



Palisades Charter High School

Board Meeting

Date and Time

Tuesday November 15, 2022 at 5:00 PM PST

Location

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

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

SUPPORTING DOCUMENTATION:

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

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Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A.	Call the Meeting to Order	Sara Margiotta	
B.	Record Attendance and Guests		2 m
C.	Public Comment		30 m
<p><i>"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).</i></p> <p>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 60 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).</p>			
D.	Approve Minutes	Approve Minutes Sara Margiotta	2 m
Approve minutes for Board Meeting on October 18, 2022			
II. Front Perimeter Fencing			5:34 PM
A.	Perimeter Fencing Cost Estimate	FYI Brian Banducci/Brooke King	10 m

	Purpose	Presenter	Time
B. Approve Motions for Front Perimeter Fencing	Vote	Sara Margiotta	10 m
<p>"Motion to recommend the perimeter fencing as presented to allow Safety and Security Committee to move forward with architectural plans with continued presentations and financial updates to the Budget & Finance Committee for their review and approval. In addition, motion that temporary fencing shall remain in place until perimeter fencing project is complete."</p>			
III. Organizational Reports			5:54 PM
A. Student Report	FYI	Peter Garff	5 m
B. Parent Report	FYI	Monica Batts-King, Melissa Schilling, Saken Sherkhanov	5 m
C. Classified Staff Report	FYI	Andrew Paris	5 m
D. Faculty Report	FYI	Lisa Saxon, Maggie Nance, David Pickard	5 m
E. Human Resources Director (HR) Report	Vote	Dr. Martha Monahan	5 m
<ul style="list-style-type: none"> • Change in Classification (action item) - Operations Liaison to Permits and Set up Department Manager (Unrepresented) 			
F. Director of Operations Report	FYI	Don Parcell	5 m
G. Admin. Safety and Security Team	FYI	Brooke King	5 m
H. Director of Development Report	FYI	Mike Rawson	5 m
I. Chief Business Officer (CBO) Report	FYI	Juan Pablo Herrera	5 m
J. Executive Director/Principal (EDP) Report	FYI	Dr. Pam Magee	5 m
IV. Board Committees (Stakeholder Board Level Committees)			6:44 PM
A. Academic Accountability Committee Update	FYI	David Pickard IV	5 m
B. Budget & Finance Committee Update	FYI	Sara Margiotta	5 m

	Purpose	Presenter	Time
C. Election Committee Update	FYI	Sara Margiotta	5 m
V. Board Committees (Board Members Only)			6:59 PM
A. Board Members Only- Committee Updates	FYI	Various	5 m
		<ul style="list-style-type: none"> • Audit Committee • Grade Appeal Committee • Survey Committee 	
VI. Finance			7:04 PM
A. 2022-2023 Budget vs Actuals Update	FYI	Juan Pablo Herrera	5 m
B. New Business Account (Permits Department)	Vote	Juan Pablo Herrera	5 m
		“To approve a new business bank account for the permits department, for the sole purpose of receiving payments.”	
C. Learning Recovery Block Grant & Arts, Music & Instructional Materials Block Grant	FYI	Juan Pablo Herrera	5 m
VII. Human Resources Tentative Agreements			7:19 PM
A. Unrepresented Staff Compensation	Vote	Dr. Martha Monahan	5 m
		“To approve the 2022-2023 equivalent salary increase for unrepresented staff and management.”	
B. Collective Bargaining PCHS/PESPU	Vote	Dr. Martha Monahan	5 m
		“To approve the 2022-2023 Tentative Agreement with Palisades Educational Support Personnel.”	
VIII. Consent Agenda: Finance Items			7:29 PM
A. Approval of School Organized Trips	Vote	Maggie Nance	2 m
		<ul style="list-style-type: none"> • San Diego State University - Conference and Exhibition (December 1 - December2); Brad Kolavo and Peyman Nazarian 	

	Purpose	Presenter	Time
IX. New Business / Announcements			7:31 PM
A. Announcements / New Business	FYI	Maggie Nance	1 m
<ul style="list-style-type: none"> • Date of the next Board Meeting: Tuesday, December 13, 2022 at 5pm 			
B. Announce items for closed session, if any.	FYI	Maggie Nance	1 m
X. Closed Session			7:33 PM
A. Conference with Legal Counsel	Vote		5 m
<ul style="list-style-type: none"> • (Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9) 			
B. Employee complaint/Assignment/Discipline/Dismissal/Release	Vote	Dr. Martha Monahan	5 m
<ul style="list-style-type: none"> • (Govt. Code section 54957) (Education Code section 44929.21) 			
C. Potential Litigation	Vote		5 m
<ul style="list-style-type: none"> • Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9 			
XI. Open Session			7:48 PM
A. Return to Open Session	FYI	Maggie Nance	1 m
B. Report Out on Action Taken In Closed Session, If Any.	FYI	Maggie Nance	1 m
XII. Closing Items			7:50 PM
A. Adjourn Meeting	FYI	Maggie Nance	1 m

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on October 18, 2022

APPROVED



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday October 18, 2022 at 5:00 PM

Location

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

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Trustees Present

Andrew Paris, Avi Massaband, David Pickard IV, Karen Ellis, Maggie Nance, Melissa Schilling (remote), Monica Batts-King, Peter Garff, Robert Rene, Saken Sherkhonov, Sara Margiotta

Trustees Absent

Lisa Saxon

Ex Officio Members Present

Dr. Pam Magee, Juan Pablo Herrera

Non Voting Members Present

Dr. Pam Magee, Juan Pablo Herrera

Guests Present

Jeff Roepel, Martha Monahan

I. Opening Items

A. Call the Meeting to Order

Sara Margiotta called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Oct 18, 2022 at 5:02 PM.

B. Record Attendance and Guests

C. Public Comment

John Rauschuber: (Read during School Emergency Operations Plan section) Does PCHS have a clear and adaptable plan for which enforcement agency is responsible for decision making if multiple agencies show to an emergency in progress at PCHS--as all agencies may have some claim to jurisdiction? This is an important lesson to be learned from Uvalde. Thanks.

D. Approve Minutes

Robert Rene made a motion to approve the minutes from Board Meeting on 09-20-22. Maggie Nance seconded the motion.

Sara Margiotta: Just a quick update regarding PermaCity and the solar paneling discussion. The board will approve the project only if it is financially feasible.

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

Roll Call

Karen Ellis	Aye
Avi Massaband	Aye
Lisa Saxon	Absent
Melissa Schilling	Abstain

Roll Call

Monica Batts-King	Absent
Andrew Paris	Absent
Saken Sherkhonov	Aye
Maggie Nance	Aye
Sara Margiotta	Aye
Robert Rene	Aye
David Pickard IV	Aye
Peter Garff	Aye

II. Organizational Reports

A. Student Report

Peter Garff: The Pep Rally is on Friday and the Homecoming Dance is sold out for Saturday 10/22. Spirit week is this week and well underway. A lot of excitement on campus as we continue to build school spirit and the student body is very excited for upcoming events.

B. Parent Report

Saken Sherkhonov: Concerns from parents about documents on website about tours for prospective parents. Parents and students are also overwhelmed with college applications and the ratio of college counselors to students. These seniors did not have a lot of the normal activities throughout COVID-19 and the College Center is not meeting the needs of the students that are currently applying to college. Seems like there needs to be more support for students about college applications and advising.

Karen Ellis: Students did not complete a lot of what was requested to be completed over the summer. We have met with every senior that has come in and they can sign up for workshops to assist in the process. We are there, but students are not communicating about what they need.

Robert Rene: This is an important issue and the math does not add up. There are staff in the college center, but more students that need assistance than are receiving help. We should talk about how to expand the resources and expectations for students.

Sara Margiotta: We need to be data driven and specific about the issues to address the problem.

Karen Ellis: I work with a lot of parents and we had a PTSA meeting recently where parents learned about Naviance and many parents that are having issues can look at this recording. 763 seniors that need assistance. We are providing much support to these seniors. Webinars are happening, so there are resources out there to suffice for us being a large public school. Parents must access that information to seek the help they need. Students also need to be accountable and responsible.

Sara Margiotta: Mike Rawson is working on a grant to support students who have fewer resources to work through the college process.

Saken Sherkhonov: Would hiring more college counselors help the situation?

Karen Ellis: It would help, but I feel we are being efficient with what we have right now.

Robert Rene: It is a stressful process and there is an expectation for the school to provide a private college counseling service and we can connect families to the resources they need.

Sara Margiotta: We can work with the survey committee to gather information and explore next steps to address this issue.

Monica Batts-King: How do handicapped parents attending the games receive accommodations? Maybe a section that is reserved for handicapped individuals.

Brian Banducci: It is a valid point and we are working towards helping the issue. There will be no loitering or concessions allowed in that area and we will ensure decreased traffic in the handicapped area.

Monica Batts-King: Are the visitors allowed to go to the food trucks?

Brian Banducci: No, visitors will not be allowed to the Home side of the stadium.

Monica Batts-King: Are there wrist-bands to identify who should be on what side of the stadium?

Brian Banducci: There is only 1 entrance and they are checked on entry. All other gates are locked and the security team will be assigned to appropriate locations to ensure safety.

Peter Garff: Visitors would not be able to enter through the parking lot, they are only allowed on their side of the stadium.

C. Classified Staff Report

Nothing to report.

D. Faculty Report

Maggie Nance: Substitute pool is low and teachers are still being asked to cover class periods. Planning time is crucial. We might think about raising the pay for substitutes teachers.

Bell schedule has been a concern. Pali Period was brought in on Wednesdays to help with intervention and students are still not able to choose where they want to go, which was not the original intent of this time. Attendance policy is a concern because of the habitually late kids that are coming in late and are not being marked late in the system. The schedule changes in the middle of the semester should be happening sooner.

Teachers are worried that absences from COVID-19 will come out of their personal sick time and the CA COVID-19 policies have not changed. Teachers are concerned about having to use their sick leave against their will and the faculty believes that people will not report their positive COVID-19 tests and show up to work anyway.

Points of Pride: Fuerza Unida had a wonderful and successful retreat. Social Science department has been working on the new Ethnic Studies course for next year. A lot of the kids are concerned about how their GPA is calculated. Something informational to explain GPAs to students would help them to understand where the GPA comes from.

E. Human Resources Director (HR) Report

Martha Monahan: There have been challenges with substitute teachers and having teachers covering classes. Our substitute teacher pay is right in the middle of what others schools/districts are paying their subs. Our location is also a challenge and many prefer to take substitute jobs at closer locations. We are brainstorming ideas to get people to PCHS.

This year we have hired 16 teachers, 7 classified staff, 2 administrators, transferred 2 positions, and 6 long-term subs. 8 teachers are currently on leave, 1 administrator, and 3 classified staff members. There have been 45 vacancies total this year and 39 have been filled. We are currently working on filling the remaining 6 vacancies. Thank you to the teachers that have stepped up to help.

Permits Setup Department Manager and Campus Security Lead changes in title and salary scale FYI. To be voted on at November meeting.

Report stands as submitted.

F. Director of Operations Report

Don Parcell: Report stands as submitted.

G. Admin. Safety and Security Team

Brooke King: The Great Shakeout coming up this week and we are working on the updated Safety and Security plan for PCHS.

H.

Director of Development Report

Report stands as submitted.

Mike Rawson: We have great numbers so far this year and are working on getting more support from families, as well as promoting the Pali Booster Club.

Driveway Days event is coming this week.

