Principal (EDP) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** EDP Board Report 12\_14\_2021.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **Executive Director/Principal Report Board of Trustees Meeting December 14, 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.*

#### **Schoolwide Goal Update**

The PCHS Board of Trustees, Executive Director/Principal, Directors/Assistant Principals and students representing ASB Leadership, Ambassadors, Justice Union, BSU, LSU and more met in Mercer Hall on Saturday, August 18 to discuss schoolwide goals for the 2021-22 school year and beyond. The group reviewed the previous schoolwide goals, critical benchmarks identified in the WASC Accreditation Action Plan for Equity, the Local Control Accountability Plan (LCAP) surveys, and the annual LAUSD Charter School Division Compliance Audit.

The current schoolwide goals build on previous goals and address academic achievement, budget/fiscal, communication, diversity, and student socioemotional well-being.

Progress toward one or more of the goals will be reported monthly to the Board of Trustees and stakeholders. This month's focus is on the Communication Goal:

*PCHS will utilize, refine, and explore current and new communication systems and platforms to inform the PCHS community on PCHS's relevant updates, strengths, needs, data, and opportunities for participation in school-wide events and programs.*

In order to make school-wide updates more accessible and convenient, PCHS will group weekly updates in specific categories across the multiple PCHS platforms.

#### *Action Items:*

- Weekly Wednesday Newsletter: Admin will submit announcements and information by the Monday Admin Meeting. Information will be disseminated through PCHS's campus website and Infinite Campus. The tentative start date is scheduled for November 2021.
- **PARENTS/COMMUNITY CATEGORIES**
  - Academics
  - Arts & Activities
  - Athletics
  - Culture
  - Covid
  - Transportation
  - Week at a Glance
- Student Leadership will develop their own categories and manner of dissemination.



# PALISADES

## CHARTER HIGH SCHOOL

- PCHS began publishing the Weekly Wednesday Newsletter in December. Previous newsletters are archived on the website for review.
- Improving communication with the school community has been the focus of multiple meetings held to analyze incidents that occurred on campus this week, more specifically the mass check-out on Monday, December 6 and campus graffiti on Tuesday, December 7.

### **Corrective Action Plan - Communication**

PCHS conducted a SWOT (Strength, Weakness, Opportunity, Threat) analysis of incident responses during the past week and developed a Corrective Action Plan to address areas needing improvement. The plan is included in the meeting materials.

### **Emergency Communication Steps include:**

- When additional or increased security is required on campus, and security is not compromised as a result, information is sent to parents/students/staff in one communication.
- PIO SERT activated in all incidents involving campus disruption (identify name in category on SERT chart).
- Coordination is required with the Infinite Campus Data Manager to grant access to authorized users to send/release message in Infinite Campus Data Manager's absence.

### **Activate Emergency Text Notification System via Infinite Campus (Staff/Students/Parents)**

- Personnel assigned role: write 1-2 sentence status update in any event normal school operations are disrupted.
- Seek ED/ED designee approval and send within 5 minutes of incident.
- Two backup/substitute personnel also named in case of absence.
- **PCHS will conduct a test of the Emergency Text Notification System before Winter Break.**

### **Community Feedback regarding Communication**

Students representing the national organization March for Our Lives in collaboration with ASB hosted a virtual meeting for students on Wednesday, December 8. The meeting objective was to give students the opportunity to express their concerns and to ask questions. Administrators participated in the forum and are working with students to develop a plan to ensure students have the information and emergency training needed to respond in an active shooter situation. Students expressed that the need for more timely information about potential threats, effective training and safety drills, preventive measures, and easily accessible mental health support.

PCHS posted a Google doc to collect parent feedback after the mass check out on Monday, December 6 to better understand concerns and where improvements are needed. Like the students, parents requested more timely and frequent communication regarding safety-related situations. Parents expressed concerns about school check-out procedures and safety plans.



# PALISADES

## CHARTER HIGH SCHOOL

Faculty/Staff expressed concerns consistent with other stakeholder groups. When events occur in the evening or weekend, the need for communication prior to morning arrival on campus is especially important to faculty and staff.

### **Second Semester COVID-19 Health and Safety Protocols**

PCHS will keep the current health and safety protocols in place to begin the new semester. We will monitor conditions to determine if cases spike after the holidays. PCHS will continue to encourage student vaccination to reach the 85% recommended threshold before dropping the outdoor mask mandate. The Administration and Health Office recommend continuing weekly COVID-19 testing for all faculty and staff regardless of vaccination status for the time being. An app designed to improve the daily campus clearance process is currently in the testing phase.

### **2022-23 Bell Schedule Changes**

SB 328 known as the later school start bill goes into effect July 1, 2022. All California public districts are required to start high schools no earlier than 8:30am and middle schools no earlier than 8:00am. The Academic Accountability Committee was tasked by the Board of Trustees to discuss potential bell schedules and has requested proposals to review. Bell schedules are a negotiable item. After vetting proposals and gathering stakeholder feedback, PCHS will collaborate with UTLA-PCHS to determine the most appropriate schedule for the coming school year.

### **The current PCHS Student COVID-19 Vaccination Mandate reminders for students age 16 and above (This mandate will be reviewed by the PCHS Board of Trustees on December 14):**

- PCHS must receive evidence of a student being fully vaccinated by **December 17** for students age 16 and older to be able to access campus for any reason after **January 10, 2022**.
- Proof of vaccination is submitted to [COVIDvax@palihigh.org](mailto:COVIDvax@palihigh.org).
- The only possible exemption to the vaccination mandate is for doctor approved medical reasons. Completed [Student Medical Exemption to COVID-19 Vaccine Mandate](#) that is signed in ink by a physician must be submitted to [COVIDmedexemption@palihigh.org](mailto:COVIDmedexemption@palihigh.org).
- PCHS is offering **Virtual Academy/Independent Studies** for families who do not intend to attend in-person classes. Those who did not complete and submit [the Virtual Academy Prospective Student Form](#) by the **November 19** deadline have been placed on a waiting list.
- The Pfizer-BioNTech (COMIRNATY) vaccination is FDA approved for individuals 16 years of age and older. As FDA approval broadens to include younger students, the PCHS vaccination mandate will expand to include these students.



# Coversheet

## Academic Accountability Committee Update

**Section:** IV. Board Committees (Stakeholder Board Level Committees)  
**Item:** A. Academic Accountability Committee Update  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Report Motion\_Academic Accountability Committee Update\_.pdf

**ACADEMIC ACCOUNTABILITY COMMITTEE**

**COVER SHEET FOR AGENDA ITEMS**

**December 14, 2021**

**TOPIC/ AGENDA ITEM:**

IV. Board Committees (Stakeholder Board Level Committees), Academic Accountability Committee Update

**PERSONNEL INVOLVED:**

Academic Accountability Chair and the Academic Accountability Committee

**RECOMMENDED MOTION:**

"Motion to approve the following members of the Academic Accountability Committee."

"Motion to Approve the chair, vice-chair, and secretary of the Academic Accountability Committee."

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Minh Ha Ngo  
Academic Accountability Committee Chair

# Coversheet

## Post Retirement/Lifetime Healthcare Benefits Committee Update

**Section:** IV. Board Committees (Stakeholder Board Level Committees)  
**Item:** D. Post Retirement/Lifetime Healthcare Benefits Committee Update  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
IV\_D - Board Motion Template\_Transfer of Fund 20 to Investment Account.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### CHIEF BUSINESS OFFICER

### COVER SHEET FOR AGENDA ITEMS

December 14, 2021

#### TOPIC/ AGENDA ITEM:

#### IV. BOARD COMMITTEES

D. Post Retirement/Lifetime Healthcare Benefits Committee Update

#### PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, Chief Business Officer, LTHB committee

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

The purpose of this action is to ensure the Board of Trustees and all stakeholders are aware that the the Chief Business Officer will transfer 100% of the retiree benefit fund (Fund 20) into the school's Investment Account, held at Merrill Lynch (under management of the RVR Group).

The Board has previously approved an Investment Policy Statement, created an Investment Committee who selected an investment advisor (RVR Group / Merrill Lynch).

The fund currently has a balance of \$5,309,622.14. However, any future Accounts Receivable (ex: track loan) or contributions owed to the retiree benefit fund (ex: \$790,000 annual contribution) will also be transferred to the investment account on a quarterly basis. Details and confirmation of the transfer will be shared with the Executive Director, Board Chair and Budget & Finance Committee Chair.

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

The action requested of the Board today will support the school's financial goal, specifically sustaining the lifetime health benefit.

#### OPTIONS OR SOLUTIONS:

The expectation is that the board approve the transfer of the retiree benefit fund into the school's investment account.

#### CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve this motion.

#### RECOMMENDED MOTION:

"To approve the transfer of 100% of the retiree benefit fund (Fund 20) to the investment account managed by Merrill Lynch Wealth Management."

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Juan Pablo Herrera  
Chief Business Officer

# Coversheet

## Corrective Action Plan

**Section:** VI. PCHS Safety Protocols and Procedures  
**Item:** A. Corrective Action Plan  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Corrective Action Plan1.pdf



# PALISADES CHARTER HIGH SCHOOL

## Corrective Action Plan

**Incidents:** Mass checkouts without emergency being declared & Campus-Wide Graffiti

**Incident Date:** Monday, December 6, 2021

**Daytime:** Social Media Intruder Concern

**Evening:** Graffiti

### Strength/Weakness/Opportunity/Threat (SWOT) Analysis:

#### Communication

- Communicate sooner and more often to a wider set of audience groups (Parents/Students, Teachers/Staff, Community) as things unfold and/or become known.
- Communication methods can include website, social media, IC Messenger (email, text, robocall), PCHS phone system pre-recorded messages, on-campus Public Address System.
- Consider use of Emergency Text-Message System even in Not-Declared-Emergencies.
- When additional or increased Security is required on campus, and Safety/Security is not compromised as a result, inform appropriate audience groups.
- Where possible/appropriate – Communicate to multiple audience groups simultaneously.
- Consider activating the School Emergency Response Team (SERT) activated in all incidents involving significant campus disruption – Notification of their Activation and to audience groups of this activation.
- Approve IC Data Manager to grant access to authorized backup PIOs to send communications in the absence of Lead PIO, but also to have Backup Technical authorizers in case the Primary IC Data Manager is unavailable. For example, have Jeff Roepel have IC System Privileges to send communications when David Moo is unavailable, and have Brian Bengler be a secondary backup for such. PIO and their backups create the content, IC Data Manager and their backups able to execute the send.
- Emergency Text Notification System, and the rights/privileges of the Backup Personnel in IC, to be tested at the start of every semester.

#### Mass Checkouts without a Declared Emergency:

- Follow Communication SWOT Recommendations above.
- Execute Pre-Emptive Communication over PA before a planned Student Release for Nutrition, Lunch or Dismissal if there's a sense of things building via Group Chats/text, Social Media, Word-of-Mouth, etc.
- Improve Non-Emergency Mass Check-Out Process throughout by having more Checkout Stations & Personnel available to check students out:
  - More Traditional Process:
    - Buy two more Mobile Attendance Carts.
    - Replace Aging Desktop Computers in Attendance Office with New/Faster versions.
    - Add an additional Attendance Office Checkout Station at the Main Counter.
    - Cross-Train extra people (Counselors & Classified Staff) to be able to do Check-Outs if/as needed.



# PALISADES

## CHARTER HIGH SCHOOL

### Corrective Action Plan

#### Strength/Weakness/Opportunity/Threat (SWOT) Analysis (Continued):

#### Mass Check-Outs without a Declared Emergency (Continued):

- (Continued): Improve Non-Emergency Mass Check-Out Process throughout by having more Checkout Stations & Personnel available to check students out:
  - More Urgency/Expedited Process:
    - Consider Bar-Code Scanning Students on their way out to track who left quickly and then later on upload/process those tracked students into IC to indicate their Un-Authorized (but somewhat explained) school departure/check-out. Would still be considered an Un-Authorized Check-Out (Leaving Campus) until after-the-fact when Administrative Decisions could be made about how to treat that situation/event.
    - No Student ID available to scan, or Special Needs Students, go through the more traditional process to make sure they are all appropriately accounted for and helped.
- Enhance Line Management:
  - Mobilize line management devices (i.e. barricades) and line management personnel sooner (ahead of when we “think” mass check-outs might happen).
  - Further separate Parent Line from Student Line, if we can, to lessen confusion and better manage the lines – Consider:
    - Mobile Carts at Mercer side Flagpole Gate to have checked-in parents enter there and line-up on the sidewalk toward Temescal
    - Main Tunnel mid-level platform for line-up thru the tunnel and up the ramp and into Ticket Booth
    - Enter A-Bldg at Flagpole Side and all Exits at Gilbert Side
  - For Non-Emergency Intruder Concern events specifically – Consider line forming/wrapping for Students from Attendance Office toward College Center and then wrapping back toward Library so that the Students are as hidden as possible
  - Further separate Parent Line from Student Line, if possible, to lessen confusion.
- For Non-Emergency Situations - Have PCHS’s perimeter security guards strongly encourage School Police or LAPD who are requesting changes to PCHS Standings Orders for perimeter control, to first seek the OK to change these standing orders from an Administrator before making the change (i.e. – Opening a controlled gate), but in no means the PCHS Security Guard disobeying a repeated direct order from School or LAPD once such a requested has been made.
- Consider creating a Hold-Students Safety Mode that is not Lockdown or Barricade-in-Place, and not Shelter-in-Place (which is for Airborne Exposure) but a less severe/concerning mode to help enable an orderly release of students in a non-emergency mass check-out request scenario
- Any/All improvements in root cause solutions (such as Mental Health Student Supports) to prevent students/people from even wanting to threaten anyone in our school community, let alone execute such threats
- Open to other suggestions on all topics.





# PALISADES

## CHARTER HIGH SCHOOL

### Corrective Action Plan

#### Graffiti Incident:

- Follow communication SWOT recommendations above.
- Provide for school community conversations in the Campus Unification Room for students and faculty/staff to debrief and express their feelings about incidents.
- Have 2 additional evening security (ideally 1 until 10 pm and 1 until Midnight) to handle evening activities - One to be roaming, so that the entry/access guard can stay put and control entry/exit while activities and campus are monitored. This also enables breaks and call-outs to be handled in a more safe/secure manner while enabling appropriate people to come and go as needed. Once pandemic and strict entry/access protocols are relaxed to pre-pandemic levels, this could then be reduced to 1 additional guard at night.
- More funding for regular security camera system maintenance (replacing aging cameras) and increasing cameras in certain blind spot locations and additional perimeter locations. The system is now over 10 Years old, so there needs to be annual funding for replacing aging/broken cameras/infrastructure and consideration of additional camera locations.
- As with the above, and/all improvements in root cause solutions (Student Supports) to prevent students/people from even wanting to do this.
- Open to other suggestions to help in this regard.