I. Chief Business Officer (CBO) Report

Juan Pablo Herrera: We have completed our inner audit and will present that to the Board in December. We are in compliance and we are trying to currently fill the Finance Director position. We only received one response for the trust for retirement fund. Seeking more going forward.

J. Executive Director/Principal (EDP) Report

Dr. Pam Magee: Report stands as submitted.

Please come to the dance on Saturday, 10/22, and it is going to be a very fun evening with students and faculty.

We are getting more feedback and data for the attendance policy and students are getting better at making their attendance a priority.

Parents are eager for tours and we are working to make sure they happen. We will be advertising in our newsletter and more tours are planned for October/November. Paul Revere will be notified so they can advertise to their families as well.

We are working to make sure everyone is safe and that our events are free from conflict. Refer to EDP report for specific plans.

Dr. Roger Crystal is coming to speak on the Fentanyl issue and that is happening October 20th at 6:30 in Mercer Hall.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

David Pickard IV: Sarah Rosenthal presented on SLCs/PLCs, including strengths, challenges, and Board requests. The committee voted in 7 faculty members, 2 students, 1 administrator, and 3 parents.

ASB Co-commissioners: Tyler Hoffman and Iliy Garcia

Student Representative: Amelia Sim

Faculty Members: Minh Ha Ngo, Nicole Newble, Paul Mittelbach, Michael Friedman, Paul Mittelbach, David Pickard IV, Randy Tenansnow, Stephen Klima
Parent Members: Melissa Harris, Rebecca Houriani, Ghazal Y.
Officers: Minh Ha Ngo - Chair, David Pickard IV - Vice-Chair and Board Representative, Randy Tenansnow - Recorder/Reporter

Steve Klima presented a draft of the calendar proposal for the next three years.

B. Budget & Finance Committee Update

Sara Margiotta: Updates on cafeteria projects and PermaCity from Dr. Magee. The Golf Team has raised money to purchase a golf simulator. Approved some salary schedule changes.

C. Election Committee Update

Sara Margiotta: Committee is in place and has not met yet.

IV. Board Committees (Board Members Only)

A. Board Members Only- Committee Updates

Grade Appeal Committee: Only had one grade appeal and teacher's grade was upheld.

V. School Emergency Operations Plan

A. Approval of School Emergency Operations Plan

Brian Banducci: There are no material revisions to this document, just updates to various sections in this version. This is a living document and more changes are to come.

Saken Sherkhonov: Do we have the emergency supplies? Are they checked for expiration dates?

Brian Banducci: Yes and we do check the supplies.

Saken Sherkhonov: We should look at the active shooter process and response.

Brian Banducci: It is something we are looking at and updating as we learn more.

Brooke King: It is thorough and parents can access the safety course that was presented to students.

Monica Batts-King: Parents are concerned with safety and security, especially at football games/events.

Brian Banducci: It will be addressed and I appreciate you bringing that up.

Peter Garff: There will be 11 new security guards at the next game and more lights in the parking lots.

Sara Margiotta: Do we have to approve this today? It doesn't incorporate the communication piece from the EDP report Dr. Magee presented in December of 2021.

Brooke King: The school-wide safety plan does not include every single response protocol. It is a very important document, but the plans are more general. It will include the pandemic section as well, again, generally, not just COVID-19.

Brian Banducci: The document will show that we have the positions in place, but the specific individuals that will fill these roles are not identified.

Sara Margiotta: The visitor policy is not updated.

Brooke King: We are still receiving information and will update the school-wide safety plan as we get it.

Sara Margiotta: Can we continue to update the plan as changes are made?

Brooke King: This is a framework and the way that it is structured has to be evaluated continuously. There are a lot of important conversations regarding this document.

Maggie Nance: Are there best practices on this plan that exist elsewhere?

Brooke King: Yes and we have looked at those while working at improving cohesion amongst departments.

Brian Banducci: It is improved based on the plan was last year.

Maggie Nance: Can we fix any issues by November?

Brooke King: We need to look at the document as a whole and cannot change bits as we go. It become patchwork and not actually fixing the issues.

Robert Rene: The patches need to be filled as we work towards a better plan. Can you give us an update in the next couple months?

Sara Margiotta: The parent communication is an important issue that we should focus on.

Brian Banducci: We are having those discussion and exploring new platforms that may better serve our needs.

Monica Batts-King: I have concerns with us moving forward without having some closer dates for fixing some of the issues in the plan.

Brooke King: We are working with the committee to ensure we are making these changes on all levels with all stakeholders. We will take it back to the committee and have an update in December.

Robert Rene made a motion to approve the School Emergency Operations Plan with updates at the December Board meeting.

Monica Batts-King seconded the motion.

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

Roll Call

Lisa Saxon	Absent
Karen Ellis	Aye
Peter Garff	Aye
David Pickard IV	Aye
Maggie Nance	Aye
Andrew Paris	Aye
Robert Rene	Aye
Monica Batts-King	Aye
Melissa Schilling	Abstain
Avi Massaband	Aye
Saken Sherkhanov	Aye
Sara Margiotta	Aye

VI. Front Perimeter Fence Design Presentation

A. Design Presentation

Sara Margiotta: The Board approved the removal of removing the fencing by November 18th, 2022. Brooke has been working with a designer to have a more permanent solution.

Robert Rene: Does this mean we are removing the fence?

Sara Margiotta: The goal was to put pressure for the removal of the fence in front of the school.

Maggie Nance: Last year's Board agreed to take down the gate at this date.

Robert Rene: We cannot forget that we have a duty to protect the school.

Maggie Nance: Not everyone feels safer with the gate in front of the school.

Sara Margiotta: We are going to hear the presentation and decide to extend the temporary fencing until this project is put into place.

Brian Banducci: This presentation is in response to a task from the Board to explore replacement safety measures to maintain safety, while maintaining the aesthetics of PCHS. The gate committee, made up of different stakeholders, has been working with the architectural team and what will be presented in the final consensus option.

Refer to Front Perimeter Fence Design Presentation

Robert Rene: What will be the final cost?

Brian Banducci: Roughly \$100,000. There are grants we can apply for and there is a process we can begin exploring if this is the direction we are going.

Sara Margiotta: Can we bring a more specific cost analysis to the Budget and Finance Committee's November meeting?

Brian Banducci: Yes, we will begin working on that.

Maggie Nance: We are living in a fear-based time and it is said a fence is the only way to protect students. There is not much evidence to prove that fences keep people safer. I do not believe this fence will make anyone safer, it does not give a good feeling to students and faculty every day, and I don't like to spend money that is not on the kids and our classes. This used to be an open school and it was welcoming that felt like a home and it does not feel that way anymore. It is a shame that this hurts our culture. This is a new movement, but we are giving something up by doing this.

Robert Rene: We may disagree on this, but Maggie you are one of the best assets to the school. The reality is that we have had a trend of issues where a fence of some kind allows us to manage the property moving into the future. In the last five years, we have had significant vandalism and we live in a different world. There are going to be issues behind the fence, but the project is beautiful and remarkable efficient.

Monica Batts-King: I feel similar to Maggie and I understand the issues, but if this is a concern then we should address it differently. We don't check bags and we don't know what is being brought onto campus every day. We do not need to be that locked in and sometimes students' IDs are not even being checked. Who are we protecting ourselves from? Who are we locking ourselves in with? I do not understand the premise.

Robert Rene: Instead of personal opinions, can we hear from the administration on the issue?

Dr. Pam Magee: I appreciate discussion on these issues. I do believe we need some form of fencing for a variety of reasons. We have invested heavily in mental health support and ways to educate kids and teachers to help ensure safety and well-being. As far as facilities, we work hard to protect the campus and we have to consider who can

come in and who can come out. It is difficult to look at how it used to be, but the world has changed and people take advantage of the campus in different ways. We are stewards of it and we need to be sure people are not taking advantage of the campus. It is the reality and it is part of our world. I believe the project makes us feel more complete. Brooked and the safety team have done a wonderful job on this project and I am proud of the work that is being done to enhance our school in a way that makes us more complete and who is on campus.

Peter Garff: In general, students are not in favor of a fence. This presentation is the best we received. Section B is a problem and the outdoor patio is not worth the front presentation of the school.

Sara Margiotta: Please have a financial report for the Budget and Finance Committee's November meeting so we can make a recommendation about whether or not to extend the front of school fencing. Multiple bids by then would be great.

Brooke King: We need approval from LAUSD.

Sara Margiotta: Someone can give you a bid without LAUSD's approval.

VII. Academic Excellence

A. Annual Resolution of the Board of Directors for Independent Study

Dr. Chris Lee: We are seeking approval of independent study classes and we must ensure students are meeting the required instructional minutes. If students want to take independent study classes they must meet the guidelines to enroll.

Robert Rene: What are the reasons students take these independent study classes?

Dr. Chris Lee: There are various reasons for each of the classes.

Maggie Nance: Is the senior seminar included in this?

Dr. Chris Lee: Yes.

Sara Margiotta made a motion to approval the Annual Resolution of the Board of Directors for Independent Study.

Avi Massaband seconded the motion.

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

Roll Call

Peter Garff	Aye
Lisa Saxon	Absent
Avi Massaband	Aye
Melissa Schilling	Abstain

Roll Call

Karen Ellis Aye
Robert Rene Aye
Monica Batts-King Aye
Maggie Nance Aye
Andrew Paris Aye
Saken Sherkhanov Aye
Sara Margiotta Aye
David Pickard IV Aye

B. Board Policy for Course-Based Independent Study

Saken Sherkhanov made a motion to approve the Board Policy for Course-Based Independent Study.

Karen Ellis seconded the motion.

Maggie Nance: How do we ensure that students are meeting the requirements?

Dr. Chris Lee: It is the same as Virtual Academy. There must meet a certain amount of instructional minutes. We ensure teachers are well trained and providing quality education.

Dr. Pam Magee: This has existed and is being updated to reflect changes. We have auditors that come in and look at these things. Consequences for not meeting requirements range from financial penalties to suggestions to improve educational services.

Monica Batts-King: Are these classes P/F or a grade?

Dr. Chris Lee: They are graded and students must meet the same standards as any other course.

Karen Ellis: This should be something that colleges know about and should be reports.

Dr. Chris Lee: When we meet with these teachers, we have them submit student reports to have the student performance reflected on the transcript.

Peter Garff: The sign in and attendance for senior study seminar is an issue.

Dr. Chris Lee: This issue has been fixed and teachers verify this differently now. The board **VOTED** to approve the motion.

Roll Call

Robert Rene Aye
Maggie Nance Aye
Saken Sherkhanov Aye
Avi Massaband Aye

Roll Call

Melissa Schilling Abstain
Andrew Paris Aye
Sara Margiotta Aye
Karen Ellis Aye
Peter Garff Abstain
Lisa Saxon Absent
David Pickard IV Aye
Monica Batts-King Aye

Robert Rene made a motion to approve the PCHS Course-Based Learning Agreement 10.12.22.

Sara Margiotta seconded the motion.

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

Roll Call

Lisa Saxon Absent
Peter Garff Abstain
Maggie Nance Aye
David Pickard IV Aye
Sara Margiotta Aye
Andrew Paris Aye
Monica Batts-King Aye
Melissa Schilling Abstain
Karen Ellis Aye
Saken Sherkhonov Aye
Avi Massaband Aye
Robert Rene Aye

VIII. Finance

A. 2022-23 Budget vs Actuals

Juan Pablo Herrera: 10 minute presentation on current budget vs. actuals. Refer to CBO Report.

B. Educator Effectiveness Funds (EEF) Update

Juan Pablo Herrera: 5 minute presentation on Educator Effectiveness Funds (EEF). Refer to CBO Report.