#### Other:

- Safety Drills to resume at the start of spring semester. Administration has determined we are going to carve out a 40-60 Minute Activity period on Semester Day 1 on Tue 1/11/2022 to devote to a full review of all 4 of the most common events/drills (Fire, Earthquake, Intruder, Airborne Exposure), to the Evacuation Routes, Locations & Process, and the Request/Reunification Process in a declared emergency situation. After this, monthly safety drills will resume for Jan thru May where each month we focus on a particular event.
- Incorporate the above Safety Overview for Students (and Faculty/Staff) into the Annual Student Orientation so that all Orientation Attendees, and in particular our New Students (mostly 9<sup>th</sup> Graders), will starting learning right away how we handle such events at PCHS.
- Until the pandemic caused stricter entry/access protocols can be relaxed/eliminated, there should also be additional security on Weekends – 2 Guards at a time at all times. The current 1 Guard with our required entry/access restrictions makes it near impossible to monitor/manage the ongoing activities or patrol campus without halting all regular and appropriate entry/access during their legally mandated breaks or bathroom breaks.
- Many, but not all, feel there should be acceptance, not resistance, over the existing fencing/gates we have. If desired, school can hire 3<sup>rd</sup>-Party Experts to perform a Vulnerability Assessment related to the existence and usage of perimeter fencing. Discussion on degree of use re opened or closed during certain situations is a good idea, but their existence we should embrace as a vital safety measure for our school community.



# PALISADES

## CHARTER HIGH SCHOOL

### Corrective Action Plan

#### Other (Continued):

- Reach out to LAPD for their SWOT of our social media event, and to see why they opened the front gate that caused the large student exodus. Also - What did LAPD know, how did they know it, why did they come, why did they tell us to open the gate?
- Create a relationship between PCHS and the local LAPD Senior Lead Officer (SLO) and our SRO (School Resource Officer - LAUSD School Police Officer). LAPD on the West Side, and in particular in our local area, has had some turnover since long-standing SLO Michael Moore retired.
- Further establish our SRO, along with our EDP and Lead Incident Commander, as the official liaisons to all outside Emergency Services Organizations (LAPD, LAFD, EMT/Paramedics, ARC, etc.).
- Enhance our online/website Emergency Plan section to include a summary of our Common-4 Safety Drills. The very detailed plan is there, and the details of the Reunification Plan for Students-to-Parents, but thought it may be good to have a summary version for more people to read/review and be informed. Include more of our Evacuation Route/Location Maps as separate links as well (instead of only being in the full School Emergency Operations Plan (SEOP).
- Requiring all student families to have at least three Emergency Contacts and require Cell Text #'s and Email Addresses for all Emergency Contacts provided (confirm situations of a contact not owning/having a cell phone or computer, but also therefore strongly considering different Emergency Contacts that do).
- Considering some kind of Campus Safety Rating Scale or Coding System to be used in shorter communication approaches (i.e. texts or a website home page pop-up).

# Coversheet

## Second Semester COVID Vaccine Plan

**Section:** VII. Changes/Updates in Response to COVID-19  
**Item:** A. Second Semester COVID Vaccine Plan  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Report Motion Vaccination Policy Alignment .pdf

**EXECUTIVE DIRECTOR/PRINCIPAL**

**COVER SHEET FOR AGENDA ITEMS**

**December 14, 2021**

**TOPIC/ AGENDA ITEM:**

Align the implementation of the PCHS vaccine mandate to the date LAUSD's vaccine mandate takes effect for 16+ year-old students.

**PERSONNEL INVOLVED:**

PCHS Board of Trustees, Executive Director/Principal

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

There is a potential loss of enrollment and school funding. As of December 13, approximately 500 students who are 16+ have not submitted vaccination records. There is a state cap on virtual enrollment limiting programs to no more than 20% of the school's total enrollment. Loss of enrollment and school funding is possible if LAUSD postpones the vaccination requirement for district students without PCHS following the same or similar timeline.

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

PCHS strives to support our families and students. While PCHS advocates for COVID-19 vaccinations for students 16+ years old due to health and safety reasons, it is important to give families the time they need to make decisions regarding their children's health and well being, as well as educational options.

**OPTIONS OR SOLUTIONS:**

1. Do nothing.
2. Revisit the PCHS vaccine timeline at a later date.
3. Align with the LAUSD timeline.

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

The Executive Director/Principal recommends alignment of the PCHS vaccine mandate to the date LAUSD's vaccine mandate takes effect for 16+ year-old students.

**RECOMMENDED MOTION:**

"Motion to align the implementation of the PCHS vaccine mandate to the date LAUSD's vaccine mandate takes effect for 16+ year-old students."



Pamela Magee  
Executive Director/Principal

# Coversheet

## PCHS No Credit (NC) Policy

**Section:** VIII. Academic Excellence  
**Item:** A. PCHS No Credit (NC) Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Report Motion to Extend NC Policy through 2nd Semester.pdf



**EXECUTIVE DIRECTOR/PRINCIPAL**

**COVER SHEET FOR AGENDA ITEMS**

**December 14, 2021**

**TOPIC/ AGENDA ITEM:**

Continue the No Credit grade policy currently in place through the second semester of the 2021-2022 academic year.

**PERSONNEL INVOLVED:**

PCHS Board of Trustees, , Academic Accountability Committee, Executive Director/Principal

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

N/A

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

PCHS strives to support students who have been impacted by challenges brought on by the COVID-19 pandemic. The NC policy provides an alternative for students who are experiencing issues that have impacted their academic performance.

**OPTIONS OR SOLUTIONS:**

1. Do nothing and allow the NC grade policy to expire at the end of first semester.
2. Extend the NC grade policy for a semester.
3. Extend the NC grade policy for a longer period of time.

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

The Executive Director/Principal recommends approving the Academic Accountability Committee's recommendation to continue the No Credit grade policy currently in place through the second semester of the 2021-2022 academic year.

**RECOMMENDED MOTION:**

"Motion to approve the Academic Accountability Committee's recommendation to continue the No Credit grade policy currently in place through the second semester of the 2021-2022 academic year."



Pamela Magee  
Executive Director/Principal

# Coversheet

## Educator Effectiveness Funds / Professional Development (PD) Plan

**Section:** VIII. Academic Excellence  
**Item:** B. Educator Effectiveness Funds / Professional Development (PD) Plan  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Professional Development Plan 12\_14\_2021.pdf  
Board Report Motion Ed Eff Grant PD.pdf

# Palisades Charter High School



# Professional Development Plan 2021-2023

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## Section I

Palisades Charter High School recognizes that quality professional development is valuable and important to improve instruction and learning. PCHS views it as essential to the full achievement of its 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.*

And to promote and assure ongoing development and growth of its professional staff.

The 2021-2022 Palisades Charter High School District Professional Development Plan provides an overview of professional enhancement opportunities available school-wide.

### Schoolwide Goals 2021-2022

Source: Board of Trustees Goal Setting Meeting September 18, 2021

#### Communication

##### *Longterm, Aspirational Goal*

PCHS will utilize, refine, and explore current and new communication systems and platforms to inform the PCHS community on PCHS's relevant updates, strengths, needs, data, and opportunities for participation in school-wide events and programs.

##### #1 SMART GOAL:

In order to make school-wide updates more accessible and convenient, PCHS will group weekly updates in specific categories across the multiple PCHS platforms.

##### *Action Items:*

- Weekly Wednesday Newsletter: Admin will have the announcements/information by the Monday Admin Meeting. Information will be disseminated through PCHS's campus website and Infinite Campus. Tentative start date is scheduled for November/December 2021
- PARENTS/COMMUNITY
  - Academics
  - Arts & Activities
  - Athletics
  - Covid
  - Transportation
  - Week at a Glance
- Student Leadership will develop their own categories and manner of dissemination



## **Academic Achievement**

### *Longterm, Aspirational Goal*

PCHS will focus on its educational program by reevaluating and *updating* existing courses and instructional practices to include innovative and relevant content. PCHS' curricular units will contain technology skills, life skills/realia, and connections to college and career. Additionally, PCHS will explore the expansion of courses to further align with college and career readiness. PCHS will refine its data system to track student progress towards college and career readiness.

### Professional Development

- Professional Development: Continuously diversify and personalize - PCHS staff
- Professional Development utilizing a multi-tiered schoolwide PD model: Personal PD, PLC PD, and School-wide PD. (See PD plan.)

### Curriculum

- Aligned Curriculum to A-G, CTE
- College access (Black Scholars Matter, FACTOR, West LA, Santa Monica)
- Continue the commitment to increasing access to A-G, Honors, and AP courses to Black and Latinx students: Continue to utilize the already long-standing programs, such as The Village Nation, Fuerza Unida, and FACTOR to work collaboratively to increase success among Black/African American students and Latinx students.
- Diversify Curriculum: Continue active learning with curriculum-based PD and by offering summer mini-grants focused on new curriculum development and assessment. Also, continue evaluating curriculum review to develop an inclusive and responsive curriculum. Instructional Materials, teacher materials, and other necessary items are required to diversity curriculum offerings.
- PCHS will integrate socio-emotional learning, executive functioning skill development, wellness, literacy, and critical understanding of self within the Pod curriculum through lessons, assemblies, and seminars.
  - Spring Assemblies in 9th and 10th grade, Executive Functioning
  - Literacy Program in 9th
  - English and Sociology units, Understanding of Self and others

Note: Financial literacy will be differentiated in Math (all years) and Econ (Sr. year) courses

### Equity and Grading

- Action Research - Grade Equity: Implement "Grading for Equity" studies and strategy implementation in two Grading for Equity PLCs. The outcomes from the strategies the PLCs use will be shared with the faculty.
- The formation of a task force to integrate Grading for Equity principles within PCHS grading policies and practices.

### Assessments

- Collect CASSPP and CAST Baseline data
- Diagnostics (Literacy 9th grade, MDTP departmental math tests)
- AA team members and NBC teachers will collaborate with systems administrators to create an infrastructure for storing assessment data and protocol training for data analysis to increase responsiveness to school data. Team meetings will be scheduled to build folders in Infinite Campus and an assessment dashboard in PowerBi. (Fall meetings and data analysis in spring.)

## **Diversity**

*Longterm, Aspirational Goal*

PCHS will commit to equitable policies and practices to connect PCHS's diverse student population with necessary personalized resources and support, accommodations, and academic opportunities.

*Action Items:*

- Form a Diversity Task Force to examine the campus' actions and policies to identify where equitable practices fall short/non-existent into the school's daily practices, expectations, predictions, decision-making, and regulations
  - Dealing with complaints sent to the HR Office
    - In progress - HR is developing an infographic depicting the process for resolving a complaint
    - In progress - HR is developing a process for staff to report concerns (digital complaint form) modeled after the 3 C's for students.
    - Employee Suggestion Form Open Box written complaint; BUZZFEED for faculty/staff members
- Education and training for staff, faculty, and administration
- Professional Development
  - Intentional groupings made by excel to ensure a mix of seniority, race, ethnicity, and departments
  - Compliance Training
  - Expand Implicit Bias Training
  - Staff, faculty, and administrator Monthly Reading
    - In progress: Identify and schedule a speaker/program to educate staff on topics such as racial sensitivity and gender equity. Workshops will be mandatory for staff.
    - In progress: Allyship & Intro to Ethnic Studies Curriculum –Ziza Noguera
    - In progress: Ethnic Studies curriculum previews for teachers
    - In progress: Look at online learning components before in-person training takes place
- Campus Climate & Culture
  - Main Hallway to reflect Pali Diversity and underserved population identities
  - Spring Calendar that has both staff and student D&I events and activities
  - Diverse courses
  - In progress: Dress Code Task Force that has developed a revised policy that is currently circulating among different groups for feedback. Teachers need to be trained on how to identify and respond to a dress code violation.
- PCHS Hiring Practices: HR Department attends Diversity Career Fair to increase diversity of the faculty.

**Budget/Fiscal***Longterm, Aspirational Goal*

PCHS will identify & adopt cost-effective priorities to achieve 21st-century student-focused education. PCHS will do this with complete transparency & accountability while maintaining a balanced budget & cash reserve levels of 5%+ and provide measurements through monthly and annual reporting.

*Smart Goal (Option 1):*

PCHS will identify and adopt cost-effective priorities to support 21st-century student education, while maintaining a balanced budget, maintaining cash reserves of 5%+, and maintaining accountability through monthly transparent reporting.

OR:

*Smart Goal (Option 2):*

In order to support 21st-century student education, PCHS will identify & adopt clear budget priorities, maintain a balanced budget, maintain cash reserve levels of 5%+ and maintain accountability by sharing transparent fiscal updates on a monthly basis.

*Action items to support this Financial goal: (admin view only)*

- Align on clear budget priorities for 2021-24 & seek board adoption by Jan 2022
- Maintain a minimum 5% unrestricted cash reserve & monitor on a monthly basis
- Execute adopted budget with efficiency and strict adherence to fiscal policies and procedures - monitor on a monthly basis
- Address Lifetime Health Benefit (OPEB liability) by investing current assets (immediately), pre-funding the benefit at the recommended level (monthly), and/or identifying a solution to address the long-term liability by Jan 2022
- By March 2022, develop a funding plan to support technology equity and access (Ed Tech Plan)
- Achieve all goals set forth in the Strategic Development Plan (PCHS Fund, planned giving, alumni network, endowment, grants, and capital campaigns)
- Identify ways to increase the effectiveness of budget/financial communications

Notes: Multi year into year benchmarks

SMART goals in subcategories to overarching goals

Align to LCAP, WASC

Stakeholder Differentiation

**Student Socioemotional Well-Being***Longterm, Aspirational Goal**Action Items:*

- PCHS will continue to cultivate and explore opportunities for social-emotional wellness, development of life skills, and stress management both inside and outside the classroom.
- PCHS will continue to communicate opportunities for socio-emotional learning across social media platforms and classroom announcements.

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

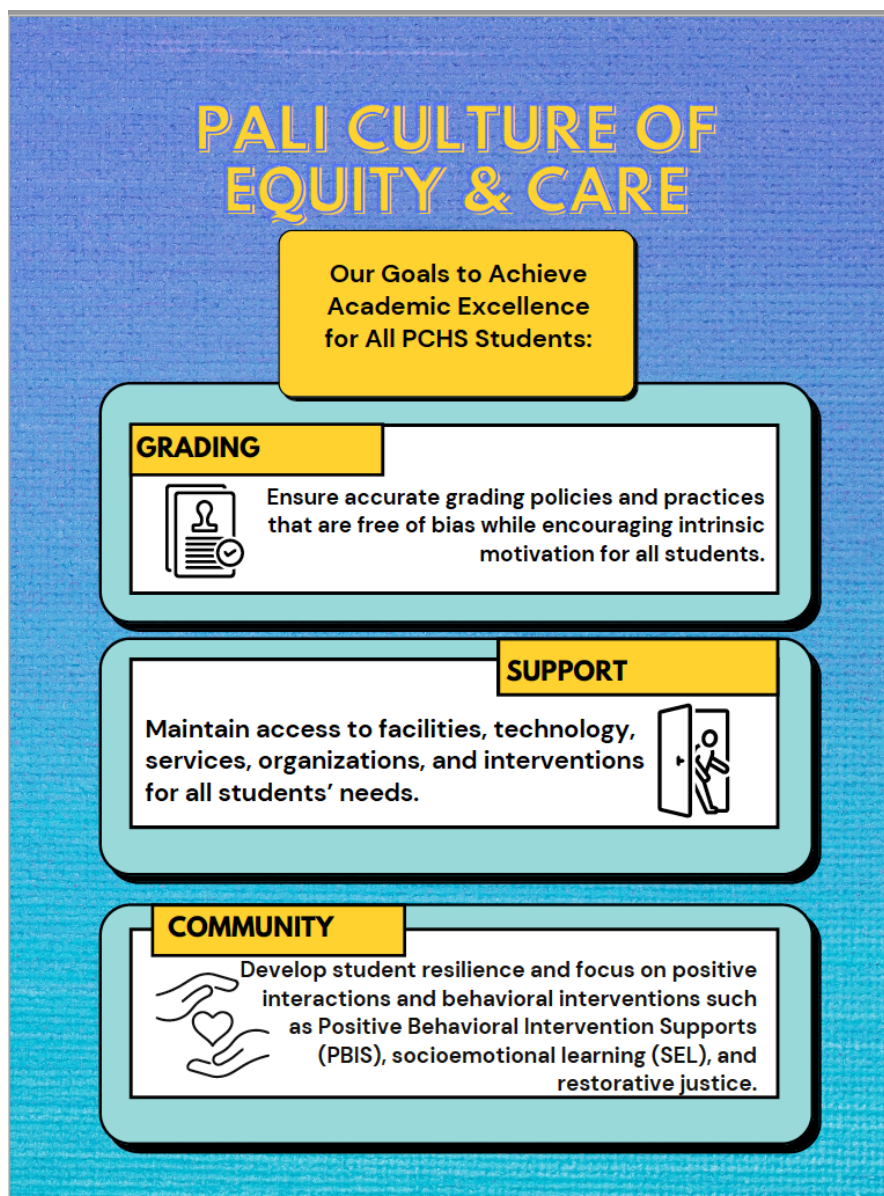
Ways to achieve longterm and SMART goals:

- 1) Teacher Outreach
- 2) Social Media Safety
- 3) Understanding for yourself, time management, executive functioning
- 4) Wellness component in each POD

Provide learning opportunities through the curriculum to support SEL including PODS, seminars, mentor programs

PCHS leadership and clubs will communicate opportunities for SEL across social media platforms and classroom announcements.

## PD Building Blocks: Culture of Equity and Care



## Professional Development

### SMART Goals 2021-2023

- Percentage of professional development offerings in the area of students' social and emotional developmental health needs (SEDH) will increase to 10% of total professional development offerings in 2021/2022 to 15% of the offered professional development activities in 2022/23.
- The percentage of teachers demonstrating at least one effective equitable grading practice or policy will increase to 95% of the total teaching staff by Fall 2022.
- Administrators and teachers will participate in professional development on the topic of trauma and mental health to support students who may have been impacted by the COVID-19 related school closure.
- 100% of school staff will participate in professional development on the topic of Cultural Proficiency and Diversity and Inclusion by Fall 2022.

### Need/Data Analysis for Professional Development Plans

PCHS Professional Development Planning administration have reviewed the many new mandates and initiatives that have been adopted/adjusted both in California State and nationally. We will continue to review these updates and the impact that COVID-19 has had on our ability to provide continuous instruction to all students. We will continue to monitor our data and provide additional training in focused areas of need.

In creating the PCHS Professional Development Plan, administrators utilized the following needs/ assessment sources:

· MDTP Math Tests	· Technology Tool Analytics
· PSAT Results	· Standardized and State Assessments
· Graduation and drop-out rates	· State benchmarks for student performance
· Scholastic Reading Inventory Data	· Teacher Input and feedback (surveys)
· AP Results	· District Charter Office Data Report-Spring 2022

The PCHS PD Plan provides for a variety of training programs to ensure that the needs of the students, teachers, and staff are addressed. Particular emphasis needs to be placed on training in standards review and data analysis. A large portion of the planned programs are aimed at increasing teacher knowledge and understanding of current initiatives in order to improve student performance. This is consistent with the goals of the school.



Due to state budget allotments, PCHS has committed considerable resources to support staff in-service programs. In order to meet professional development plan goals, the school will utilize the following internal and external resources:

- ASCD Professional Services (Dara Feldman, Trauma Informed Schools, Staff Selfcare)
- Socioemotional Learning and Mindfulness
- Joe Feldman, Crescendo Education Group (Grading for Equity)
- Dr. Delgado Noguera (Ethnic Studies Curriculum)
- UCLA Curtis Center
- Dr. Libby Butler, Math Pedagogy, Mindsets, and Grade Equity
- Principal Kafele (Diversity and Inclusion) <https://twitter.com/principalkafele?s=21>
- Jonathan Cristall's Digital Safety & Relationship (Assemblies for both teachers and students)
- Council Training (Ojai Foundation)
- Restorative Circles (Restorative Justice)
- Classroom Behavior Management Tool Box

The Academic Achievement Team will continue to support the Tech Education Coordinator and will be utilized extensively to provide training in the use of instructional technology. This is consistent with ISTE standards that emphasize improving student and staff competency in the use of technology to enhance teaching and student learning. For 2021-2023 these areas will be:

- School Safety
- School Equity (Behavior Expectations Consequences, Academic Opportunity and Support, Mental Health and Well being, Co-curricular and Extra Curricular Activities)
- Cultural Proficiency (Equity Walks/Equity Action Plans)
- Instructional Best Practices
- Social Emotional Learning/Mental Health Guidelines
- Professional Development/Planning core content (Science, Social Studies, Mathematics, ELA)
- Data Analysis: Assessments,
- Instructional Technology, Technology Use
- Behavior Management
- Mentoring Program
- Professional Learning Communities
- Specific Subject Area Training
- Differentiated Instruction/Response to Intervention (RTI)
- Integrated Co-taught Classes (ICT)
- ELD training (English Language Learner Supports, SDAIE strategies)
- Literacy Training (across departments)
- Ethnic Studies instructional training
- Advanced Placement Course Training

## Section II

### Identification of Professional Development Activities

Each year PCHS Administration and PCHS Board of Trustees identifies goals which reflect specific needs of the school-community. Annually, these goals have been communicated to the staff and community. The AA Team reviews the annual goals and collaborates with Administration, the Ed Tech Coordinator, and department chairs to create PD activities that are relevant and job-embedded to staff.

### Academic Achievement Team

Motivated by providing opportunities for teachers to experience instructional leadership and by the belief that job embedded training is the best model for instructional growth, The Academic Achievement Team was created in 2013 to support teachers and to lead professional development (PD) with part-time Instructional Coaches and Coordinators who are still teaching in the classroom. PCHS has transitioned into a three-tier PD plan in order to both personalize and connect staff learning. Each faculty member receives a professional development organizer that allows an individual teacher to reflect on the school-wide goal, Professional Learning Community (PLC) goals, and individual goals, which are supported by the Academic Achievement Team and the Administrative Team. PCHS meets the individual needs/goals of the teacher by funding teachers to attend Conferences and/or providing workshops and coaching on-site. PCHS supports PLC goals/needs by facilitating release time for PLC PD where PLC members are pulled out to work and learn together. The PLC Coordinator, and members of the Academic Achievement Team work with each PLC or department to tailor the PD time to meet their goals. PLCs document their goals, reflection, and student intervention through digital PLC Notebooks each semester.

School-wide PD days are aligned to school goals, such as implementation of state standards and frameworks and Human Relations (Culture, Climate, and Community, Cultural Relevance and Schoolwide Equity).

The measurable effect PCHS professional development has had on student learning is demonstrated by PLCs courses that are more aligned, particularly in terms of pacing, grading, curriculum, common assessments, common performance tasks, and common activities/scaffolding.

Currently, PCHS is providing school-wide training days and more educational technology training. Many Academic Achievement Team members have attended Cognitive Coaching and Adaptive Schools training to facilitate their support of staff and students. The professional development focus on teachers increasing technical skills and integration of these technical skills into their classrooms will directly impact students meeting and exceeding the adopted ISTE standards.

## Professional Development

The Professional Development Plan of PCHS describes how the school will provide their newly certified teachers and paraprofessionals with opportunities to participate in 50 hours of professional development every five years (10 hours per year) assigned by administration. The professional development provided by the school must align with the goals outlined in the PCHS Professional Development Plan.

The ultimate goal of all efforts in this area is to increase the capacity of faculty members to enable and assist all students to higher academic achievement. These professional development opportunities be directly related to:

- Enhancement of teachers' subject matter knowledge [content]
- Teacher knowledge, use and application of appropriate teaching techniques [pedagogy]
- Broadening and enhancing teacher abilities to apply more accurate and appropriate assessment methodologies [assessment]
- Enhancing teacher skills and options in effectively managing individual students and classrooms in both heterogeneous and homogeneous settings [student/classroom management]

## Curriculum

- Social Studies Curriculum, Frameworks Grade 9-12
- Social Emotional Learning
- Cultural Proficiency
- Science Curriculum, Grade 9-12
- STEM Curriculum, Grade 9-12
- Summer Reading Suggested Activities for all students
- Literacy and Language Development
- Development of Curriculum Renewal Plan
- CA NGSS Learning Standards, 9-12
- Environment/Global Sustainability, 9-12
- CTE Pathways
- Ethnic Studies/Social Justice
- Diversification of the Narrative (English to all departments)

## Instruction

- English Language Arts, 9-12
  - o Literacy Skills
  - o Text Dependent Questions
  - o IAB Analytics and Instructional Response (TOMS)
  - o Research Methodology
  - o Literary Analysis
  - o Argumentative Writing Instructional Supports

- Mathematics
  - o Curtis Center Training (Common Assessments, Activities)
  - o Callahan Consulting (Knowledge Application, and Communication)
  - o Enhanced Mathematics
  - o Grading for Equity
- Science
  - o NSTA/CTA (National/California Science Teachers Association) conferences and/or NCTM (National Council of Teachers of Mathematics)
  - o National Endowment for Humanities Conference
  - o DEI Training. Stir Fry Seminars <https://stirfryseminars.com/> who work with educators specifically regarding DEI. The founder was featured on Oprah for his work and his documentaries on diversity. He was a SPED teacher for many years.
  - o STEM and Utilization of Science Technology
  - o Continued planning and implementation of NGSS Standards
  - o Global/Environmental Sustainability Content
  - o CCSA Conference
  - o Mindfulness
- Social Science
  - o Review of Social Science Standards and Frameworks
  - o Ethnic Studies Curriculum
  - o AP African American Studies Training
  - o The History Project (UC) Conference
  - o [Stanford History Education Group](#) (SHEG) Institute
- ELD Methods and Strategies
  - o LAUSD/LACOE
- World Language
  - o ACTFL Conference 2022-23
  - o Training for proficiency based instruction and grading
  - o Training on CI methods, such as TPRS and TPR
- VAPA and Technology Education
  - o CTE training
  - o SCETA Conference
  - o Mathematics/Computer connections
  - o Ed Tech training/ Stage Technology
  - o CUE conference

## Social/Emotional Learning

- High School, Growth Mindsets
- Character Development
- Restorative Justice Practices
- PBIS
- Council
- Mindfulness

## Technology

- Schoology/Infinite Campus, Google Drive Organization and Google/Schoology Integration, 1-1 Student Device Rollout, SMART Board training, EdTech subscription tool training
- Assessment Training, AMP or Powerschool

## Overview of Professional Development Opportunities

The professional development available to staff is generally clustered in the following areas:

- Implementation of the Learning Standards in Math, English Language Arts, Science and Social Studies
- Implementation of statewide assessments, IABs and Common Assessments
- Integration of Technology
- Data Analysis
- Integration of reading and writing into all content areas
- Alignment of curriculum
- Social Emotional Learning/Restorative Practices
- Cultural Proficiency
- Visual and Performing Arts

The following professional development activities will be available to 9-12 staff during the 2021-2023 school year:

### In-Service PCHS Sponsored Workshops/Training

The Academic Achievement Office offers a variety of in-service workshops, seminars, grants, and programs to faculty and support-staff members and others in the educational community. Workshops are designed to enhance and sharpen instructional skills and classroom practices, build knowledge, expand professional horizons and assist in improving student academic performance. Workshops are offered period 7, afterschool, evenings, and during the summer.

### New Teacher Orientation Program (see Appendix II)

The New Teacher Orientation program (NTO) has been designed to support our new teachers during their **two** years at PCHS. The program requires new teachers to meet with their mentors on a monthly basis to discuss a host of topics. The monthly dialogue addresses specific instructional areas and/or topics that are essential to ensuring the success of the untenured teacher.

### Administration and Management Retreats

The plan for these retreats is developed based on feedback gathered from staff. In past years, staff participated in workshops which addressed the following topics:

- Integrating technology into the 9–12 classrooms
- Cultural Proficiency
- Overview of Response to Intervention
- Utilizing data to improve instruction
- Socio Emotional Wellness/Climate and Culture
- Feedback and Communication

· Data Systems and Data Analysis

**Faculty Meetings**

The monthly faculty meetings will address school-wide issues or topics of interest. These meetings will be directed by the principal or designated administrator. The discussion topics have included: data analysis, school-wide testing, school-wide events, curriculum initiatives and programs, school goals and professional development opportunities.

**Grade-level Meetings/PLCs**

The weekly/monthly grade-level meetings focus on the following topics: data analysis, alignment of curriculum with CA Standards, ISTE Standards, CA Framework, integration of technology, integration of school goal, utilizing data to improve instruction, implementation of new programs, school procedures, testing and items related to school initiatives. The administrator collaborating with the grade-level teachers will be responsible for supporting PLC leaders. PLC leaders will set the agenda.