IX. Governance

A. Procedures for Public Comment

Sara Margiotta: People may remain anonymous during public comment. Robert Rene raised a concern about the Google Doc public comment because the same person can post the same comment multiple times. Access to the Google Doc allows individuals to have their voices heard when they cannot come to campus for Board meetings.

Monica Batts-King: Robert also said we should address the comments made and that people bring issues to us and we do not respond.

Sara Margiotta: When agenda setting happens I have the notes from the previous public comments.

Monica Batts-King: People that raise concerns may not come to the following Board meeting and some of the issues may be time sensitive. I wanted to be in a position to have my voice heard and speak on issues that are important to families.

Sara Margiotta: Absolutely, we can recommend staff or administrators that people can reach out to for time sensitive topics.

Saken Sherkhonov: The Board can make a public comment, rather than having a conversation back and forth.

Karen Ellis: If you are making a public comment, you should be present. I am not in favor of the anonymous comment Google Doc procedure.

Maggie Nance: The anonymous comments have been nasty and the anonymous option allows people to hide behind their computers.

Monica Batts-King: The Google Doc anonymous comments can be positive and negative. Several parents are concerned about retaliation for their child and serves as a great opportunity to have their voices heard in a safe way.

Sara Margiotta: That is the point of public comment. People should be able to criticize and speak their mind about what is happening at the school. I agree that the point is for people to say what it is they want.

Saken Sherkhonov: One way to circumvent the issue is to provide a teleconference option for individuals that cannot make it to campus.

Dr. Pam Magee: We take public comments very seriously and just need to be sure the same person is not submitting multiple comments saying the same thing.

X. Consent Agenda: Finance Items

A. Approval of School Organized Trips

Sara Margiotta made a motion to approve the Consent Agenda as submitted.

Avi Massaband seconded the motion.

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

Roll Call

Peter Garff	Aye
Saken Sherkanov	Aye
Avi Massaband	Aye
Lisa Saxon	Absent
Robert Rene	Aye
Maggie Nance	Abstain
Monica Batts-King	Aye
Karen Ellis	Aye
Andrew Paris	Aye
Sara Margiotta	Aye
David Pickard IV	Abstain
Melissa Schilling	Aye

B. Approval of Out-of-State PD Conferences

Sara Margiotta made a motion to approve the Consent Agenda as submitted.
Avi Massaband seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Robert Rene	Aye
Sara Margiotta	Aye
Andrew Paris	Aye
Avi Massaband	Aye
David Pickard IV	Abstain
Peter Garff	Aye
Saken Sherkanov	Aye
Karen Ellis	Aye
Lisa Saxon	Absent
Melissa Schilling	Abstain
Monica Batts-King	Aye
Maggie Nance	Abstain

XI. Closed Session

A. Conference with Legal Counsel

Entered closed session at 8:03 p.m.

B. Employee complaint/Assignment/Discipline/Dismissal/Release

Nothing to report out from Closed Session

C. Potential Litigation

XII. Open Session

A. Return to Open Session

Returned to open session at 8:24 p.m.

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

XIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:24 PM.

Respectfully Submitted,
David Pickard IV

Documents used during the meeting

- HR Board Report 10_18_2022.pdf
- Permits Set Up Department Manager.pdf
- Campus Security Lead.pdf
- Operations Board Report 10_18_2022.pdf
- Director of Development Board Report 10_18_2022.pdf
- EDP Board Report 10_18_2022.pdf
- Budget Com Meeting Minutes 10_10_2022.pdf
- Emergency Management Resolution_10_18_2022.pdf
- School Emergency Operations Plan for 2022-23.pdf
- Design Presentation 10_10_2022.pdf
- Annual Resolution of the Board of Directors 2022_2023.pdf
- PCHS Course Based IS Policy 10_12_2022.pdf
- PCHS Course Based Learning Agreement 10_12_2022.pdf
- 2022-23 Budget vs Actuals & Cafeteria Update 09_30_2022.pdf
- 2021-22 Educator Effectiveness Funds Expenditure Report.pdf
- School Organized Trips.pdf
- Out of State PD Conferences.pdf

Coversheet

Perimeter Fencing Cost Estimate

Section: II. Front Perimeter Fencing
Item: A. Perimeter Fencing Cost Estimate
Purpose: FYI
Submitted by:
Related Material: Perimeter Fencing Cost Estimate.pdf
Fencing Presentation.pdf

Perimeter Fencing Cost Estimate

November 15, 2022

Overview

- The perimeter fencing project was presented to the Board of Trustees at the Oct 18th meeting (conceptual design).
- The board then requested that (1) a cost estimate be provided and presented to the Budget & Finance committee and (2) identify potential funding sources (non-General fund).
- Rider Levett Bucknall (RLB) submitted a cost estimate of \$153,057.
 - Please note, this does not include “soft costs” which they estimated to be an additional 40%.
 - Including “soft costs,” the project could cost approximately \$214,279.80

Funding Sources

The perimeter fence supports our LCAP goals

- LCAP Goal #3: Safe & Positive School Environment

Below are possible funding sources with allowable uses (non-General Fund):

- Safety grant (Michael Rawson & Brooke are exploring)
- One-time relief funds
 - ESSER II, ESSER III
- One-time block grants
 - Learning Recovery Block Grant

Although non-General fund expenditures, the above-mentioned funds can all be used in a variety of other ways to support the school

Additional Considerations

Additional:

- Does it support our LCAP goals & schoolwide goals?
- Is it fiscally responsible?
- Any additional expenses we have not considered?

PALISADES HIGH SCHOOL PERIMETER FENCE

CONCEPTUAL DESIGN PROGRESS

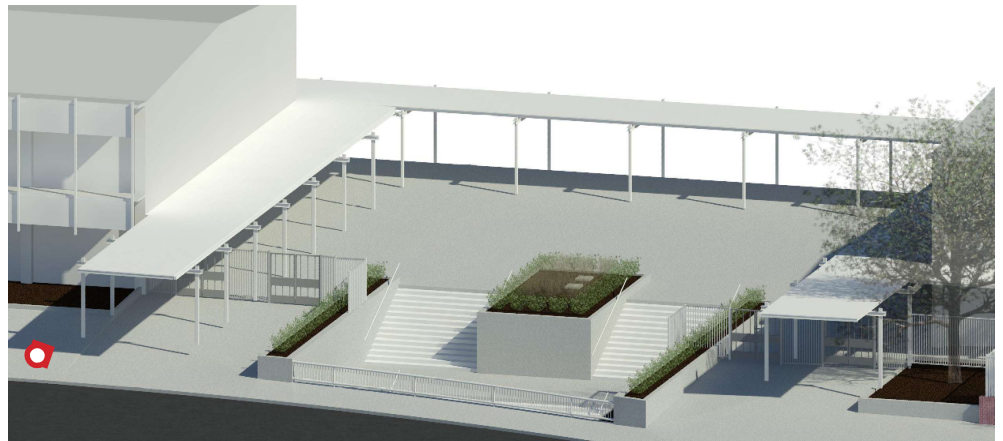
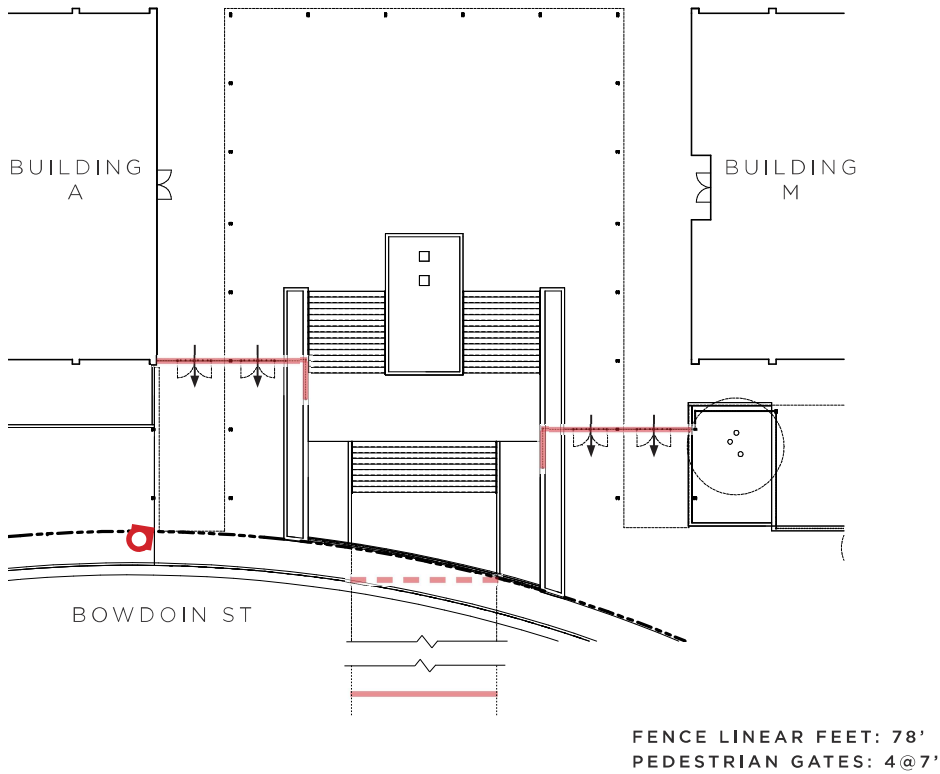
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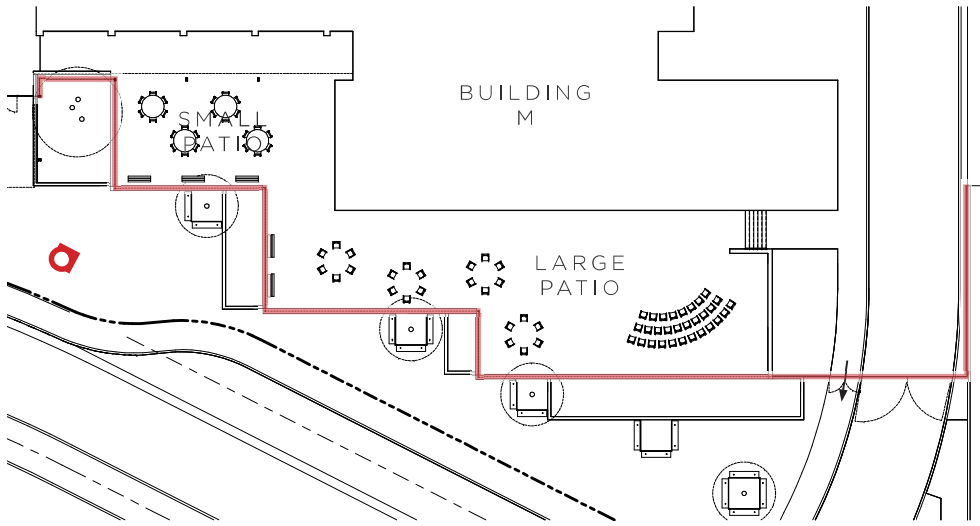
PALISADES HIGH | PERIMETER FENCE