**Department Meetings**

The monthly department meetings focus on the following topics: departmental goals, alignment of curriculum, integration of technology, utilizing data to improve instruction, implementation of new programs or initiatives, school procedures, testing and items related to school district initiatives. The department chair charge will be responsible for developing the agenda in collaboration with the department administrator.

**Sexual Harassment and Mental Health/Suicide Prevention, and Diversity, Equity and Inclusion**

All 9-12 staff members participate in Sexual Harassment and Mental Health/Suicide Prevention, Diversity Training.

**Section III - Professional Development Calendar**

**Fall 2021 Professional Development**

<b><u>New Teacher Orientation</u></b> <b>(Required for all NEW PCHS teachers)</b>		
Welcome	Meet and greet administrators and key staff. Campus Tour,	<b>Aug 12,13</b>



	Handbook, Accounts, Infinite Campus, Schoology, Social Emotional Activities	
School Goals/SMART Goals Evaluation Process		<b>Sept.</b>
Student Intervention Flags and IC Schoology		<b>Sept. 20</b>
Teacher Self Care and Student Intervention		<b>Oct. 4</b>
Classroom Engagement Strategies		<b>Nov. 1</b>
Midterm Reflection Guide and Exemplar, End of Semester Calendar, End of Semester Q and A		<b>Dec. 6</b>

<b>Grade/Department</b>	<b>Activity</b>	<b>Date</b>
<b>9-12/Whole School Summer PLC and SLC Minigrants</b>	In-person student intervention plans and curriculum development.	<b>June-August</b>
	Grading for Equity Research	
	Virtual Academy curricular development	
<b>Governance Training</b>	Brown Act Training and Scenario Work Carver/Carpenter Training* *Different Funding Source	<b>July 24, 2021</b>
<b>9/Dolphin Leadership Academy Teacher Training</b>	DLA Curriculum Design	<b>May &amp; July</b>
	Student Support Review	<b>May &amp; July</b>
	Team Building Exercises	<b>May &amp; July</b>
<b>Academic Achievement Team</b>	PD Planning	<b>July</b>
	Adaptive Schools (postponed)	<b>---</b>
	SocioEmotional Strategies	<b>July</b>
<b>Admin Management Retreat</b>	Socio Emotional Strategies Goal Setting	<b>August 3</b>
<b>9-12/ All departments</b>	Tour and Staff Orientation	<b>August 9</b>

<b>New Teacher Orientation</b>	Technology Orientation	<b>8/9</b>
	SocioEmotional Classroom Strategies	<b>8/9</b>
<b>All departments Tech Training</b>	IC/Schoology Grade Set-ups for Passback	<b>August 9</b>
<b>PLC/SLC Leader Training</b>	Academic Achievement Team	<b>August 9</b>
<b>9-12/ All departments New Teacher Monthly Meetings</b>	September 1: 1.) SMART goal 2.) SIS (Infinite Campus) and LMS (Schoology) platforms 4.) Best practice Share outs	<b>September 1</b>
	October 4: Teacher Self-care and Student Intervention Strategies	<b>October 4</b>
	November 1: Classroom Engagement Strategies 1. Pali Partners: Warm-up (Class Pair-up Strategy) 2. Pali Veteran Teachers give you tips and strategies that will work for your Pali workflow and classrooms! 3. Self Care Activity	<b>November 1</b>
	December, Individual Mentorship	<b>December</b>
	January, Goal Midterm Reflection	<b>January</b>
<b>9-12/English and Interdisciplinary Grading for Equity 2 PLC Study Groups</b>	Summer Mini Grant: English	<b>June-ongoing w/ Spring presentation</b>
	Optional PD: Intro to Grading for Equity	<b>August</b>
	PLC Night Zoom Meetings: Interdisciplinary	<b>Monthly October on</b>
<b>9-12/Whole School "Back to Basics" Training</b>	School Safety/COVID Safety	<b>August 16, 2021</b>
	Student Mental Health Services	<b>8/16</b>
	Classroom Behavior and Attendance	<b>8/16</b>
<b>9-12/ Whole School Trauma Sensitive Classroom</b>	ASCD: Dara Feldman	<b>August 17, 2021</b>
9-12/Whole School	Ed Tech Coordinator and Ed Tech Coaches	<b>Week of</b>

Infinite Campus Schoolology Synching	Job-embedded tech training	<b>October 11 And November 8</b>
Board and Administration Retreat		<b>September 18</b>

PLC Guided Job Embedded Meetings 1-4 periods	Spanish 3: Pacing Plan and Unit Alignment	<b>November</b>
10-12/Math	Math Analysis: Student Intervention Plans	<b>October</b>
9-12/Science	Chemistry: Common Lesson Activity	<b>November</b>
9-11/World Language	Spanish for Native Speakers: Common Vocabulary	<b>November</b>
9-10/Math	Algebra I: UCLA Curtis Center “Just in Time” Lessons with teacher guides	<b>Summer &amp; Ongoing</b>
9-12/Math	Algebra II: UCLA Curtis Center Scope and Sequence Covid Responsive	<b>Summer &amp; Ongoing</b>
9-12/Math	Geometry: UCLA Curtis Center:UCLA Curtis Center Scope and Sequence Covid Responsive	<b>Summer &amp; Ongoing</b>
9/English	English 9 PLC: Scholastic Reading Inventory Assessment training and Data Analysis with Literacy Planning	<b>September &amp; ongoing</b>
ELD and English 10 representative	National Literacy Conference	<b>Nov. 9</b>
9-12/Study Skills	Study Skills PLC	<b>September</b>
	Study Skills PLC	<b>October</b>
	One-to-One Study Skill Teacher Conference	<b>November 15, 16</b>
<b>Faculty Meeting</b>	November ASCD Dara Feldman	<b>November 16</b>
Schoolwide (Optional)	Kritik Onboarding session via Zoom	<b>Nov 17 2:15p</b>
Schoolwide (Optional)	Albert.io Virtual PD	<b>TBA</b>

All Staff	ASCD Dara Feldman Teacher Self Care and Trauma Informed Refresh	<b>Dec. 2 (5:30 PM)</b>
Faculty Meeting	School Safety	<b>Dec. 8</b>

## Spring 2021 Professional Development

<b>SPRING</b>		
All Staff	Grading for Equity and Ethnic Studies	<b>January 10</b>
Whole School	Safety Training and Drills	<b>January and monthly</b>
Special Education out to Whole School	Positive Behavioral Support Systems PBIS	<b>Jan-August</b>
Math, English, Science, History	CA State Testing	<b>Feb-Mar</b>
Whole School	PCHS Climate Summit	<b>April</b>

<b>SPRING TECHNOLOGY: See Appendix I</b>		
<b>Grade/Department</b>	<b>Activity</b>	<b>Date</b>
Schoolwide	Promethean Interactive Display Demo	<b>1/19/22</b>
Schoolwide	SMART Demo	<b>1/26/22</b>
Schoolwide	Performance Matters	<b>TBA</b>
PLCs	NearPod and PearDeck	<b>TBA</b>

<b>SCHOOL GENERATED INTERNAL CONFERENCES</b>		
Schoolwide	UnConference: Optional	<b>TBA</b>
Schoolwide	Spring Techapalooza: Optional	<b>TBA</b>

PLCs	Grading for Equity	TBA
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## Section IV

### Professional Development Funding

(Allocations are approximate.)

AREA	ALLOCATION
Professional Development Conferences (Teachers)	163,000
Professional Development Workshops	25,000
Professional Development Workshops PBIS	50,000
Professional Development PD Embedded Time	50,000
Professional Development Planning/Educational Consultants	25,000
Departmental Specific Professional Development	163,000
Mentorship (Induction, FIP)	20,000
Curriculum Development	25,000
Technology Coaches and Instructional Coaches	10,000
<b>Total Projected</b>	<b>\$531,000</b>

The following resources will be used to assist the school in meeting identified yearly goals:

Resources	
PCHS Staff/NBC teachers	<ul style="list-style-type: none"> <li>· Exemplary teachers</li> <li>· Teacher Tech Coaches</li> <li>· Administrative staff</li> <li>· Content specialists</li> <li>· Institutions of higher learning</li> </ul>
Academic Achievement Team	

<u>Curriculum Consultants</u> SEL/Trauma Informed Instruction Grading for Equity Curtis Center & Butler, Mathematics Instructional Support	· LACOE provided professional development
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## APPENDIX I: EDUCATION TECHNOLOGY PD

Research from the International Society of Technology Education (ISTE) reveals that high-quality professional development is job embedded, personalized, and designed to promote skill transfer. Professional learning experiences must respond to a teachers' interests, needs, and classroom settings. At the start of Semester 1, the Education Technology Coordinator will give a survey to gather information on technology training needs and major instructional goals for the year.

Being aware of teachers' skills profiles and interests with technology can greatly inform the development of a cohesive, integrated professional development plan that will enhance student learning outcomes. In many cases, these types of learning experiences can extend beyond the traditional school in-service setting to include webinars, online office hours support, learning experience courses, and virtual PD.

### PROPOSED PD CALENDAR FOR 2022-2025

Grade/Department	Activity	Date
Schoolwide	Smartboard PD#1: Kickoff	<b>TBA</b>
Schoolwide	Smartboard PD#2: Deeper Dive	<b>TBA</b>
Schoolwide (Optional)	Smartboard Ongoing Support: Online Office Hours	<b>Flexible</b>
Schoolwide	Make interactive presentations with Nearpod	<b>P.7</b>
English, Math, Social Science, ELD, Special	Performance Matters, Assessments and Whole Student data looks	<b>p.7</b>



Education		
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## PROPOSED 7th PERIOD WORKSHOPS CALENDAR EXAMPLE

Grade/Department	Activity	Date
All 7th Period Workshops will be delivered by our Educational Technology Coordinator and Tech Coaches, and will be open to all staff on an optional basis.	Menu of Options: Turnitin, Kritik, Albert.io	TBA
	Menu of Options: Quizlet, Lockdown Browser, AMP	TBA
	Menu of Options: Flipgrid, WeVideo, Loom	TBA

## LEARNING EXPERIENCE COURSES

PCHS tech coaches along with the Education Technology Coordinator will create online self-paced learning courses using our Hoonuit Infobase Learning platform.

*Below are the proposed courses to be produced:*

Schoology 101(Beginner)

Schoology Deeper Dive (Intermediate/Advanced)

Infinite Campus 101

Power BI

Google Apps

Digital Storytelling

Nearpod 101(Beginner)

Nearpod Deeper Dive (Intermediate/Advanced)

Beyond the above PD sessions and course offerings, our tech team will continue to create video tutorials and/or help documentation for adopted EdTech tools, to aid staff in learning and troubleshooting tasks as needed. All materials will be posted to Infobase and the EdTech Enthusiasts Schoology course. Teachers and staff can also

use the Microsoft Teams app to chat with our EdTech coordinator for live support throughout

## **CERTIFICATION, COACHING, CONFERENCES**

Our tech team proposes that a portion of PD funding be allocated to fees for certification courses that teachers can take to earn PD hours such as:

### *Certification courses:*

[Google Certified Educator Level 1 & 2](#)

[Grow with Google](#)

[Microsoft Certified Educator \(MCE\)](#)

[Adobe Certified Associate \(ACA\)](#)

[Albert Certification Level 1 & 2](#)

### *Conferences:*

[Educating for Careers](#)

### *Coaching:*

[Building Excellent Schools](#)

## **APPENDIX II**

### **New Teacher Orientation Program – August 2021**

#### **New Teacher Orientation and Induction Program**

The 2021 New Teacher Orientation was held on August 12 - 13. In order to provide support for a successful start to the school year, new teachers and teachers with less than six months of experience attended this 2-day New Teacher Orientation (NTO). These days are specifically designed to be an introduction to the system with an orientation to curriculum areas, school initiatives, and an informational session on professional development, and other important topics. New Teacher Orientation is the first step of the New Teacher Support Program where the Academic Achievement team meets monthly, mentoring and forging relationships. The information gained during NTO and support provided by the Beginning Teacher Mentors focuses on building the capacity of new teachers to promote high achievement among students.

- Welcome message
- Introduction of Principal & Executive Director
- Introduction to School Mission and Vision
- Teaching in PCHS presentation (Pali 101)
- Your Digital Connection (EdTech)
- AA Team (Your Personal Team for Success!)
- Department Presentations
- Introduction of Induction Coaches
- SEL Activities
- SMART Goals: School, Department, PLC, Individual
- Lesson Planning and Engagement Strategies

### Employee Program

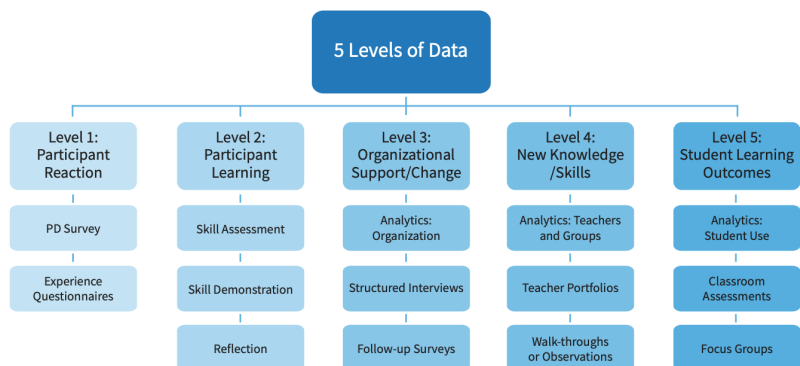
- Personnel
- Payroll
- Benefits

### Meetings during the fall

- September, Smart Goals, Student Information, and Grade Set-up
- October, Selfcare and Student Intervention
- November, Engagement Strategies
- December, Individual Mentorship
- January, Differentiated Instruction

## APPENDIX III : PROFESSIONAL DEVELOPMENT EFFECTIVENESS

Resource: <https://drive.google.com/file/d/1c56eLA6aqVQpctcZfT4FrUaKpX7Ws7xZ/view?usp=sharing>



Adapted from "Gauge Impact with 5 Levels of Data" by Thomas Guskey in Journal of Staff Development, February 2016 (Vol. 37, #1, p. 32-37)

As PCHS works with educational organizations exploring different avenues of professional development, one of the struggles is figuring out how to measure the success of adoption. This is true with any new initiative, whether you're in K-12 or higher education. It seems to be especially true with educational technology. The end goal is to impact student achievement, how can you measure the relationship between integration and student growth or student achievement or changes in teacher practice? The myriad initiatives implemented concurrently with technology initiatives

made correlating to success a difficult endeavor, as was identifying what types of data would be most revealing and helpful about PD rollouts. Using Guskey as a resource, PCHS can implement the following data map to assess effectiveness.