Powered by BoardOnTrack

BERLINER
ARCHITECTS

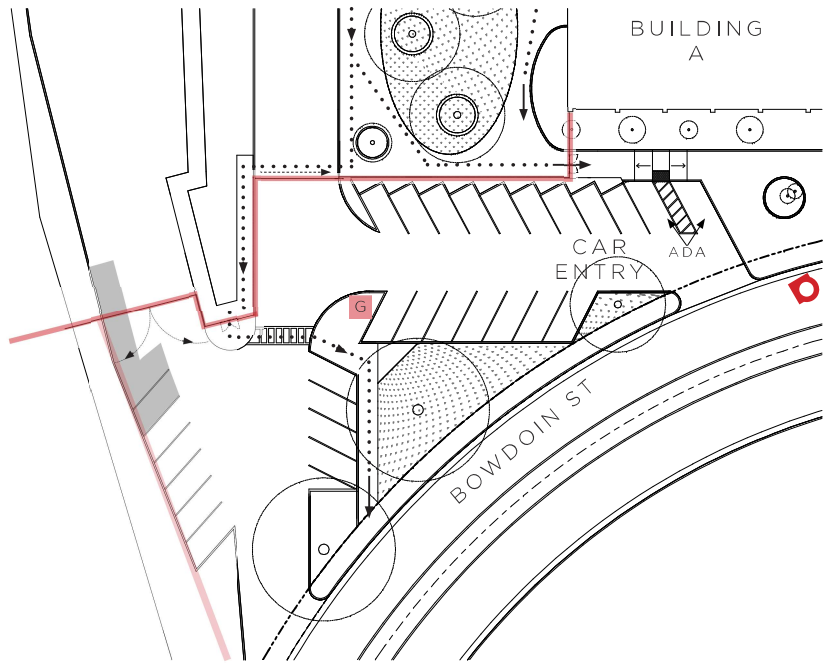
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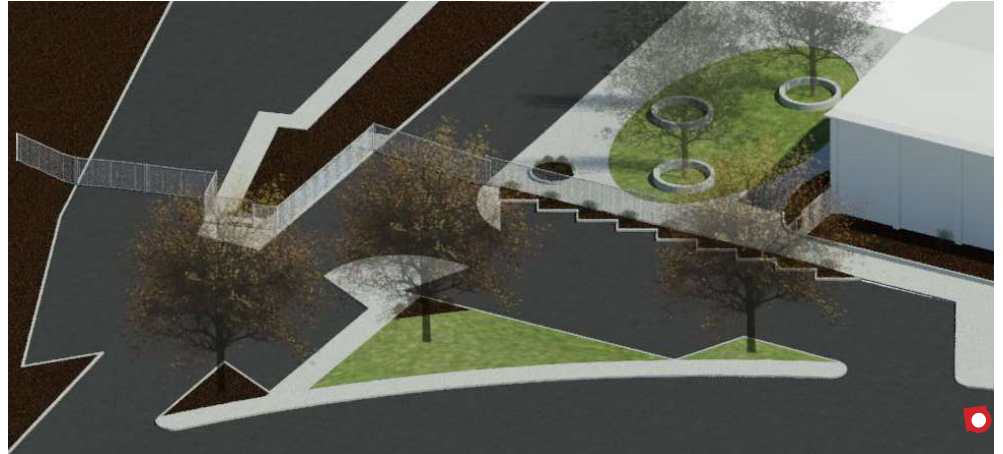


FENCE LINEAR FEET: 269'
PEDESTRIAN GATES: 1@6'





PARKING SPACES LOST: 4
 FENCE LINEAR FEET: 254'
 PEDESTRIAN GATES: 1@7' & 1@6'





PCHS Open Front Perimeter: Security Vulnerability To Be Addressed by Fencing Renovation Plan

Examples of Current Temporary Perimeter Fencing 8/30/22





PALISADES CHARTER HIGH SITE SECURITY ASSESSMENT FINDINGS

Below are key Observations, Descriptions, and Options for Consideration resulting from the Security Vulnerability Assessment (SVA). SVAs use surveys, interviews, observations specific to security policies, procedures, and physical properties, as well as security best practices to identify site vulnerabilities and provide options to reduce those vulnerabilities.

Observation	Description	Option for Consideration
<ul style="list-style-type: none"> Fencing and Gates 	<ul style="list-style-type: none"> Fence line along main entrance needs to be reduced utilizing the building envelope and alleviate the current temporary solution Fencing along front entrance lacks adequate number of pedestrian gates for emergency egress Swing gates remain locked during school hours or in the event of a lockdown Students were unable to quickly evacuate during a recent incident 	<ul style="list-style-type: none"> Install fence and gates similar the perimeter of the pool Use the building envelope to decrease fence runs Gate pedestrian underpass and secure after hours
<ul style="list-style-type: none"> High Speed Avenue of Entry 	<ul style="list-style-type: none"> W. Bowdoin St. is a non residential access street bisecting the campus W. Bowdoin St. acts as a “cut through” for the adjacent community As witnessed a large volume of traffic does not respect local speed limit No posted signage indicating 25 mph in school zone Student drop off and pick up extends across multiple lanes at the main entry 	<ul style="list-style-type: none"> Reduce hours of access while school is in session during pick up and drop off times Install School Zone traffic speed limit signage Install high visibility pedestrian safety mitigations i.e. actuated pedestrian crossing signals, raised pedestrian crossings, signage, and speed I monitoring radar sign Engage LAPD to conduct speed enforcement operation
<ul style="list-style-type: none"> Antivehicle Measures 	<ul style="list-style-type: none"> W. Bowdoin St is a high speed avenue of approach that bisects the campus Vehicles traveling above speed limits can deliberately or accidentally enter mass gathering areas at the main entrance to the campus 	<ul style="list-style-type: none"> Install antivehicle measures i.e. planters, bollards, benches, which have a antivehicle rating for the mass and speed of the vehicles traveling the road

CONCEPT

Q4 2022

PALISADES HIGH SCHOOL PERIMETER FENCE

BERLINER ARCHITECTS

Prepared For

Berliner Architects

Submitted On

02 November 2022

Prepared By

RLB LAX

RLB.com

Our Ref

1

Project Number

LAX02621



PALISADES HIGH SCHOOL PERIMETER FENCE

CONCEPT



GFA: Gross Floor Area
Rates Current At November 2022

LOCATION SUMMARY

Ref	Location	GFA SF	GFA USD/SF	Total Cost USD
A	Sitework			139,141
ESTIMATED NET COST				139,141
MARGINS & ADJUSTMENTS				
	Estimating Contingency	5 %		6,958
	Escalation	5 %		6,958
ESTIMATED TOTAL COST				153,057

PALISADES HIGH SCHOOL PERIMETER FENCE CONCEPT



PROJECT DETAILS

Basis of Estimate

This document has been prepared at the request of Berliner Architects to provide a Concept Cost Estimate for the Palisades High School Perimeter Fence in Los Angeles, CA.

It should be noted by all parties reviewing our cost estimate that we have not field verified any of the quantities issued within our report. Where information was insufficient, assumptions and allowances were made based wherever possible on discussions with the architect and engineers.

Should any parties reviewing this document have query with any of our quantities and or assumptions made, please make us aware of any queries immediately so we may amend the cost estimate if necessary.

RLB is assuming that a Lump Sum delivery method will be utilized and we expect that contractor will pay open shop rates. Our pricing assumes that every trade package will be bid competitively by at least 3 pre-qualified sub-contractors. If three or more qualified bids per trade are not received the project could be subject to significant price increases.

Please note that the estimate includes for those additional costs arising from the typical on-site measures implemented to curb the transmission of the COVID-19 virus (such as daily temperature checks, health questionnaires, mask wearing, provision of hand sanitizer, procedures to maintain social distancing, etc), However, the estimate does not include any allowance for future cost impacts resulting from the evolution of the pandemic, such as those that may arise from disruptions to the supply chain or that may increase the cost of labor, materials, equipment, subcontractors, general conditions, etc.

Items Specifically Included

The following assumptions have been made in the preparation of this estimate:

- The works will be carried out during normal working hours.
- Resources are available locally.
- The project will allow for parking for GC staff, sub contractors and deliveries onsite for most requirements of standard vehicle sizes.
- Assume construction will be started at June 2023, and construction duration will be 2 months

ITEMS SPECIFICALLY INCLUDED:

- Please note where allowances have been made, we would request the Design Team and Owner to review the sum to ensure the allowance meets their intent.
- Sub-Contractors Overheads and Profit are included in the unit rates.

The following items have been specifically included in Margins and Adjustments:

PALISADES HIGH SCHOOL PERIMETER FENCE CONCEPT



PROJECT DETAILS

- Design and Estimating Contingency
- Escalation
- ~~Contractor Contingency~~
- ~~Project Staffing~~
- ~~Bonds and Insurance~~
- ~~Fee~~

Items Specifically Excluded

- Items marked as "Excl." in the estimate
- Any work in relation to hazardous material abatement
- Rock excavation
- Works outside the site boundaries unless noted otherwise
- Utility fees and charges
- Joint trench design fees
- General contractor services
- Architectural, engineering and other professional fees
- Permits, plan review and approval fees
- Statutory authorities' charges, contributions
- Owner contingency
- Land and legal costs
- Security costs (guards, cameras, locks). Assume by owner.
- Offsite utilities

Documents

This estimate is based upon measured quantities and built-up rates prepared from the following information:

- 221010_DesignPresentation

PALISADES HIGH SCHOOL PERIMETER FENCE

CONCEPT



UNIFORMAT II SUMMARY

Gross Floor Area: 0 SF
Rates Current At November 2022

Ref	Description	%	GFA USD/SF	Total Cost USD
G2040	Site Development	90.9 %		139,141
ESTIMATED NET COST		90.9 %		139,141
MARGINS & ADJUSTMENTS				
	Estimating Contingency	5 %		6,958
	Escalation	5 %		6,958
ESTIMATED TOTAL COST				153,057

PALISADES HIGH SCHOOL PERIMETER FENCE

CONCEPT



Gross Floor Area: 0 SF
Rates Current At November 2022

UNIFORMAT II ITEM

Ref	Description	Unit	Qty	Rate USD	Total Cost USD
G2040	Site Development				
2	7' Pedestrian Gate	EA	2	825.00	1,650
3	6' Pedestrian Gate	EA	5	775.00	3,875
4	8' Wrought Iron Perimeter Fence (Bowdoin St)	LF	78	114.00	8,892
5	4' Wrought Iron Perimeter Fence (Patio)	LF	269	66.00	17,754
6	4' Brick Veneer Perimeter Fence (Patio)	LF	269	120.00	32,280
7	8' Wrought Iron Perimeter Fence (Parking lot)	LF	254	114.00	28,956
9	Existing Fence Demolition & Debris Removal	LF	269	3.43	923
11	Fence Foundations, 3000 psi CIP concrete, incl. excavation, backfill, & reinforcement	CY	57	350.00	19,950
12	20' Width Driveway Gate	EA	2	12,430.50	24,861
G2040 - Site Development					139,141
ESTIMATED NET COST					139,141

RLB.com

AFRICA | AMERICAS | ASIA | EUROPE | MIDDLE EAST | OCEANIA

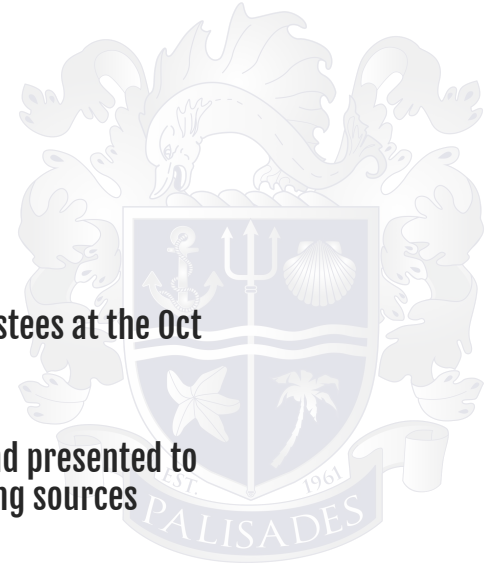


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Perimeter Fencing Cost Estimate



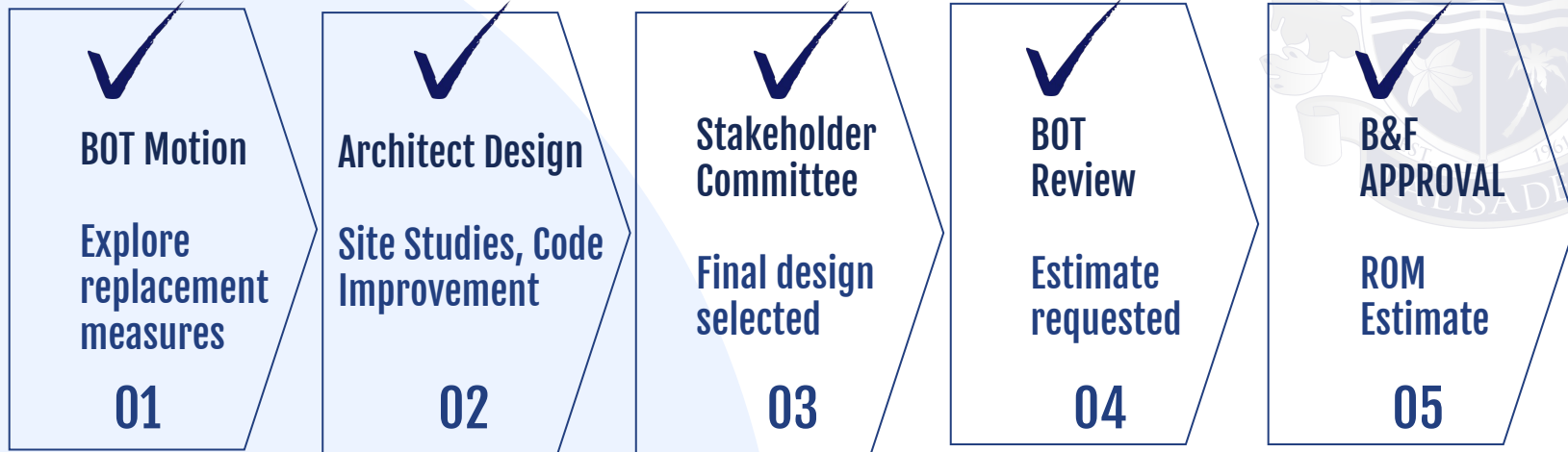
November 15, 2022



2 Overview

- The perimeter fencing project was presented to the Board of Trustees at the Oct 18th meeting (conceptual design)
- The board then requested that (1) a cost estimate be provided and presented to the Budget & Finance committee and (2) identify potential funding sources (non-General fund)
- Rider Levett Bucknall (RLB) submitted a ROM cost estimate of \$153,057
- The architect recommends carrying an additional 40% for “soft costs”. That brings project estimate to \$214,279.80

3 Timeline



4 Future Process

1. If BOT approved, architectural plans created
2. LAUSD coordination, required approvals
3. RFP-multiple bids
4. B&F approval status at every stage



Coversheet

Faculty Report

Section: III. Organizational Reports
Item: D. Faculty Report
Purpose: FYI
Submitted by:
Related Material: Faculty Board Report 11_15_2022.pdf



PALISADES

CHARTER HIGH SCHOOL

Faculty Report Board of Trustees Meeting Tuesday, Nov. 15, 2022

Concerns

- Currently the substitute teacher pool is low, meaning classroom teachers routinely are asked to cover classes during their planning periods. This practice is unsustainable because teachers need time to lesson plan, grade, and meet other contractual duties. In order to recruit and maintain a pool of highly qualified substitute teachers, it's essential that PCHS commit to raising the pay for substitute teachers to a level better than or equal to LAUSD. Our substitute teachers are leaving for other opportunities.
- Faculty is concerned about the state of the copy room, as machines are not always working and there is not always a copy clerk.
- There are ongoing concerns about communication from the Human Resource office. Some messages are unclear and there is not always follow up on face-to-face discussions.
- Equitable scheduling practices remain a concern. Some teachers had classes closed and a replacement class was not assigned in a timely manner.
- Some water fountains need to be serviced, and there is not always hot water in all the faculty restrooms.
- There have been requests to open the school gates at 6 a.m., rather than 6:30 a.m., so teachers with Zero period classes have the opportunity to fully prep classrooms and other teachers have more time to work in their rooms.

Points of Pride

- Fuerza Unida sponsored two field trips, providing students with an opportunity to access resources at UCLA and CSU Channel Islands. While at UCLA, students visited the Chicano Studies Research Center and celebrated how the Latino community's rich history of political activism has resulted in meaningful social change in California.
- The Human Rights Watch Club sponsored a mock election to increase student awareness of the importance of fully participating in a democracy by exercising the right to vote.
- CTE Coordinator Tyler Farrell has been working with a small team of teachers and administrators to create new 9th-grade PODs, many of which are linked to a CTE pathway.

Coversheet

Human Resources Director (HR) Report

Section: III. Organizational Reports
Item: E. Human Resources Director (HR) Report
Purpose: Vote
Submitted by:
Related Material: HR Board Report 11_15_2022.pdf



PALISADES CHARTER HIGH SCHOOL

Human Resources Report Board of Trustees Meeting November 15, 2022

CTC Declaration of Need (action item): PCHS administration recommends approval of Debra (Hughes) Demontreaux to teach the following courses without a Cross Cultural Language Acquisition Development Permit (CLAD) in addition to a Single Subject Art credential area:

- AP 2D Design
- AP 2D Sculpting
- Advanced Painting and Drawing
- AP Drawing
- Art Pod

Collective Bargaining PCHS/PESPU (action item): Government Code Section 54957.6: Conference with Labor Negotiators

PCHS administration recommends approval of the Tentative Agreement between Palisades Charter High School and Palisades Educational Support Personnel United for the 2022-2023 Fiscal Year. The attached salary schedules reflect a 7% salary increase effective July 1, 2022, and a one-time off-schedule 7% payment for the current school year.

Unrepresented Staff Compensation (action item): PCHS administration recommends approval of an equivalent salary increase to 2022-2023 unrepresented salary tables by a total of 7% retroactive to July 1, 2022 and a one-time, off-schedule payment of 7% of the 2022-2023 base salary in December 2022.

Change in Classification (action item): PCHS Administration recommends that the following classifications be changed for two employees based on the needs of the school/department and the duties performed by these individuals. These changes were approved by the Budget and Finance Committee on November 7, 2022.

Change in title and salary table

Operations Liaison to Permits and Set up Department Manager (Unrepresented)

Reasoning: The duties and responsibilities required for this position align with those of an unrepresented manager.

Fiscal Impact (absorbed by permits budget):

2022-2023	66063.59 (current salary)
2022-2023	70753.43 (2689.84)
2023-2024	78039.84 (6673.37)
2024-2025	81942.39 (10575.92)

No MA Stipend \$2000

No additional steps

Staffing Changes: The following items are presented for authorization, approval, and ratification of employment at the meeting of the PCHS Governance Board:

Resignation

Employee # 110222

Employee # 006054

Closed Session

Government Code Section 54957: Public Employee Discipline/Dismissal/Release

Employee # 100267

Respectfully Submitted,

Martha Monahan, Ed.D.

Director of Human Resources

Coversheet

Director of Operations Report

Section: III. Organizational Reports
Item: F. Director of Operations Report
Purpose: FYI
Submitted by:
Related Material: Operations Board Report 11_15_2022.pdf



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report November 15, 2022

Permits & Setups:

- **Permit Revenue for October 2022 is ~\$50,579**
 - ~\$45,179 from Facility Rentals
 - ~\$500 from Facility Parking Rental
 - ~\$1,600 from Banner Rentals
 - ~\$3,300 from One-Time Rentals
 - None from Filming
- **Filming in October:**
 - None – All pushed to Nov or Later
- **(Secured/Booked) Filming for November:**
 - Independent Movie
- **(Potential) Filming for November:**
 - Short Film
 - Commercial
 - Music Video
 - Production Parking for neighborhood filming
- **Banners** - Banner demand continues to be strong, lots of new interest – fence banner space booked out for the next couple of months with rotating banners.
- **Fall Sports** – All Sports in mid-season. Fall Playoffs coming soon, and Winter Sports starting up.
- **Permits** – Club sports are ongoing in full gear. Due to ongoing LAUSD construction, our PCHS Wrestling Team has no practice space, so they will be practicing in the Small Gym until further notice taking away 1-2 hours a day of available permitting time.
- **November 2022 Set-Ups/Events:**
 - PTSA: Board Mtg Nov 3rd, Regular Mtg Nov 10th
 - PCHS Fall Play “These Shining Lives” – November 3-November 12
 - B&F Committee Meeting – November 7
 - School Tours – November 3, 10, 18, 30
 - Football Playoffs – November 4 & 10
 - Board Meeting – November 15
 - Safety Drill – November 16



PALISADES

CHARTER HIGH SCHOOL

MGAC/Pool:

- PCHS PE “Learn to Swim” (LTS) is conducted Mon/Tue/Thu/Fri, with focus on introduction to Freestyle stroke, body position, and kick dynamics, while emphasizing water safety
- PCHS Water-Polo Playoffs and Swim Team Practices support ongoing
- Conducting daily swim coach ARC certification trainings and tabletop conversations
- Recruiting, training and orienting new lifeguards for PM shifts-emphasis on the “Power of Hello”
- ARC Lifeguarding and FA/CPR/AED Blended Learning classes available on demand
- Annual Preventative Maintenance tasks underway
- 2022-23 Q2 Revenue available in Jan or Feb 2023
- Safety committee and school-wide safety drill support ongoing

Transportation/Buses:

- The PCHS School Bus Program & Schedule, as well as Special Ed and Competition Buses, are all in-place and operating daily.
- Schedules for many buses have been revised a few times and seem to have settled into where they will likely be all year.
- The Late Bus rightsizing from three buses daily down to one bus daily is adequately servicing the ridership. The one Late Bus is averaging ~27 riders/day, with a peak of 48 Riders (on a 56 Passenger Bus), and only 6 of the 28 days (21%) have even had 40+ riders.

Information Technology:

- 270 tickets were opened in the past month with 249 of them having been closed or waiting on the end user or parts. Trends this period were consumable requests, printing issues, and A/V requests or application and software issues.
- The Tech Department has distributed 649 devices to date to students for the 2022-23 school year. Checkouts are available daily, frequently taper off mid-semester, and pick back up before finals.
- The Konica contract was approved by the Board at the Special Board Meeting on 4/28/2022. We’ve received shipping info on 2 of 8 machines and are hopeful that they will be received and usable soon.
- New laptops for Faculty and Staff arrived the day before school started. Unfortunately, a processing error resulted in the shipment being the incorrect models and we have been in the process of RMA & Re-Order. A partial shipment has been received and laptops are being configured to update employee devices.
- Continuing to support PRA requests/searches as needed.