## **APPENDIX IV – PROPOSAL School Focus Walks**

Focus Walkthrough culture would help PCHS get to level 4 in our 5 levels of data. It will contribute to awareness and growth in student achievement across the school. Focus Walkthroughs are not discrete activities disconnected from other school activities, but are associated with other improvement efforts and organizational practices taking place in each of our schools. These improvement efforts include, but are not limited to, ELA and Math Standards implementation, curriculum alignment technology integration, implementation of PBIS model, Science, Technology, Engineering and Mathematics (STEM) implementation, the use of data to improve instruction and learning, and a peer coaching model in the academic disciplines. Focus Walkthroughs are an important tool among many other improvement efforts that will help us to leverage desired changes through ongoing collaboration between teachers, students, administrators and parents at PCHS.

### **Focus Walkthroughs are...**

- Informal and brief in duration
- Conducted by instructional leaders
- Quick snapshot of classroom activities or “look-fors”
- NOT intended for formal teacher evaluation
- An opportunity to engage in reflective feedback
- Aimed at improving student achievement

### **Why increasing interest?**

- Instructional Leadership
- Professional Learning Communities
- Curriculum and Instruction initiatives
- Shift from teacher-focus to student-focus
- Increase in coaching and mentoring

### **School Benefits from Walks**

- Acquire additional data about teaching and student learning
- Determine incorporation of new curriculum & instructional initiatives
- Promote collegial and collaborative conversations

### **Observer Benefits from Walks**

- Establish role as instructional leader
- Maintain visibility and accessibility
- Become aware of teaching and learning across multiple disciplines

### **Teacher Benefits from Walks**

- Reflect on own instructional and curricular practices
- Engage in collegial and reflective conversations
- Identify own professional development needs

## **Student Benefits from Walks**

- Sharing with observers what they are learning
- Participating in school improvement
- Teaching targeted to meet needs

## **Components of Walkthroughs**

- Purpose(s)
- Teacher Involvement
- Focus of walks ('look-fors')
- Who participates?
- Protocols (e.g., frequency, amount of time, ground rules)
- How data is gathered/recorded?
- How observation feedback is given?

**EXECUTIVE DIRECTOR/PRINCIPAL**

**COVER SHEET FOR AGENDA ITEMS**

**December 14, 2021**

**TOPIC/ AGENDA ITEM:**

Approve the Educator Effectiveness Funds / Professional Development (PD) Plan to meet the grant requirements.

**PERSONNEL INVOLVED:**

PCHS Board of Trustees, Executive Director/Principal, Assistant Principal of Academic Achievement, Chief Business Officer, and Academic Achievement Team

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

The Educator Effectiveness Grant Professional Development Plan is required to receive state grant funding.

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

The Educator Effectiveness Grant provides funding for staff professional development which is critical to the PCHS mission and vision. The plan is a living document that will be adapted to reflect current staff training needs and preferences.

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

The Executive Director/Principal recommends approval of the Educator Effectiveness Funds/Professional Development (PD) Plan.

**RECOMMENDED MOTION:**

"Motion to approve the Educator Effectiveness Funds / Professional Development (PD) Plan."



Pamela Magee  
Executive Director/Principal



## Coversheet

### California National Standard Student Data Privacy Agreement (CA-NDPAv1)

**Section:** IX. California National Standard Student Data Privacy Agreement  
**Item:** A. California National Standard Student Data Privacy Agreement (CA-NDPAv1)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CA-NDPA\_12\_14\_2021.pdf  
Board Report Motion Technology-CA-NDPA.pdf

**STANDARD STUDENT DATA PRIVACY AGREEMENT**

**CA-NDPA Standard  
Version 1.0 (10.25.20)**

**and**

This Student Data Privacy Agreement (“**DPA**”) is entered into on the date of full execution (the “**Effective Date**”) and is entered into by and between:

\_\_\_\_\_, located at \_\_\_\_\_  
(the “**Local Education Agency**” or “**LEA**”) and \_\_\_\_\_, located at \_\_\_\_\_  
(the “**Provider**”).

**WHEREAS**, the Provider is providing educational or digital services to LEA.

**WHEREAS**, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“**FERPA**”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“**COPPA**”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

**WHEREAS**, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

**NOW THEREFORE**, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.
2. **Special Provisions. Check if Required**  
 If checked, the Supplemental State Terms and attached hereto as **Exhibit “G”** are hereby incorporated by reference into this DPA in their entirety.  
  
If Checked, the Provider, has signed **Exhibit “E”** to the Standard Clauses, otherwise known as General Offer of Privacy Terms
3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.
4. This DPA shall stay in effect for three years. Exhibit E will expire 3 years from the date the original DPA was signed.
5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit “A”** (the “**Services**”).
6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The designated representative for the Provider for this DPA is:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**IN WITNESS WHEREOF**, LEA and Provider execute this DPA as of the Effective Date.

**LEA:**

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

Printed Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**PROVIDER:**

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

Printed Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

## **STANDARD CLAUSES**

Version 3.0

### **ARTICLE I: PURPOSE AND SCOPE**

- 1. Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data
- 2. Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit “B”**.
- 3. DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit “C”**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

### **ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS**

- 1. Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
- 2. Parent Access.** To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA’s request for Student Data in a student’s records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
- 3. Separate Account.** If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student-Generated Content to a separate account created by the student.

4. **Law Enforcement Requests.** Should law enforcement or other government entities (“Requesting Party(ies)”) contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.
5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

### ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

### ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation.** Provider shall require all of Provider’s employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or



permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data**: Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which de-identified data is presented.
6. **Disposition of Data**. Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to section II 3. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. If the LEA and Provider employ Exhibit "D," no further written request or notice is required on the part of either party prior to the disposition of Student Data described in Exhibit "D."
7. **Advertising Limitations**. Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

## **ARTICLE V: DATA PROVISIONS**

1. **Data Storage**. Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
2. **Audits**. No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA . The Provider will cooperate reasonably with the LEA and any local, state, or federal

agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security.** The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to **Exhibit "H"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.
4. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:
  - (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
    - i. The name and contact information of the reporting LEA subject to this section.
    - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
    - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
    - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
    - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
  - (2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
  - (3) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.

- (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
- (5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

#### **ARTICLE VI: GENERAL OFFER OF TERMS**

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**), be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

#### **ARTICLE VII: MISCELLANEOUS**

1. **Termination.** In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.
2. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.
3. **Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit H, the SDPC Standard Clauses, and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.
4. **Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

5. **Severability**. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
6. **Governing Law; Venue and Jurisdiction**. THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.
7. **Successors Bound**: This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.
8. **Authority**. Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.
9. **Waiver**. No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

**EXHIBIT "A"**  
**DESCRIPTION OF SERVICES**

**EXHIBIT "B"**  
**SCHEDULE OF DATA**

Category of Data	Elements	Check if Used by Your System
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.	
	Other application technology meta data-Please specify:	
Application Use Statistics	Meta data on user interaction with application	
Assessment	Standardized test scores	
	Observation data	
	Other assessment data-Please specify:	
Attendance	Student school (daily) attendance data	
	Student class attendance data	
Communications	Online communications captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language information (native, or primary language spoken by student)	
	Other demographic information-Please specify:	
Enrollment	Student school enrollment	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum programs	
	Year of graduation	
	Other enrollment information-Please specify:	
Parent/Guardian Contact Information	Address	
	Email	
	Phone	



Category of Data	Elements	Check if Used by Your System
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	
	Teacher names	
Special Indicator	English language learner information	
	Low income status	
	Medical alerts/ health data	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator information-Please specify:	
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	
	State ID number	
	Provider/App assigned student ID number	
	Student app username	
	Student app passwords	
Student Name	First and/or Last	
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	
Student Survey Responses	Student responses to surveys or questionnaires	
Student work	Student generated content; writing, pictures, etc.	
	Other student work data -Please specify:	
Transcript	Student course grades	
	Student course data	
	Student course grades/ performance scores	

Category of Data	Elements	Check if Used by Your System
	Other transcript data - Please specify:	
Transportation	Student bus assignment	
	Student pick up and/or drop off location	
	Student bus card ID number	
	Other transportation data – Please specify:	
Other	Please list each additional data element used, stored, or collected by your application:	
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	

## **EXHIBIT "C"** **DEFINITIONS**

**De-Identified Data and De-Identification:** Records and information are considered to be de-identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

**Educational Records:** Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

**Metadata:** means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

**Operator:** means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K-12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

**Originating LEA:** An LEA who originally executes the DPA in its entirety with the Provider.

**Provider:** For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

**Student Generated Content:** The term "student-generated content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

**School Official:** For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of personally identifiable information from Education Records.

**Service Agreement:** Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

**Student Data:** Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to,

information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "personally identifiable information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Provider's services.

**Subprocessor:** For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

**Subscribing LEA:** An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

**Targeted Advertising:** means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

**Third Party:** The term "Third Party" means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

**EXHIBIT "D"**  
**DIRECTIVE FOR DISPOSITION OF DATA**

Provider to dispose of data obtained by Provider pursuant to the terms of the Service Agreement between LEA and Provider. The terms of the Disposition are set forth below:

1. Extent of Disposition

\_\_\_\_\_ Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:

**[Insert categories of data here]**

\_\_\_\_\_ Disposition is Complete. Disposition extends to all categories of data.

2. Nature of Disposition

\_\_\_\_\_ Disposition shall be by destruction or deletion of data.

\_\_\_\_\_ Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:

**[Insert or attach special instructions]**

3. Schedule of Disposition

Data shall be disposed of by the following date:

\_\_\_\_\_ As soon as commercially practicable.

\_\_\_\_\_ By

4. Signature

\_\_\_\_\_  
Authorized Representative of LEA

\_\_\_\_\_  
Date

5. Verification of Disposition of Data

\_\_\_\_\_  
Authorized Representative of Company

\_\_\_\_\_  
Date

**EXHIBIT "E"**  
**GENERAL OFFER OF PRIVACY TERMS**

**1. Offer of Terms**

Provider offers the same privacy protections found in this DPA between it and

("Originating LEA") which is dated \_\_\_\_\_, to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address:

\_\_\_\_\_  
**PROVIDER:** \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**2. Subscribing LEA**

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the

and the Provider. **\*\*PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. \*\***

**LEA:** \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

SCHOOL DISTRICT NAME: \_\_\_\_\_

DESIGNATED REPRESENTATIVE OF LEA:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_



**EXHIBIT "F"**  
**DATA SECURITY REQUIREMENTS**

**Adequate Cybersecurity Frameworks**  
**2/24/2020**

The Education Security and Privacy Exchange (“Edspex”) works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles\* (“Cybersecurity Frameworks”) that may be utilized by Provider .

Cybersecurity Frameworks

	<b>MAINTAINING ORGANIZATION/GROUP</b>	<b>FRAMEWORK(S)</b>
	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

Please visit <http://www.edspex.org> for further details about the noted frameworks.

\*Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

## EXHIBIT “G”

### Supplemental SDPC State Terms for California

#### Version 1.0

This Amendment for SDPC State Terms for California (“**Amendment**”) is entered into on the date of full execution (the “**Effective Date**”) and is incorporated into and made a part of the Student Data Privacy Agreement (“**DPA**”) by and between:

, located at  
(the “**Local Education Agency**” or “**LEA**”) and  
, located at  
(the “**Provider**”).

All capitalized terms not otherwise defined herein shall have the meaning set forth in the DPA.

**WHEREAS**, the Provider is providing educational or digital services to LEA, which services include: (a) cloud-based services for the digital storage, management, and retrieval of pupil records; and/or (b) digital educational software that authorizes Provider to access, store, and use pupil records; and

**WHEREAS**, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“**FERPA**”) at 20 U.S.C. § 1232g (34 C.F.R. Part 99); the Protection of Pupil Rights Amendment (“**PPRA**”) at 20 U.S.C. § 1232h; and the Children’s Online Privacy Protection Act (“**COPPA**”) at 15 U.S.C. § 6501-6506 (16 C.F.R. Part 312), accordingly, the Provider and LEA have executed the DPA, which establishes their respective obligations and duties in order to comply with such applicable laws; and

**WHEREAS**, the Provider will provide the services to LEA within the State of California and the Parties recognizes the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable California laws and regulations, such as the Student Online Personal Information Protection Act (“**SOPIPA**”) at California Bus. & Prof. Code § 22584; California Assembly Bill 1584 (“**AB 1584**”) at California Education Code section 49073.1; and other applicable state privacy laws and regulations; and

**WHEREAS**, the Provider and LEA desire to enter into this Amendment for the purpose of clarifying their respective obligations and duties in order to comply with applicable California state laws and regulations.

**NOW, THEREFORE**, for good and valuable consideration, LEA and Provider agree as follows:

1. **Term**. The term of this Amendment shall expire on the same date as the DPA, unless otherwise terminated by the Parties.
2. **Modification to Article IV, Section 7 of the DPA**. Article IV, Section 7 of the DPA (Advertising Limitations) is amended by deleting the stricken text as follows:

Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data ~~(i)~~ for adaptive learning or customized student learning (including generating personalized learning recommendations); ~~or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services~~ or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits.

**[SIGNATURES BELOW]**

**IN WITNESS WHEREOF**, LEA and Provider execute this Amendment as of the Effective Date.

**LEA:** \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**Provider:** \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**Information Technology Director**

**COVER SHEET FOR AGENDA ITEMS**

**December 14, 2021**

**TOPIC/ AGENDA ITEM:**

X. California National Standard Student Data Privacy Agreement

**PERSONNEL INVOLVED:**

Board of Trustees, Information Technology Director

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

The purpose of this action is to establish the California National Standard Student Data Privacy Agreement (CA-NDPA) as the PCHS adopted standard agreement, permissible for use with any vendor student data is exchanged with.

The CA-NDPA is a State of California specific version of the National Standard Student Data Privacy Agreement, which contains additional provisions as required by the State. PCHS does not have a standardized Student Data Privacy Agreement (DPA) for use with application vendors that we exchange student data with. Standardizing on a DPA helps PCHS comply with laws like COPPA, AB1584, PPRA, FERPA, and SOPIPA. Additionally, a standardized DPA will provide faculty with a trusted, safe, and approved list of applications that can be used in classrooms without fear of violating any existing Student Data Privacy Laws.