PALISADES

CHARTER HIGH SCHOOL

Information Technology (Continued):

- Working with cafeteria vendor Chartwells and the CBO, we are planning a much-needed uplift of the cafeteria Point-of-Sale (POS) devices. The current devices are aged beyond support and have swollen batteries, screen breakage, or other issues that prevent them from being usable for service. New devices have been selected and we are working with vendors on pricing.
- Infinite Campus POS 2.0 has been released. We have been working with the cafeteria to develop new menus for use with the new system and hope to implement shortly after the new POS Devices arrive.
- 45 Promethean panels were deployed around campus. IT has attended an admin's training and is now working with the company to resolve various issues. So far, the response to the panels is overwhelmingly positive from both faculty and students. We are now working with individual classroom teachers on mounting potential, locations, and one-on-one training sessions with IT.
- The October and November Pali Periods went well. We are working with Counseling and soliciting teacher feedback on potential improvements.
- Working with data vendor on the creation of a few needed recurring reports from Infinite Campus. Additionally, supporting needed updates to the website with data vendor.
- Facilitating the purchase and licensing of several EdTech digital classroom resources to ensure all applications are accounted for, accessible, and can be supported by IT.
- The Tech Team is continuing to update and create several supplemental training materials that will be beneficial to faculty, staff, students, and parents. The Schoology Palisades Technology Enthusiasts, which all staff are a member of, houses the first of these updates. Many more to come!
- As part of the server refresh, multiple servers were migrated to a new host, upgraded, and had additional resources applied to the machines. Of the servers that remain, one is awaiting a Finance Department migration of QuickBooks licensing and data, one is awaiting Konica Minolta copiers, and the final servers are waiting on aged-out Permits Dept. Facilities Scheduling System (EMS) to be decommissioned and replaced with the cloud-based system FMX.
- IT has finished the installation, configuration, testing, and implementation of some of the CapEx authorized new/replacement security cameras. Although shipping and material delays moved the project from July to October, we are extremely happy with the result. With real-world proof of these cameras, we plan to order the CapEx approved additional replacement cameras soon.
- Assisted Library with ASB Works import of student fines and notification to parents/students.
- Working with vendor on Infinite Campus upgrade. Currently exploring staging environment to ensure there are no issues presented with current data or processes before going live. Planned live date will be over Thanksgiving Break.
- Installation and update of new PaperCut print server for student and staff print solution is in progress. New system will replace all staff to MFP printing and add a student centric print solution for three new student devices.
- Ongoing facilitation/support of several EdTech digital classroom resources to ensure all applications are accounted for, accessible, and usable.
- Work with the Deans has resumed in full. IT is supporting the Deans office with Bark reports, camera support, and IC reporting.



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects – HVAC:

- **Central Heating System** – System to be restored and working as of Nov Board Meeting
- **Portable Space Heaters** - Provided campus wide for temporary heat while waiting for LAUSD to restore Central Heating System
- **MERV-13 Filters** ongoing Monthly Inspecting & Replacing
- **Annual Individual A/C Units Preventative Maintenance** – Waiting on specifically identified repairs/replacement work to be completed
- **U115 HVAC Unit Replacement** – Waiting for vendor to receive new unit from manufacture
- **J109** - Air handler leak repaired
- **J123** - Air handler leak repaired

Facilities/Projects – OTHER (Ongoing Maintenance):

- **Transporting Nutrition & Lunch** – Facilities delivers meals to Pali Academy twice a day
- **Landscaping:** Ongoing Irrigation System line breaks occur and get repaired
- **Pali Academy** - Basketball court drainage; seepage and sump pump maintenance
- **Stadium Turf** – Regular field maintenance on going and will continue as normal
- **Baseball Batting Cage & Tennis-Court Drainage Gutter** – Weekly sweeping/cleaning routine
- **Tent Set-Ups** - Security Stations and Pali Academy Stations after wind-related take-downs
- **Hallway & PE Locker Maintenance** – Support/resolve daily locker maintenance requests
- **IPM Pest Management** – Significant degree of baiting exterior of Bldgs. for ants and roaches using *LAUSD approved products only*.

Facilities/Projects – OTHER:

- **Stadium Press Box** - Installed outdoor vinyl banner made for the fascia along the top of the Stadium Press Box for dedication ceremony for the Joe Spector
- **Daylight Savings Time** - Adjusted times and replaced batteries for 200+ clocks campus wide
- **Lockers** - In addition to the daily locker maintenance issues, rotated combo sequences for 250+ campus wide hallway lockers for redistribution 2022-23 New/Incoming Students
 - Note - PCHS need 300 additional Hallway Lockers for its student body
- **Furniture** - C204 old wooden desks replaced with new Furniture-Budget approved student ceramic desks. One more classroom to go for new student desks – U108
- **Door Replacements:** Several doors at Gilbert Hall replaced due to rotting and water damage. Two more remaining to do
- **Student Restroom Destruction & Graffiti** - Restroom vandalism on the rise again. Pulling/Kicking off various dispensers and graffiti in particular. Exclusively in Boys Restrooms.



PALISADES

CHARTER HIGH SCHOOL



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

- **U-Bungalows & J-Bldg. Roof leaks** – After heavy rainstorm multiple roof leaks revealed themselves and need to be addressed prior to next rainstorm. Good news is that multiple leaks from last rainy season that were repaired previously did not leak again!
- **Cafeteria:** Oven skillet gas regulator needs to be replaced.
- **New Furniture Received & will be assembled and replace graffiti laced tables:** 32 Trapezoid Student Desks for U108 (Furniture Budget Approved)
- **Ticket Booth & Press Box** – Replace/Fix exterior and interior light fixtures
- **U115 AC Unit Replacement** – Waiting for vendor to receive new unit from manufacture
- **Baseball Clubhouse, Snack Shop & Irrigation Timer** - Electrical conduit, wires and circuit all need to be replaced. This is almost done, just finishing last portion of this
- **Door Replacements** – Two additional doors (Stadium home-side custodial and PA Classroom)
- **J-Bldg. - HVAC Compressor replacement**



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects - Larger Scale Projects:

- **Underground Utilities Piping Replacement Project (LAUSD Bond Funded).**
 - All Major Phases Completed
 - Building cutovers continuing through Oct
 - Project completion expected by Mid-Nov 2022
- **Gym A/C Project (LAUSD Bond Funded):**
 - Phase 1 started on Fri 12/17/2021. The Boys side of the Gym Complex is underway and anticipated to last until Nov 2022.
 - Phase 2 in the Main Gyms is virtually completed. A few isolated days at various points in time to tie into the main systems.
 - Phase 3 in the Girls Locker Room side of the Gym Complex to begin in Dec 2022. At that time, the Boys Side personnel will move back into their regular locations in the Gym Complex and the Girls' Side personnel will be relocated to the Trailers by the Pool.
- **Campus-Wide Non-Bungalows A/C Project (LAUSD Bond Funded):**
 - This project LAUSD Board approval. The project now moving into the Architecture & Engineering phase to design. LAUSD is in the Contract phase with the selected A&E firm.
 - Once DSA Approval received, the project will be Bid & Awarded, which could take another 3-4 Months. Project not expected to start until Summer 2024 at the earliest.
- **Main Quad Modernization Project (Donation Funded):**
 - This project submitted to LAUSD for M&O/FSD/Board review and approval.
 - Hoping for LAUSD Board Vote in Jan 2023, but may be Feb 2023.
 - Once project approved by LAUSD Board, and assuming LAUSD does not require us to submit to DSA or CEQA, PCHS can proceed to the Detail Design and then Bidding Phases.
- **Solar Project (LAUSD Bond & Catalyze Funded):**
 - This project has LAUSD-FSD Support and has been cleared to proceed simultaneously with the Campus-Wide Non-Bungalows A/C Project.
 - PCHS waiting for Catalyze to finalize their Detailed Specifications, Schedule and Cost Estimate to submit to LAUSD-FSD for review, followed by LAUSD BOC approval, then LAUSD Board approval, then DSA Submittal/Approval.
 - Project hoped to receive final approvals to be started in Summer 2024.

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 11_15_2022.pdf



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CHARTER HIGH SCHOOL

Development Report Board of Trustees Meeting November 15, 2022

TOTAL FUNDS RAISED TO DATE:	Fund	Prior Report	YTD	Inc/Dec.	Budget
The PCHS Fund	General	\$205,904	\$224,040	\$18,136	\$450,000
Pali Alumni Fund	General	\$1,386	\$1,386	\$0	
TOTAL UNRESTRICTED FUNDS RAISED		\$207,290	\$225,426	\$18,136	\$450,000
CTE Incentive Grant	General	\$270,372	\$270,372	\$0	\$0
Perkins V Grant	General	\$0	\$0	\$0	\$0
Rest. Donations/Pledges - Recd	General	\$13,454	\$21,454	\$8,000	0
Donation/Pledges Outstanding	General	\$8,000	\$4,000	-\$4,000	0
TOTAL RESTRICTED FUNDS RAISED		\$291,826	\$295,826	\$4,000	\$0
TOTAL FUNDS RECEIVED		\$499,116	\$521,252	\$22,136	\$500,000

TOTAL EXPENSES TO DATE:

Bacio Design	\$90	\$3,500
American Direct Mail	\$2,449	\$6,900
Postage	\$313	\$1,800
Subscriptions	\$449	\$7,800
SafeSave service fees	\$2,625	\$7,500
Salaries & Benefits (Campus Unification/Development Dir)	\$32,088	\$77,000
Justice League Banner	\$300	\$200
Videography	\$750	\$1,500
Family Donor Banners	\$545	\$700
Reunion Picnic (Class of 2002)	\$1,147	\$0
Donor Bricks/Dedication Plaques/Awards	\$3,527	\$1,500
Donor Reception	\$0	\$0
Donor Refund	\$0	\$0
Pali High Booster Club (split donation)	\$0	\$0
New Parent Welcome Breakfast	\$2,325	\$0
TOTAL EXPENSES FOR UNRESTRICTED FUNDS	\$46,608	\$108,400

TOTAL NET FUNDS **\$474,644** **\$391,600**



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CHARTER HIGH SCHOOL

Comments and Campaigns initiated to date:

- 1.) Joint Appeal with Booster Club sent 8//8/22
- 2.) New Parent Welcome Breakfast scheduled for 8/20/22
- 3.) PCHS Fund comparison: **\$224,040** this year/**\$182,206** last year. Best YTD was **\$182,206**
- 4.) PCHS Fund donor comparison: **163** this year/**151** last year
- 5.) Follow-up email to all Parents on 10/4
- 6.) Back-to-School Night Campaign brought in **\$20,277**
- 7.) Driveway Days Campaign are back 10/19 - 10/21
- 8.) Driveway Days Campaign brought in **\$8,227**
- 9.) #Giving Tuesday Campaign will begin 11/15 through 11/25

Grants Submitted to date:

Grantor:	Amount	Purpose	Date Submit
CTE Incentive Grant	\$270,372.00	CTE Funds for 2022-213	1/15/2021
LA Scholars Investment Fund	\$146,600	Pali Bridge Project - College Center	5/3/2022
Pacific Palisades Women's Club	\$600.00	Mosaic repair	5/30/2022
Lewis A. Kingsley Foundation	\$10,000.00	Program Support	8/10/2022
	\$427,572.00		

*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	\$270,372.00	CTE Funds for 2020-21	7/1/2022
Pacific Palisades Women's Club	\$600.00	Mosaic repair	7/27/2022
Lewis A. Kingsley Foundation	\$10,000.00	General support	7/10/2022
	\$280,972.00		

Grant Applications not approved:

NRA Safe Shield Program	\$81,375.00	Permanent Perimeter fencing	8/30/2022
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CHARTER HIGH SCHOOL

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 11_15_2022.pdf



PALISADES

CHARTER HIGH SCHOOL

CBO Report Board of Trustees Meeting November 15, 2022

2022-2023 BUDGET UPDATE

- This item is included as a separate agenda item. The budget vs actuals report tracks actual expenditures versus the revised budget.
- The current budget vs actuals report is the same as the previous month. We have not closed the month of October yet (October month end closes 11/18). The prior month report which shows actuals through Sept 30th is still the most recent.
- First Interim Financial report is due on 11/21. It reflects the period of July 1 through October 31. We anticipate some changes:
 - Revenue: will account for new one-time block grants
 - Expenditures: will increase substitute expenditures (certificated salaries/benefits) by \$50,000.
 - ADA: Is flat at 2,820 but we are closely monitoring.

FINANCE OFFICE TRANSITIONS

- Our Finance Director position is still unfilled. The position has been posted multiple times.

INVESTMENT OF RETIREE FUND

- As part of the recent CSD Oversight visit, LAUSD acknowledged our retiree benefit investment fund, but recommended that we establish a trust.
- We will request a Lifetime Health Benefits committee meeting to bring the proposals forth for each trust administrator

COMPLIANCE

- The independent audit for 2021-22 is underway. We are hopeful for no findings this year.
- The actuarial valuation for 2021-22 is also in process. We are working closely with the actuary to provide updated census data and financial information.

FOOD SERVICE / CAFETERIA

- Our meal participation rate has significantly increased. The cafeteria is serving nearly 1,500 meals per day.
- Our food service management company (Chartwells) is finding it difficult to fill the vacant positions, but we hope to soon have a full cafeteria staff. This will expedite meal wait times.
- PCHS will be applying for a Cafeteria Infrastructure grant through the CDE (deadline is 12/4). Maximum grant award is \$100,000 per site and only eligible capitalized expenditures are allowed. We are working with Chartwells to determine the best areas of need.



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LOOKING AHEAD

- Over the next few weeks, finance will be evaluating:
 - 5-year textbook adoption cycle
 - 10-year furniture purchase plan
 - Deferred maintenance funding schedule
 - Ed Tech funding schedule
 - Will work with Datalink Networks (technology consultant who has K-12 experience) to refine the Ed Tech plan and evaluate funding scenarios.
- The one-time funds included in the 2022-23 state budget will be finalized soon. Once available, we will gather feedback from all educational partners and work with LTSP and budget committees to develop a spending plan.

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 11_15_2022.pdf



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CHARTER HIGH SCHOOL

Executive Director/Principal Report Board of Trustees Meeting November 15, 2022

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 - Academic Achievement/Professional Development

Professional Development highlights from First Semester:

- **PLC Days** - English 9, English 10, Biology
- **Conferences** – National Conference for Teachers of Math and ACTFL Annual Convention and World Languages Expo
- **Counselors** - UC High School Counselor Conference
- **College Center** - National Association for College Admissions Counseling

Teacher training:

- New Teacher Meetings (monthly)
- Promethean Board Training
- LACOE Assessment Training
- CTE certifications and training
- Ethnic Studies Course Curriculum Development

Management Training:

- Administrative/Leadership Series
- ACSA Leadership Summit
- CTE Summit
- Infinite Campus University Training (virtual)

Academic Snapshots and Highlights:

Special Education: [Flexibility](#), [IEP meetings](#), [Professional Development](#)

English: [Assessments](#), [PLC planning](#), [Pod Design](#), [Honors/CP Design](#)

Math: [Special Education Support](#), [AMC test](#), [Honors Design](#)

Physical Fitness: [Progress 1= 97% Pass rate!](#)

Tech: [Career Tech Ed](#), [Makerspace](#), [Computer Classes](#)

History: [Onboarding](#), [Teambuilding](#), [Ethnic Studies Professional Development](#), [New Courses](#)

Science: [New Biology Curriculum and Professional Development](#), [CAST data analysis](#)

World Language: [Professional Development](#), [Progress 1 Grades](#), [Flexibility](#), [Honors/CP Cross Curricular Best Practice Sharing](#)

VAPA: [Mama Mia!](#) [Harvest Festival](#), [Yearbook](#), [Marching Band](#), [Competition](#), [Dance Team](#), [Pali Academy Guitar](#), [These Shining Lives](#), [DTASC](#)

Counseling: [Professional Development](#), [Improved and Revised Student Request Process Updates/Timeline \(Shared with Department Chairs\)](#)

Virtual Academy: [Increased Participation](#), [UC Scout Curriculum](#), [Information Meeting](#)

Pali Academy: [12th Grade Seniors Recovering Credits!!!](#), [a–g eligibility](#), [Music Appreciation](#)



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CHARTER HIGH SCHOOL

Schoolwide Goal - Academic Achievement/Organizational Excellence and Communication

Datalink Networks updates:

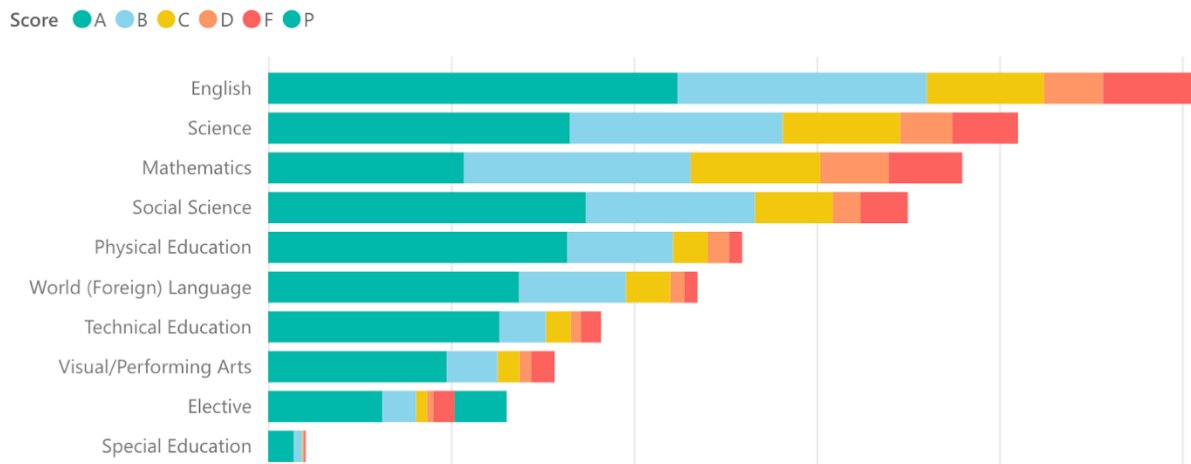
PCHS has contracted with Datalink Networks to address schoolwide educational technology needs and to develop solutions for related challenges. The Datalink Networks Ed Tech Coordinator in collaboration with the Pali Administrative Team identified areas of primary focus:

- 1) Provide a strong, rigorous academic program for all students - especially identified subgroups (African American, Hispanic, SPED), and
- 2) Develop strong 2-way communication practices.

Pali administrators have begun the use templates and procedures for meetings and consolidating important data for shared use. A next step is to identify priority PD areas for software, instructional best practices, technology, and use of assessment platforms. Consolidating grading scales to ensure clarity for students and families and data passback between Schoology and IC will be discussed with academic departments and PLCs. We have identified the need to streamline calendaring systems by implementing an automated process for scheduling, communicating events, and ensuring alignment with all calendars. To develop strong 2-way communication practices we are exploring consolidated, one-stop systems and plan to pilot potential options with small test groups at the start of second semester.

Schoolwide Goal - Academic Achievement

Current Grade Distribution by Department (Note: This chart represents a snapshot leading into First Semester Progress Report 2. Updated P2 grades will be posted the week of 11/14-18.)





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CHARTER HIGH SCHOOL

Academic Intervention at PCHS

PCHS provides a network of supports outside of the classroom:

1. Two interventionists dedicated to supporting highest needs students
2. Study Center with free tutoring
3. 504 Coordinator
4. Math Paraprofessionals
5. Peer Mentors and Peer Tutors
6. Student Support Teams and Language Acquisition Teams
7. Study Skills Classes
8. Literacy Classes
9. Pali Academy and credit recovery programs
10. Mental Health Support Team

Classroom strategies implemented by PCHS teachers include

1. Prioritizing curriculum with a focus on essential material
2. Taking time to reteach
3. Assessment retakes
4. Use of alternative assessments
5. Parent outreach: phone calls and emails
6. Menu options for students to demonstrate knowledge
7. Optional asynchronous learning packets
8. Consistent checking for understanding
9. Providing space for student questions and peer interactions
10. PLC meetings focused on intervention strategies

Schoolwide Goal – Communication/Organizational Excellence

Continuous Improvement - Department Studies

PCHS is continuing our study of departments to better understand staffing and organizational needs. Two recently retired educators with a combined 76 years of service in schools are consulting with Pali for this project. The consulting team is taking a fresh look at how each department works, what areas are working well, what areas need to be addressed to better meet the department's needs and/or the needs of the students and families as the landscape has changed in this "post-COVID" time. The consults conduct confidential interviews with department members and supervisors to provide a detailed report and recommendations. Counseling/Guidance and Admissions/Attendance Departments have participated in the process with the Special Education Department review beginning in November. The individual department reports will be used to develop a comprehensive, schoolwide plan to be shared with the Board of Trustees and school community.



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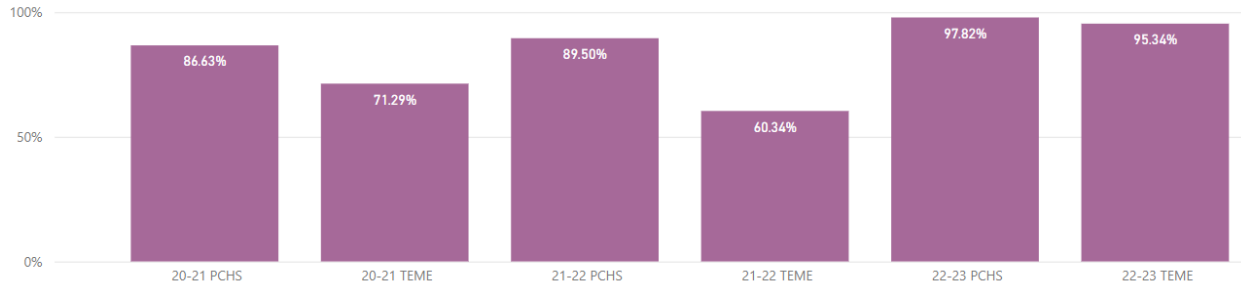
CHARTER HIGH SCHOOL

Schoolwide Goal – Communication/Organizational Excellence

Attendance Data: Current Enrollment 2952

Average Daily Attendance (approximate attendance calculation) 94.36%

Average of ADA by calendar



Steps PCHS is taking to improve student attendance:

- Monitoring unexcused absences of more than 30 minutes and ensuring that parents/guardians are notified when their student becomes classified as “truant”.
- Stressing the importance of verifying attendance and bringing in notes; formal notification of unverified absences (3, 5, 7, 9).
- Contacting parents/guardians via Robocall/IC about student absences.
- Conferencing with students who have persistent tardiness or attendance problems.
- Personalizing relationships between students and Attendance Office personnel; staff are making individual contact with chronic absentees daily.
- Working to address the problem of chronic absenteeism, even when the absences have been excused through student and parent outreach.

Recruitment for 2023-24

The application for the 2023-2024 school year is open. All prospective families who are interested in their student(s) attending PCHS for the 2023-2024 school year must apply by Tuesday, February 28, 2023. There are no exceptions or extensions available once the date has passed. Future Dolphins are currently being recruited for the 2023-2024 school year through campus visits made by leaders from ASB and Pali Ambassadors. Pali High campus tours are held every other week. Dates for second semester tours will be posted on GoFan.com for sign-up soon.