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

Adoption of the CA-NDPA will support Academic Achievement goals by helping to ensure that application vendors used by the school and faculty are reputable, trustworthy, and have been vetted.

Use of the CA-NDPA and the accompanying database created from its use will support Fiscal/Budget goals by removing the need for additional legal costs when vetting new data privacy contracts from vendors and save time and manpower by approving one single contract to be used for all vendors.

**OPTIONS OR SOLUTIONS:**

The expectation is that the Board will approve the CA-NDPA in the interest of the protection of our students and student data and to better position PCHS to be in compliance with State and Federal Student Data Privacy Laws.

**INFORMATION TECHNOLOGY DIRECTOR RECOMMENDATION:**

The Information Technology Director recommends the Board approve this motion.

**RECOMMENDED MOTION:**

“To approve the motion to adopt the California National Standard Student Data Privacy Agreement as the approved Student Data Privacy Agreement, for use with any vendor in which any Palisades Charter High School student data may be exchanged.”



Jeff Ruppel  
Information Technology Director

# Coversheet

## 2021-2022 First Interim Financial Report

**Section:** X. Finance  
**Item:** A. 2021-2022 First Interim Financial Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** X\_A - Board Motion Template\_First Interim.pdf  
2021-2022 FIRST INTERIM 11\_23\_21.pdf  
PALISADES CHARTER HIGH SCHOOL - 1ST INTERIM 2021-2022.pdf  
First Interim Overview 12\_14\_21.pdf





# PALISADES

## CHARTER HIGH SCHOOL

### CHIEF BUSINESS OFFICER

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

December 14, 2021

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

X. FINANCE

A. First Interim Financial Report

#### **PERSONNEL INVOLVED:**

Board of Trustees, Executive Director/Principal, Chief Business Officer, Finance

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

The purpose of this action is to approve the 2021-2022 First Interim Financial Report. The report covers the period of July 1, 2021 through October 31, 2021 and confirms that the school can meet its financial obligations in the current year and subsequent two (2) years.

It is a requirement that the governing board approve the report no later than 45 days after the close of the period being reported. The report is required to be in a format or on forms prescribed by the Superintendent of Public Instruction, and shall be based on standards and criteria for fiscal stability adopted by the State Board of Education pursuant to Section 33127. The reports, and supporting data, shall be maintained and made available by the school for public review.

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

The action requested of the Board today will support the school's financial goal, specifically maintaining compliance and transparency for PCHS.

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

The expectation is that the board approve the First Interim report. The financials/report has already been presented to the Budget & Finance Committee for review/feedback.

#### **CHIEF BUSINESS OFFICER'S RECOMMENDATION:**

The Chief Business Officer recommends that the Board approve the First Interim Report.

#### **RECOMMENDED MOTION:**

“To approve the 2021-2022 First Interim Financial Report.”

---

Juan Pablo Herrera  
Chief Business Officer







Palisades Charter High  
Los Angeles Unified  
Los Angeles County

First Interim  
Fiscal Year 2021-22  
Charter School Certification

19 64733 1995836  
Form CI

Charter Number: 037

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

2021-22 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed:   
Charter School Official  
(Original signature required)

Date: 11/29/2021

Printed Name: Juan Pablo Herrera

Title: Chief Business Officer

For additional information on the interim report, please contact:

Charter School Contact:

Juan Pablo Herrera  
Name

Chief Business Officer  
Title

310-230-7238  
Telephone

jherrera@palihigh.org  
E-mail Address

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	30,862,422.00	30,862,422.00	9,807,298.21	30,024,548.00	(837,874.00)	-2.7%
2) Federal Revenue		8100-8299	1,683,110.00	1,683,110.00	587,878.60	3,803,826.00	2,120,716.00	126.0%
3) Other State Revenue		8300-8599	3,436,810.00	3,436,810.00	361,033.72	2,642,192.00	(794,618.00)	-23.1%
4) Other Local Revenue		8600-8799	3,968,181.00	3,968,181.00	1,254,112.74	4,029,258.00	61,077.00	1.5%
5) TOTAL, REVENUES			39,950,523.00	39,950,523.00	12,010,323.27	40,499,824.00		
<b>B. EXPENSES</b>								
1) Certificated Salaries		1000-1999	16,245,790.00	16,245,790.00	3,862,819.36	16,828,284.00	(582,494.00)	-3.6%
2) Classified Salaries		2000-2999	5,189,774.00	5,189,774.00	1,017,838.80	5,359,974.00	(170,200.00)	-3.3%
3) Employee Benefits		3000-3999	9,659,937.00	9,659,937.00	2,380,038.98	9,665,369.00	(5,432.00)	-0.1%
4) Books and Supplies		4000-4999	1,380,415.00	1,380,415.00	229,321.84	2,198,135.00	(817,720.00)	-59.2%
5) Services and Other Operating Expenses		5000-5999	5,979,164.00	5,979,164.00	1,511,967.91	6,518,864.00	(539,700.00)	-9.0%
6) Depreciation and Amortization		6000-6999	915,000.00	915,000.00	228,750.00	980,000.00	(65,000.00)	-7.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	320,408.00	320,408.00	105,236.91	312,029.00	8,379.00	2.6%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			39,690,488.00	39,690,488.00	9,335,973.80	41,862,655.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			260,035.00	260,035.00	2,674,349.47	(1,362,831.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			260,035.00	260,035.00	2,674,349.47	(1,362,831.00)		
<b>F. NET POSITION</b>								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	(4,449,977.80)	(4,449,977.80)		(4,449,977.80)	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			(4,449,977.80)	(4,449,977.80)		(4,449,977.80)		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(4,449,977.80)	(4,449,977.80)		(4,449,977.80)		
2) Ending Net Position, June 30 (E + F1e)			(4,189,942.80)	(4,189,942.80)		(5,812,808.80)		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	1,025,890.00	1,025,890.00		1,025,890.00		
c) Unrestricted Net Position		9790	(5,215,832.80)	(5,215,832.80)		(6,838,698.80)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	15,104,903.00	15,104,903.00	4,546,850.21	12,429,602.00	(2,675,301.00)	-17.7%
Education Protection Account State Aid - Current Year		8012	6,777,237.00	6,777,237.00	2,097,525.00	12,273,029.00	5,495,792.00	81.1%
State Aid - Prior Years		8019	0.00	0.00	263,636.00	0.00	0.00	0.0%
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	8,980,282.00	8,980,282.00	2,899,287.00	5,321,917.00	(3,658,365.00)	-40.7%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>30,862,422.00</b>	<b>30,862,422.00</b>	<b>9,807,298.21</b>	<b>30,024,548.00</b>	<b>(837,874.00)</b>	<b>-2.7%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	345,000.00	345,000.00	24,645.59	360,000.00	15,000.00	4.3%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	777,041.00	777,041.00	264,219.01	756,994.00	(20,047.00)	-2.6%
Title I, Part A, Basic	3010	8290	316,871.00	316,871.00	0.00	281,779.00	(35,092.00)	-11.1%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	59,607.00	59,607.00	0.00	56,052.00	(3,555.00)	-6.0%
Title III, Part A, Immigrant Student Program	4201	8290	3,606.00	3,606.00	0.00	0.00	(3,606.00)	-100.0%
Title III, Part A, English Learner Program	4203	8290	3,621.00	3,621.00	0.00	3,861.00	240.00	6.6%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3045, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	24,214.00	24,214.00	0.00	21,761.00	(2,453.00)	-10.1%
Career and Technical Education	3500-3599	8290	35,337.00	35,337.00	0.00	35,337.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	117,813.00	117,813.00	299,014.00	2,288,042.00	2,170,229.00	1842.1%
<b>TOTAL, FEDERAL REVENUE</b>			<b>1,683,110.00</b>	<b>1,683,110.00</b>	<b>587,878.60</b>	<b>3,803,826.00</b>	<b>2,120,716.00</b>	<b>126.0%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	20,000.00	20,000.00	1,644.88	35,000.00	15,000.00	75.0%
Mandated Costs Reimbursements		8550	139,071.00	139,071.00	0.00	135,483.00	(3,588.00)	-2.6%
Lottery - Unrestricted and Instructional Materials		8560	578,493.00	578,493.00	0.00	645,696.00	67,203.00	11.6%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	164,827.00	164,827.00	242,836.16	242,836.00	78,009.00	47.3%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,534,419.00	2,534,419.00	116,552.68	1,583,177.00	(951,242.00)	-37.5%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>3,436,810.00</b>	<b>3,436,810.00</b>	<b>361,033.72</b>	<b>2,642,192.00</b>	<b>(794,618.00)</b>	<b>-23.1%</b>
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	240,000.00	240,000.00	31,984.25	210,000.00	(30,000.00)	-12.5%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	1,046,000.00	1,046,000.00	269,555.09	1,046,000.00	0.00	0.0%
Interest		8660	129,549.00	129,549.00	25,312.72	80,000.00	(49,549.00)	-38.2%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	2,002,632.00	2,002,632.00	748,078.01	2,143,258.00	140,626.00	7.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	550,000.00	550,000.00	179,182.67	550,000.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>3,968,181.00</b>	<b>3,968,181.00</b>	<b>1,254,112.74</b>	<b>4,029,258.00</b>	<b>61,077.00</b>	<b>1.5%</b>
<b>TOTAL, REVENUES</b>			<b>39,950,523.00</b>	<b>39,950,523.00</b>	<b>12,010,323.27</b>	<b>40,499,824.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	14,367,192.00	14,367,192.00	3,389,245.54	14,949,686.00	(582,494.00)	-4.1%
Certificated Pupil Support Salaries		1200	959,903.00	959,903.00	237,369.57	959,903.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	918,695.00	918,695.00	236,204.25	918,695.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>16,245,790.00</b>	<b>16,245,790.00</b>	<b>3,862,819.36</b>	<b>16,828,284.00</b>	<b>(582,494.00)</b>	<b>-3.6%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	944,412.00	944,412.00	141,793.80	944,412.00	0.00	0.0%
Classified Support Salaries		2200	164,584.00	164,584.00	48,294.74	163,299.00	1,285.00	0.8%
Classified Supervisors' and Administrators' Salaries		2300	416,609.00	416,609.00	105,629.25	416,609.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	2,088,161.00	2,088,161.00	427,186.83	2,086,876.00	1,285.00	0.1%
Other Classified Salaries		2900	1,576,008.00	1,576,008.00	294,934.18	1,748,778.00	(172,770.00)	-11.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>5,189,774.00</b>	<b>5,189,774.00</b>	<b>1,017,838.80</b>	<b>5,359,974.00</b>	<b>(170,200.00)</b>	<b>-3.3%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	2,748,788.00	2,748,788.00	640,547.77	2,847,346.00	(98,558.00)	-3.6%
PERS		3201-3202	1,188,977.00	1,188,977.00	195,439.13	1,217,970.00	(28,993.00)	-2.4%
OASDI/Medicare/Alternative		3301-3302	632,582.00	632,582.00	135,769.83	664,048.00	(31,466.00)	-5.0%
Health and Welfare Benefits		3401-3402	3,808,297.00	3,808,297.00	1,124,948.04	3,808,297.00	0.00	0.0%
Unemployment Insurance		3501-3502	264,526.00	264,526.00	23,957.94	110,941.00	153,585.00	58.1%
Workers' Compensation		3601-3602	226,767.00	226,767.00	77,100.43	226,767.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	790,000.00	790,000.00	182,275.84	790,000.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>9,659,937.00</b>	<b>9,659,937.00</b>	<b>2,380,038.98</b>	<b>9,665,369.00</b>	<b>(5,432.00)</b>	<b>-0.1%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	42,112.00	42,112.00	15,371.81	42,112.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	537,830.00	537,830.00	83,161.94	598,401.00	(60,571.00)	-11.3%
Noncapitalized Equipment		4400	576,500.00	576,500.00	119,840.24	1,322,581.00	(746,081.00)	-129.4%
Food		4700	223,973.00	223,973.00	10,947.85	235,041.00	(11,068.00)	-4.9%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>1,380,415.00</b>	<b>1,380,415.00</b>	<b>229,321.84</b>	<b>2,198,135.00</b>	<b>(817,720.00)</b>	<b>-59.2%</b>
<b>SERVICES AND OTHER OPERATING EXPENSES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	82,000.00	82,000.00	6,649.27	82,000.00	0.00	0.0%
Dues and Memberships		5300	560,461.00	560,461.00	346,884.78	560,462.00	(1.00)	0.0%
Insurance		5400-5450	397,016.00	397,016.00	138,055.20	397,016.00	0.00	0.0%
Operations and Housekeeping Services		5500	573,600.00	573,600.00	83,808.29	591,000.00	(17,400.00)	-3.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	398,752.00	398,752.00	90,051.54	398,752.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	3,891,335.00	3,891,335.00	830,215.15	4,413,634.00	(522,299.00)	-13.4%
Communications		5900	76,000.00	76,000.00	16,303.68	76,000.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENSES</b>			<b>5,979,164.00</b>	<b>5,979,164.00</b>	<b>1,511,967.91</b>	<b>6,518,864.00</b>	<b>(539,700.00)</b>	<b>-9.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>DEPRECIATION AND AMORTIZATION</b>								
Depreciation Expense		6900	915,000.00	915,000.00	228,750.00	980,000.00	(65,000.00)	-7.1%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, DEPRECIATION AND AMORTIZATION</b>			915,000.00	915,000.00	228,750.00	980,000.00	(65,000.00)	-7.1%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	308,624.00	308,624.00	100,147.00	300,245.00	8,379.00	2.7%
Debt Service								
Debt Service - Interest		7438	11,784.00	11,784.00	5,089.91	11,784.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			320,408.00	320,408.00	105,236.91	312,029.00	8,379.00	2.6%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EXPENSES</b>			39,690,488.00	39,690,488.00	9,335,973.80	41,862,655.00		

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



Palisades Charter High  
 Los Angeles Unified  
 Los Angeles County

First Interim  
 Charter Schools Enterprise Fund  
 Exhibit: Restricted Net Position Detail

19 64733 1995836  
 Form 62I

<b>Resource</b>	<b>Description</b>	<b>2021/22 Projected Year Totals</b>
7425		1,025,890.00
Total, Restricted Net Position		<u>1,025,890.00</u>

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>C. CHARTER SCHOOL ADA</b>						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
<b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>						
<b>1. Total Charter School Regular ADA</b>	2,907.00	2,907.00	2,832.00	2,832.00	(75.00)	-3%
<b>2. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>3. Charter School Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)</b>	2,907.00	2,907.00	2,832.00	2,832.00	(75.00)	-3%
<b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>						
<b>5. Total Charter School Regular ADA</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>6. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>7. Charter School Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)</b>	2,907.00	2,907.00	2,832.00	2,832.00	(75.00)	-3%

Palisades Charter High  
 Los Angeles Unified  
 Los Angeles County

First Interim  
 2021-22 Projected Year Totals  
 Every Student Succeeds Act Maintenance of Effort Expenditures

19 64733 1995836  
 Form ESMOE

Section I - Expenditures	Funds 01, 09, and 62			2021-22 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	41,862,655.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	3,300,739.00
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	600,000.00
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	11,784.00
4. Other Transfers Out	All	9200	7200-7299	300,245.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	5,356,347.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				6,268,376.00
D. Plus additional MOE expenditures:			1000-7143, 7300-7439	
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				32,293,540.00

Palisades Charter High  
 Los Angeles Unified  
 Los Angeles County

First Interim  
 2021-22 Projected Year Totals  
 Every Student Succeeds Act Maintenance of Effort Expenditures

19 64733 1995836  
 Form ESMOE

<b>Section II - Expenditures Per ADA</b>		<b>2021-22 Annual ADA/ Exps. Per ADA</b>
A. Average Daily Attendance (Form AI, Column C, Line C9)*		2,832.00
B. Expenditures per ADA (Line I.E divided by Line II.A)		11,403.09
<b>Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)</b>		
	<b>Total</b>	<b>Per ADA</b>
A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE Calculation) (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	27,023,585.00	9,296.04
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	27,023,585.00	9,296.04
B. Required effort (Line A.2 times 90%)	24,321,226.50	8,366.44
C. Current year expenditures (Line I.E and Line II.B)	32,293,540.00	11,403.09
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2023-24 may be reduced by the lower of the two percentages)	0.00%	0.00%

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

Palisades Charter High  
 Los Angeles Unified  
 Los Angeles County

First Interim  
 2021-22 Projected Year Totals  
 Every Student Succeeds Act Maintenance of Effort Expenditures

19 64733 1995836  
 Form ESMOE

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

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First Interim  
 2021-22 Original Budget  
 Technical Review Checks

Palisades Charter High  
 Los Angeles Unified

Los Angeles County

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

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

**IMPORT CHECKS**

- CHECKFUND - (F) - All FUND codes must be valid. PASSED
- CHK-FUND09-ACTIVITY - (F) - There is no activity in Fund 09. PASSED
- CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED
- CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED
- CHECKGOAL - (F) - All GOAL codes must be valid. PASSED
- CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED
- CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED
- CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. PASSED
- CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. PASSED
- CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED
- CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. PASSED
- CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

## GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

LCFF-TRANSFER - (W) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRA-FD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRA-FD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRA-FD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED



**EPA-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the Education Protection Account (Resource 1400).** PASSED

**LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300).** PASSED

**PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource.** PASSED

**SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.** PASSED

**EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95).** PASSED

**UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95.** PASSED

**UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95.** PASSED

**RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95.** PASSED

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

FUND	RESOURCE	NEG. EFB
62	0000	-5,215,830.80
Explanation:Explanation: OPEB Liability is a part of the beginning balance.		
Total of negative resource balances for Fund 62		-5,215,830.80

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

FUND	RESOURCE	OBJECT	VALUE
62	0000	9790	-5,215,830.80
Explanation:OPEB Liability is a part of the beginning balance.			

**REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund.** PASSED

**EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund.** PASSED

**CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund.**  
**PASSED**

## **SUPPLEMENTAL CHECKS**

### **EXPORT CHECKS**

**CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved.**  
**PASSED**

Checks Completed.

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First Interim  
 2021-22 Board Approved Operating Budget  
 Technical Review Checks

Palisades Charter High  
 Los Angeles Unified

Los Angeles County

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

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

**IMPORT CHECKS**

- CHECKFUND - (F) - All FUND codes must be valid. PASSED
- CHK-FUND09-ACTIVITY - (F) - There is no activity in Fund 09. PASSED
- CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED
- CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED
- CHECKGOAL - (F) - All GOAL codes must be valid. PASSED
- CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED
- CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED
- CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. PASSED
- CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. PASSED
- CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED
- CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. PASSED
- CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

## GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

LCFF-TRANSFER - (W) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRA-FD-DIR-COST - (W) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRA-FD-INDIRECT - (W) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRA-FD-INDIRECT-FN - (W) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (W) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (W) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

**EPA-CONTRIB - (W) - There should be no contributions (objects 8980-8999) to the Education Protection Account (Resource 1400).** PASSED

**LOTTERY-CONTRIB - (W) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300).** PASSED

**PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource.** PASSED

**SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.** PASSED

**EXCESS-ASSIGN-REU - (W) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95).** PASSED

**UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95.** PASSED

**UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95.** PASSED

**RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95.** PASSED

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

FUND	RESOURCE	NEG. EFB
62	0000	-5,215,830.80
Explanation:OPEB Liability is a part of the beginning balance.		
Total of negative resource balances for Fund 62		-5,215,830.80

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

FUND	RESOURCE	OBJECT	VALUE
62	0000	9790	-5,215,830.80
Explanation:OPEB Liability is a part of the beginning balance.			

**REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund.** PASSED

**EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund.** PASSED

**CEFB-POSITIVE - (W) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund.**  
**PASSED**

## **SUPPLEMENTAL CHECKS**

### **EXPORT CHECKS**

**CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved.**  
**PASSED**

Checks Completed.

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First Interim  
 2021-22 Projected Totals  
 Technical Review Checks

Palisades Charter High  
 Los Angeles Unified

Los Angeles County

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

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
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**IMPORT CHECKS**

- CHECKFUND - (F) - All FUND codes must be valid. PASSED
- CHK-FUND09-ACTIVITY - (F) - There is no activity in Fund 09. PASSED
- CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED
- CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED
- CHECKGOAL - (F) - All GOAL codes must be valid. PASSED
- CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED
- CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED
- CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. PASSED
- CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. PASSED
- CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED
- CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. PASSED
- CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. PASSED
- CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. PASSED



CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

## GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

LCFF-TRANSFER - (W) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRA-FD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRA-FD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRA-FD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

**EPA-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the Education Protection Account (Resource 1400).** PASSED

**LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300).** PASSED

**PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource.** PASSED

**SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.** PASSED

**EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95).** PASSED

**UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95.** PASSED

**UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95.** PASSED

**RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95.** PASSED

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

FUND	RESOURCE	NEG. EFB
62	0000	-5,715,505.95
Explanation:OPEB Liability is a part of the beginning balance.		
62	5310	-21,837.08
Explanation:Cafeteria began the year with a negative ending balance - due to fixed assets depreciation.		
62	9010	-75,464.77
Explanation:Special ed began the year with a negative ending balance due to a liability owed for special ed revenue.		
Total of negative resource balances for Fund 62		-5,812,807.80

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

FUND	RESOURCE	OBJECT	VALUE
62	0000	9790	-5,715,505.95

Explanation:OPEB Liability is a part of the beginning balance.

62            5310            9790            -21,837.08

Explanation:Cafeteria began the year with a negative ending balance - due to fixed assets depreciation.

62            7425            9790            -1,025,890.00

Explanation:half of the revenue reported as part of last year's restricted fund balance.

62            9010            9790            -75,464.77

Explanation:Special ed began the year with a negative ending balance due to a liability owed for special ed revenue.

**REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. PASSED**

**EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED**

**CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED**

## **SUPPLEMENTAL CHECKS**

### **EXPORT CHECKS**

**CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. PASSED**

**CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed. PASSED**

**CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED**

Checks Completed.

SACS2021ALL Financial Reporting Software - 2021.2.0  
 11/29/21 3:00:50 PM

19-64733-1995836

First Interim  
 2021-22 Actuals to Date  
 Technical Review Checks

Palisades Charter High  
 Los Angeles Unified

Los Angeles County

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

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

**IMPORT CHECKS**

- CHECKFUND - (F) - All FUND codes must be valid. PASSED
- CHK-FUND09-ACTIVITY - (F) - There is no activity in Fund 09. PASSED
- CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED
- CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED
- CHECKGOAL - (F) - All GOAL codes must be valid. PASSED
- CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED
- CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED
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## SUPPLEMENTAL CHECKS

### EXPORT CHECKS

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED

Checks Completed.

# 2021-2022 PCHS First Interim Budget

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Board of Trustees Meeting  
December 14, 2021



# Presentation

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- Overview & Assumptions
- 2021-2022 Budget Evolution
- Adopted Budget vs 10/7 Revised Budget vs First Interim
- Revenues
- Expenditures
- Immediate Concerns

# Purpose of First Interim & Assumptions

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The purpose of the First Interim report is to provide all stakeholders, along with the State of CA with a snapshot of PCHS' financial condition at a point in time.

The report covers the period of July 1, 2021 through October 31, 2021

Projections are made based on state funding, which is dependent on the current health of the state economy

Due to the uncertainty of the COVID-19 pandemic, the following assumptions were made when projecting our first interim budget:

- Decrease in ADA
  - Decrease from 2,907 to 2832
- Decrease in Unduplicated Pupil Count
  - Decrease from 777 to 766
- Accounting for new sources of relief funds
  - ESSER II & ESSER III Relief Funds
  - ELC LACOE Covid Testing Grant

# Exclusions

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The following items were excluded from First Interim assumptions and will be accounted for in future periods when new information is available

- **Educator Effectiveness Funds:** Our allocation amount is approximately \$531,476. After the Board approves the PD plan, we will account for it in our budget.
- **A-G Completion Grant:** Our estimated allocation is approximately \$816,034. Once the allocation is final and the board has approved the spending plan, we will account for it in our budget.
- **Cafeteria Infrastructure Grant:** Based on the 2021-22 State Budget, we are eligible for a cafeteria infrastructure grant of \$25,000. We will account for it once the final allocation is approved by the CDE.
- **PPP loan:** The loan amount of \$4,606,000 is still a liability at this point. We will account for any “forgiveness” amounts once we have a decision from the SBA
- **Loss of ADA due to vaccine mandate:** We have ESSER II/III relief funds allocated to virtual academy expansion. At the time of First Interim submission, it was unclear how many students would transition to virtual academy vs unenroll. In addition, an invitation has been sent to ~60 waitlisted students in order to fill open seats.

# 2021-2022 Budget Evolution

REVENUE	2021-2022 Adopted Budget 6/11/21	2021-2022 Revised Budget 10/7/21	Actuals to Date as of 10/31/21	2021-2022 First Interim Projections, 10/31/21
<b>LCFF</b>	30,862,422	30,815,056	9,807,298	30,024,548
<b>Federal Resources</b>	1,683,109	1,631,620	587,879	3,803,826
<b>State Revenues</b>	3,436,809	3,675,843	361,034	3,668,082
<b>Local</b>	3,968,181	3,918,632	1,249,021	4,029,258
<b>Total Revenues</b>	<b>39,950,522</b>	<b>40,041,151</b>	<b>12,005,232</b>	<b>41,525,713</b>
<b>EXPENSE</b>				
<b>Certificated Salaries</b>	16,245,790	16,497,103	3,862,819	16,828,284
<b>Classified Salaries</b>	5,189,774	5,224,978	1,017,839	5,359,974
<b>Employee Benefits</b>	9,659,937	9,560,945	2,380,039	9,665,369
<b>Supplies</b>	1,380,414	1,380,414	229,322	2,198,135
<b>Services</b>	5,979,164	6,174,186	1,511,968	6,518,864
<b>Capital Outlay</b>	107,950	107,950	32,068	487,950
<b>Depreciation</b>	915,000	975,000	-	980,000
<b>Other Outgo</b>	320,408	319,935	105,237	312,029
<b>Total Expenses</b>	<b>39,690,487</b>	<b>40,132,560</b>	<b>9,107,224</b>	<b>41,862,656</b>
<b>Net Balance (Financial Statement)</b>	<b>260,035</b>	<b>(91,410)</b>	<b>2,898,008</b>	<b>(336,943)</b>

# 2021-22 First Interim Revenue

First Interim revenue vs Revised Budget revenue grew by \$1.48 Million. However, that is attributed to Federal Relief Funds.

Upon closer look, we had a significant decrease in LCFF revenue attributed to lower ADA and UPP count

REVENUE	2021-2022 Adopted Budget 6/11/21	2021-2022 Revised Budget 10/7/21	Actuals to Date as of 10/31/21	2021-2022 First Interim Projections, 10/31/21	First Interim vs Revised Budget (10/7)
<b>LCFF</b>	30,862,422	30,815,056	9,807,298	30,024,548	<b>(790,508)</b>
<b>Federal Resources</b>	1,683,109	1,631,620	587,879	3,803,826	<b>2,172,206</b>
<b>State Revenues</b>	3,436,809	3,675,843	361,034	3,668,082	<b>(7,761)</b>
<b>Local</b>	3,968,181	3,918,632	1,249,021	4,029,258	<b>110,626</b>
<b>Total Revenues</b>	<b>39,950,522</b>	<b>40,041,151</b>	<b>12,005,232</b>	<b>41,525,713</b>	<b>1,484,562</b>

# Revenue: First Interim vs Revised Budget

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- **LCFF:**
  - Decreased LCFF: **-\$790,508**
- **Federal:**
  - Increased ESSER II, ESSER III, ELC LACOE Covid Grant: \$2,170,376
  - Increased Child Nutrition: \$15,000
  - Decreased IDEA Revenue per LAUSD SELPA Projections: **-\$14,047**
- **State:**
  - Increased Child Nutrition: \$15,000
  - Decreased Lottery: **-\$17,100**
  - Decreased Mandated Cost Reimbursement: **-\$3,588**
- **Local:**
  - Increased AB602 Revenue per LAUSD SELPA Projections: \$140,626
  - Decreased Food a-la-carte sales: **-\$30,000**

# Decrease in LCFF Funding

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**The decrease in revenue is largely attributed to (1) a decrease in enrollment and (2) a *slight* decrease in projected attendance rate**

Legislation was passed to allow school districts across CA to be “held harmless” and funded against pre-pandemic ADA (2019-2020). However, Charter Schools did not receive that benefit and instead are funded on current year ADA.

ADA is what drives our funding, yet with lower enrollment count, it translates to lower ADA.

- At budget adoption (June 2021), we anticipated enrollment to remain flat at 3,030. Enrollment count is now 2,957
- For reference, in 2020-21 our enrollment count was 3,040 and in 2019-20 our enrollment count was 3,087.
- There are a variety of reasons for lower-than-expected enrollment, but the general feedback from parents is “best interest” and “change of circumstances.”
- The attendance team has opened the waitlist to fill open seats and are working hard to clear every absence. There is also a temporary person (substitute) focusing on attendance and absenteeism outreach.



# 2021-22 First Interim Expenditures

EXPENSES	2021-2022 Adopted Budget 6/11/21	2021-2022 Revised Budget 10/7/21	Actuals to Date as of 10/31/21	2021-2022 First Interim Projections, 10/31/21	First Interim vs Revised Budget (10/7)
<b>Certificated Salaries</b>	16,245,790	16,497,103	3,862,819	16,828,284	331,181
<b>Classified Salaries</b>	5,189,774	5,224,978	1,017,839	5,359,974	134,996
<b>Employee Benefits</b>	9,659,937	9,560,945	2,380,039	9,665,369	104,424
<b>Supplies</b>	1,380,414	1,380,414	229,322	2,198,135	817,721
<b>Services</b>	5,979,164	6,174,186	1,511,968	6,518,864	344,678
<b>Capital Outlay</b>	107,950	107,950	32,068	487,950	380,000
<b>Depreciation</b>	915,000	975,000	-	980,000	5,000
<b>Other Outgo</b>	320,408	319,935	105,237	312,029	(7,905)
<b>Total Expenses</b>	<b>39,690,487</b>	<b>40,132,560</b>	<b>9,107,224</b>	<b>41,862,656</b>	<b>1,730,095</b>
<b>Net Balance (Financial Statement)</b>	<b>260,035</b>	<b>(91,410)</b>	<b>2,898,008</b>	<b>(336,943)</b>	<b>(\$245,533)</b>

# Expenditures: First Interim vs Revised Budget

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- **Increase in Certificated & Classified Salaries/Benefits: \$570,601**
  - Certificated: increase of \$331,181 is tied to ELO/ESSER relief funds (PD, auxiliaries, etc.).
  - Classified: Increase of \$134,996 tied to tutoring allocation (ESSER II/III)
  - Benefits: Increase of \$104,424 tied to above salaries
- **Supplies: \$817,721**
  - IMA: \$30,000 (ESSER allocation – year 1 of 3)
  - Non-capitalized equipment: \$693,712 (ESSER II/III tech allocation)
- **Services: \$344,678**
  - PPE expenses: \$17,400 (funded via ESSER)
  - Transportation: \$29,278 (9% increase funded via ESSER)
  - Contracted Services: \$273,000 (funded via ESSER II/III allocation)
  - Legal: \$25,000
- **Capital Outlay: \$380,000**
  - Tech infrastructure upgrades: \$235,000 (funded via ESSER II/III)
  - Building/Improvements: \$145,000 (funded via ESSER II/III – security gate, Pali Academy HVAC, Boilers)

# Recommendations

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- Once we have certainty regarding 2<sup>nd</sup> semester enrollment counts and virtual academy expansion, the finance office and administration will make recommendations to reallocate current relief funds (ESSER II/III and Educator Effectiveness Funds) to address current year expenses.
- Finance also needs to reconcile the security and janitorial expenses from various vendors

# Looking Ahead to Second Interim & Beyond

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- Closely monitor ADA and continue with enrollment/attendance outreach
- Monitor COVID related expenditures and reallocate as needed
- Execute relief spending plan and provide quarterly updates
- Maintain 5% Reserves – if needed, make recommendations to balance the 21-22 budget
- Continue monitoring State Budget analysis
  - Governor and Department of Finance are projecting revenues will exceed expectations
- Track COLA projection and Inflation Rates
  - Critical because this impacts vendor cost/contract increases
- OPEB liability will be “taken of our books” in future periods
- Bid Out Contracts
  - Cafeteria, benefits, security, etc.
- Account for STRS/PERS increase in 2022-23

# Coversheet

## PCHS Ed Fund Brokerage Account

**Section:** XI. Governance  
**Item:** A. PCHS Ed Fund Brokerage Account  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** XI\_A - Board Motion Template\_PCCHS Ed Fund Brokerage Account.pdf



# PALISADES CHARTER HIGH SCHOOL

## CHIEF BUSINESS OFFICER

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

December 14, 2021

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

##### XI. GOVERNANCE

A. PCHS Ed Fund Brokerage Account

#### **PERSONNEL INVOLVED:**

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

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

The purpose of this action is to approve Pamela Magee (Executive Director/Principal), Juan Pablo Herrera (Chief Business Officer) and Michael Rawson (Director of Development) as authorized users on the PCHS Ed Fund brokerage account. This action will also remove Gregory Wood from the account.

The PCHS Ed Fund brokerage account is held at Charles Schwab and is used for the sole purpose of receiving stock gifts/transfers for the PCHS Ed Fund. The brokerage account currently has a \$0 balance. Upon receiving a stock donation, one of the three (3) authorized users will be allowed to sell/settle the stock and immediately transfer the donation to the PCHS Ed Fund bank account.

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

The action requested of the Board today will support the school's financial goal, specifically maintaining compliance and transparency for PCHS and also supporting the development plan.

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

The expectation is that the board approve the new authorized users to the PCHS Ed Fund brokerage account in order to maximize stock gift donations.

#### **CHIEF BUSINESS OFFICER'S RECOMMENDATION:**

The Chief Business Officer recommends that the Board approve this motion.

#### **RECOMMENDED MOTION:**

“To approve the addition of Pamela Magee, Juan Pablo Herrera and Michael Rawson, as authorized users on the PCHS Ed Fund Brokerage Account at Charles Schwab, and removal of Gregory Wood.”

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Juan Pablo Herrera  
Chief Business Officer

# Coversheet

## PermaCity Letter of Intent

**Section:** XII. PCHS Clean Energy Task Force  
**Item:** A. PermaCity Letter of Intent  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** PermaCity Letter of Intent (LOI) 12\_14\_2021.pdf





Confidential

September 30, 2021

Dr. Pam Magee, Executive Director/Principal Palisades Charter High School (Pali-High)  
 On Behalf of the Palisades Charter High School Board of Trustees  
 15777 Bowdoin St.  
 Pacific Palisades, CA 90272

Via Email

Dear Dr. Magee:

This letter of intent (the “**LOI**”) sets forth certain non-binding understandings and certain binding commitments for the development of the solar energy and possible battery storage project described below by PermaCity, a division of Catalyze Holdings, LLC, a Delaware limited liability company (along with its investors, affiliates or related special purpose vehicles, collectively “**PermaCity**”), and Palisades Charter High School Board of Trustees (“**Tenant**”) and/or assigns.

*Nature of this LOI.* Except in the sections below entitled “Confidentiality”, “Exclusivity” and “Expiration”, it is understood and agreed that this LOI is a statement of our mutual intentions with respect to the proposed transaction, does not constitute an obligation binding on either party, does not contain all matters upon which agreement must be reached in order for the transactions to be consummated, and creates no rights in favor of either party. A binding commitment with respect to the proposed transaction will result only upon execution and delivery of one or more definitive agreements executed between PermaCity and **Tenant** containing such terms on which the parties may mutually agree (“**Energy Savings Agreement**” or “**ESA**” and “**Solar Lease**” collectively **Definitive Agreements**”).

***Anticipated Terms of the Definitive Agreements***

Project	<p>A Hybrid of both “Behind,” and “In Front” of-the-meter solar photovoltaic renewable energy and battery storage project located at 15777 Bowdoin St. Pacific Palisades CA, 90272 the “<b>Project</b>”</p> <ul style="list-style-type: none"> <li>● 3.6 MW DC Solar PV</li> <li>● Potential 1.0 MW/2.0 MWh Battery Energy Storage System (BESS) installation contingent upon SGIP and/or applicable other incentives being attained.</li> <li>● PermaCity pay directly to roof contractor for a portion of new roof costs for areas where Solar PV is added at a budget cap of \$1,400,000.</li> </ul>
Energy Saving Agreement (ESA)	<p>The transaction will involve selling the savings generated by the Project from PermaCity or an affiliate designated by PermaCity to Tenant under the following terms:</p> <ul style="list-style-type: none"> <li>● ESA Term: 25 years + two 5-year extensions at PermaCity’s option</li> <li>● Year 1 ESA Payments to PermaCity \$117,825/yearly* with 3% annual escalator</li> </ul> <p>*The ESA price is based on PermaCity selling over-produced electricity to LADWP’s Feed in Tariff program at \$0.14/ kW hour and sharing the proceeds with Tenant.</p>
Estimated Year 1 Production	6,007,603 kWh
Estimated Cumulative Savings	<p>\$ 3,092,538 with roof budget included</p> <p>*Estimated Savings during ESA Term are included as Exhibit A</p>



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Target Signing Date for the Definitive Agreements	60 calendar days from the execution date of this LOI.
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**Confidentiality.** Except for Pali-High's obligations to share materials in order to be in compliance with the Ralph M. Brown Act and otherwise required by law, the parties acknowledge and agree that this LOI is strictly private and confidential and may not be disclosed to persons other than any professional advisors engaged by either of them in connection with Project who are bound by similar confidentiality restrictions.

**Exclusivity.** You agree that during the Exclusivity Period (as defined below) you will not, and will cause your affiliates, employees, representatives, contractors and agents acting on your and their behalf not to, directly or indirectly discuss, solicit, entertain offers for, negotiate or execute, any agreements with any party other than PermaCity for the development the Project or entering into a ESA or Solar Lease. Landowner shall promptly send PermaCity notice of any offers received from third parties with respect to the development of the Project or entering an ESA or Solar Lease, together with notice of all material terms of such offers.

The “**Exclusivity Period**” shall mean the period commencing on the date this LOI is countersigned and terminating on the earlier of (i) execution of a Definitive Agreement and Solar Lease and (ii) 60 days from executing this LOI, unless extended or sooner terminated by written agreement of the parties.

**Due Diligence.** The terms set forth in this LOI are based on the limited information provided to PermaCity to date. PermaCity reserves the right to verify its assumptions underlying the anticipated LOI terms. You shall provide PermaCity with full and free access to your personnel, contractors, agents, the Project site, counterparties (subject to your participation in any discussions), and all other documents and information related to the Project which are reasonably required by PermaCity, subject to the confidentiality provision below.

**Costs.** Each party shall be responsible for its respective costs and expenses incurred in connection with this LOI and the negotiation and execution of the Definitive Agreement and other transaction documents.

**Limited Representations and Warranties.** Each party represents and warrants that it has full authority to enter into this LOI and that this LOI is a valid, legally binding and enforceable agreement. Each party further represents, warrants and covenants that it shall comply with all applicable laws, rules and regulations in performing its obligations under this LOI.

**Entire Agreement.** This LOI and the Confidentiality Agreement constitute the entire agreement between the parties and supersede all prior oral written agreements and understandings between the parties as to the subject matter thereof. This LOI may be amended or modified only by a writing executed by the parties.

**Choice of Law and Dispute Resolution.** This LOI shall be construed under and governed by the laws of California. Any dispute that arises regarding this LOI that cannot be resolved by informal negotiations shall be submitted to nonbinding mediation. If the parties cannot agree upon a mediator, either party may request that the American Arbitration Association, in California, appoint a neutral and otherwise qualified mediator. Each party shall bear its own mediation costs. Injunctive relief may be sought by any party without resorting to mediation to prevent irreparable harm. In any judicial action, the Prevailing Party (as defined below) shall be entitled to payment from the opposing party of its reasonable costs and fees, including, but not limited to, attorneys’ fees arising from the civil action. “**Prevailing Party**” means



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the party that most substantially prevails in its claims or defenses in the civil action. The parties waive their rights to a jury trial.

***Counterparts.*** This LOI may be executed and delivered electronically in one or more counterparts each of which will be deemed to be an original and all of which, when taken together, will be deemed to constitute one and the same LOI.

***Expiration.*** The terms of this LOI will expire on December 17, 2021, if PermaCity has not received a countersigned copy of this LOI by close of business on such date.

We look forward to working with you on the further development of the Project.

*[SIGNATURES ON FOLLOWING PAGE]*



*Confidential*

**CATALYZE HOLDINGS, LLC**

By: \_\_\_\_\_  
Steve Luker, CEO

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

**Approved and Accepted on Behalf of the Palisades Charter High School Board of Trustees**

By: \_\_\_\_\_  
Dr. Pam Magee  
Executive Director/Principal

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



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## Exhibit A

## Estimated Savings During ESA Term With Roof Budget Included

ESA Year	Estimated Pre-Solar Utility Cost	Estimated Bill Savings from Solar	Estimated ESA Payment to PermaCity	Net Savings
1	\$ 263,016	\$208,798	(\$117,825)	\$90,973
2	\$ 270,906	\$213,986	(\$120,753)	\$93,233
3	\$ 279,034	\$219,298	(\$123,750)	\$95,548
4	\$ 287,405	\$224,737	(\$126,819)	\$97,918
5	\$ 296,027	\$230,304	(\$129,961)	\$100,343
6	\$ 304,908	\$236,003	(\$133,176)	\$102,827
7	\$ 314,055	\$241,836	(\$136,468)	\$105,368
8	\$ 323,477	\$247,807	(\$139,838)	\$107,969
9	\$ 333,181	\$253,919	(\$143,287)	\$110,632
10	\$ 343,176	\$260,174	(\$146,817)	\$113,357
11	\$ 353,472	\$266,576	(\$150,429)	\$116,147
12	\$ 364,076	\$273,129	(\$154,127)	\$119,002
13	\$ 374,998	\$279,834	(\$157,911)	\$121,923
14	\$ 386,248	\$286,696	(\$161,783)	\$124,913
15	\$ 397,835	\$293,718	(\$165,745)	\$127,973
16	\$ 409,770	\$300,903	(\$169,800)	\$131,103
17	\$ 422,063	\$308,254	(\$173,948)	\$134,306
18	\$ 434,725	\$315,776	(\$178,193)	\$137,583
19	\$ 447,767	\$323,472	(\$182,536)	\$140,936
20	\$ 461,200	\$331,346	(\$186,979)	\$144,367
21	\$ 475,036	\$339,401	(\$191,524)	\$147,877
22	\$ 489,287	\$347,641	(\$196,174)	\$151,467
23	\$ 503,966	\$356,070	(\$200,930)	\$155,140
24	\$ 519,085	\$364,691	(\$205,796)	\$158,895
25	\$ 534,657	\$373,510	(\$210,772)	\$162,738
<b>Total</b>	<b>\$ 9,589,370</b>	<b>\$ 7,097,879</b>	<b>\$ (4,005,341)</b>	<b>\$ 3,092,538</b>