PALISADES CHARTER HIGH SCHOOL



PALISADES CHARTER HIGH SCHOOL

THIS IS WHERE IT STARTS.

Accepting applications for the 2023-2024 school year.
Last Day to Apply -- Tuesday, February 28, 2023

Visit go.palihigh.org/admissions for more information!
*ALL prospective families MUST apply.



Schoolwide Goals – Communication, Diversity, and Socio-emotional Well-Being

Palisades Charter High School joins Los Angeles County Office of Education in commemorating **LA's United vs Hate Week on November 13-19, 2022**. Creating inclusion and equity are vital to building healthy and resilient communities. This week of action is designed to raise awareness about the dangers of hate and the need for respect and civil discourse. We will share information about actions students and can take to build stronger connections with peers, staff, civic leaders, and businesses to create an inclusive and accepting PCHS and Los Angeles. For more information visit UnitedAgainstHateWeek.org.

Pali Stands Against Hate Week Events - Campus Unification and Advocacy Room U109

Monday, November 14 at Lunch - How to be an Upstander

Tuesday, November 15 at Lunch - How to be an Ally

Wednesday, November 16 at Lunch - Race and Racism

Thursday, November 17 - Stand Right in Blue and White and a Symbol of Peace or Allyship (Spirit Day)



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CHARTER HIGH SCHOOL

Schoolwide Goal - Academic Achievement, Communication, Diversity, Finance, Student/Staff Socio-emotional well-being

2023 California Charter School Association Conference – Monday, March 13 through Thursday, March 16 at the Sacramento Convention Center

This annual event connects charter school leaders and teachers from across the state and country. Breakout sessions are opportunities for attendee learning and professional development via presentations or small group discussions presented by a subject matter expert. Breakouts are categorized into four areas of interest:

- Advocate (authorization and renewal)
- Student success (learning models, instructional practices, special education, equitable student culture)
- Operational integrity (communications and marketing, facilities, funding, governance, human resources, legal, physical and online safety)
- Strategic leadership (data driven leadership, staff development, staff culture).

Coversheet

Budget & Finance Committee Update

Section: IV. Board Committees (Stakeholder Board Level Committees)
Item: B. Budget & Finance Committee Update
Purpose: FYI
Submitted by:
Related Material: Budget Com Meeting Approved Minutes 10_10_2022.pdf



PALISADES CHARTER HIGH SCHOOL

REGULAR MEETING MINUTES - BUDGET/FINANCE COMMITTEE

MONDAY, OCTOBER 10, 2022

3:30-5:00 PM, Library

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.

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.

I. PRELIMINARY:

A. Call to Order & Roll Call - R Rodman called the meeting to order at 3:48 pm

1. In attendance: R Rodman, S Margiotta, C Heisen, N Kojoonwaeze, S Sherkhonov. Non-voting members: P Magee. Please see sign in sheet for list of guests.

B. Public Comments – No public comment made

C. Approval of Minutes from

1. C Heisen made a motion to approve the meeting minutes from March 14, 2022. R Rodman seconded the motion. In favor: R Rodman, S Margiotta, C Heisen, N Kojoonwaeze. Absention: S Sherkhonov S Margiotta made a motion to approve the August 22, 2022 meeting minutes. C Heisen seconded the motion. In favor: R Rodman, S Margiotta, C Heisen, N Kojoonwaeze. Abstention: S Sherkhonov. C Heisen made a motion to approve the Sept. 12, 2022 meeting minutes. S Margiotta seconded the motion. All in favor: R Rodman, S Margiotta, S Sherkhonov, C Heisen, N Kojoonwaeze.

II. OLD BUSINESS (DISCUSSION & POSSIBLE ACTION ITEMS):

A. None

III. REPORTS (5 minutes each):

A. Executive Director - P Magee reported on collective bargaining with PESPU for current year and hopes to wrap this up by the next BOT meeting. T Ferrell is making amazing process on CTE. They are also working with DataLink looking at the school's technology needs and be meeting this Thursday to review updates. They will be able to report at next B&F Committee.

B. CBO Report- Tabled

C. Fundraising & Development - M Rawson reviewed and stands as submitted. There are additional banner families this year. He noted that there are \$11,000 in outstanding matching funds. Driveway days are next week. He also noted that there is an additional grant through the college center which is still outstanding which would be in the amount of \$150K for a bridge program for students with fewer resources.

D. ASB Treasurer Report - ASB Leadership N Kojoonwaeze reported that at BTS Night they made \$3K on Pali hoodies. New merch will come in soon for students to pick up and purchase. Oct. fundraising has started and Sr. Class has raised \$100.

E. Booster Club - R Rodman Boosters are up to 36 banners and hoping for 75. Will be participating in driveways days too. They have raised approximately \$160,000 thus far.

F. Lifetime/Health Benefits - M Monahan reported that of our 48 retirees eligible for our Lifetime/Health Benefits, 35 are Medicare eligible and 13 are not. Of the 35, 23 are on Medicare and 1 is Medicare pending.

(310) 230 – 6623

15777 Bowdoin Street, Pacific Palisades, CA 90272

www.palihigh.org



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CHARTER HIGH SCHOOL

There are 12 retirees not on Medicare. They are working gently with the labor partners to have conversations about gently encouraging those 12 retirees to convert to Medicare. HR will still work with employees as they retire to move towards Medicare as they become age eligible. The other 13 not on Medicare are not age eligible. Retirees on Medicare would be provided Medicare Part B.

- G. Credit Card Purchases-Discussion/Recommend – none to present

IV. **NEW BUSINESS** (DISCUSSION & POSSIBLE ACTION ITEMS):

- A. 2022-23 Budget vs Actuals – S Margiotta reported that there were slight changes due to the decrease in running late buses (3 to 1) as of the first week in October. There are also additional revenues due to increased sales in the cafeteria.
- B. 2022-23 Cafeteria Update – S Margiotta reported that as noted above there are more meals (breakfast and lunch) being sold in the cafeteria. The state law requiring public schools to provide breakfast and lunch to all students was discussed noting that the funding for this comes from the state.
- C. Educator Effectiveness Funds (EEF) Update - tabled JP Herrera
- D. PermaCity LOI - P Magee reported that they continue to discuss to determine who is responsible for this. Her understanding now is that this will be an LAUSD project. There is a proposal coming from Catalize (PermaCity's parent company). C Heisen noted that there will be energy cost savings and transparency regarding school's energy use.
- E. Golf Simulator – Athletic/Permit Purchase – D Suarez noted that they purchased a \$29K golf simulator noting that there are donations still coming in. Space is being arranged with D Parcell noting that they need to build a permanent home for it. Quotes for facility are \$15,00-\$18,000 with a long term goal of permitting it out. He noted that there would need to be supervision and thinks it would bring in \$100/hour. Over time it would pay for itself. He is asking the school to contribute money to purchase long-term housing by gym and baseball field. There will also be a putting green in the future. They are asking Civic Center Permits to cover \$10,000 for permanent housing. This will reduce the time for students traveling to and from the practice course. However, the school will still be required to pay monthly greens fees. Cost at another simulator facility is approximately \$100/hour. Funding sources were discussed and it was noted that this sets a different precedence than the pool and field. This will be revisited next semester when there is more info. re: real cost savings (buckets of balls approx. \$2000 boys and \$1500 girls for practices), lining up groups who will commit to permitting these facilities and costs of rental units for displaced storage for the simulator's "temporary" housing.

Salary Schedule Reclassification (PESPU & Unrep) M Monahan – discussed the HR requests. It was noted that ELL were an area of focus from LAUSD and WASC. Open positions resulting from vacating personnel (to fill new recommended positions) will be closed. Administration voiced approval.

S Sherkanov made motion to approve the changes in positions as presented: Operations Liaison to Permits and Set up Department Manager (Unrepresented), Campus Security Aid to Campus Security Lead (Classified), Instruction Assistant to ELL Instructional Assistant (Classified). C Heisen seconded the motion. In Favor: R Rodman, S Margiotta, S Sherkanov, C Heisen, N Kojoonwaeze.

V. **OTHER:**

Date of Next Regular Meeting: November 7, 2022. Agenda items must be submitted to B&F Committee Recording Secretary, Sara Margiotta by November 1, 2022 @ 2pm (via EMAIL).

Coversheet

2022-2023 Budget vs Actuals Update

Section: VI. Finance
Item: A. 2022-2023 Budget vs Actuals Update
Purpose: FYI
Submitted by:
Related Material: 2022-23 Budget vs Actuals Update - 11-7-2022.pdf

2022-23 BUDGET UPDATE

BUDGET VS ACTUALS (ACTUAL EXPENDITURES THROUGH 09/30/22)

2022-23 Budget vs Actuals (Nov Update)

The 2022-23 Budget vs Actuals worksheet (9/30/22) shows the (1) adopted budget, (2) revised budget and (3) actual expenditures through Sept 30, 2022.

This is the SAME report as last month. We have not closed the books for the month of October (we do not close out October financials until Nov 18th). Without having the month of October closed, the recent expenditures have not yet posted.

2022-23 First Interim Report

Critical Information: Our First Interim Financial Report is due 11/21 and will cover the period of July 1st through October 31st. We will be making changes to our revenue and expenditure assumptions.

Revenue:

- Will account for new revenue - (1) Learning Recovery Block Grant and (2) Arts, Music & instructional Materials Block Grant
- We will keep our ADA assumption flat. We projected enrollment of 3,000 with a 94% attendance rate (2,820 ADA). However, our current enrollment has fallen to 2,953, with a 96.49% attendance rate (2,849 ADA). Although this seems favorable, we often see attendance rates slip throughout the year, so we will closely monitor this.

Expenditures:

- We will increase our substitute expenditure by ~\$50,000. This impacts the certificated salaries/benefits line item and the “consulting” line item.
- We have seen days with 20+ faculty absences. The SpEd and health office absences are harder to fill and require a higher-cost sub/contractor agency.

Palisades Charter High School - 2022-2023 Adopted Budget, Revised Projections as of 9/10, and Actuals as of 9/30/22

ADA	2820	2021-2022	2021-2022 Unaudited Actuals	2022-2023 Adopted Budget, Board Approved June 2022			2022-2023 Revised Projections, 9/10/22			2022-2023	% of Budget Received/Spent	Comments	
		Obj Code	Actuals to Date as of 9/30/2021	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Actuals to Date 9/30/2022		
A. Revenues												\$	11,641.00
LCFF/Revenue Limit Sources													
	8011	3,428,186	9,565,088	15,555,226		15,555,226	13,344,715		13,344,715	2,535,494	19%	2820 ADA (based on enrollment of 3,000 and 94% attendance rate) - per CDE advanced apportionment letter	
	8012	2,097,525	11,131,516	8,577,654		8,577,654	9,076,890		9,076,890	2,236,528	25%	2820 ADA (based on enrollment of 3,000 and 94% attendance rate)	
	8019	263,636	222,181			-			-				
	8096	2,217,102	8,804,627	8,695,667		8,695,667	11,305,680		11,305,680	2,289,203	20%	2820 ADA (based on enrollment of 3,000 and 94% attendance rate)	
Total, LCFF/Revenue Limit Resources		8,006,449	29,723,412	32,828,547	-	32,828,547	33,727,285	-	33,727,285	7,061,225	21%	Includes revised LCFF calculator with Governor's COLA	
Federal Revenues													
	8181	202,050	833,673		802,782	802,782		734,667	734,667	176,771	24%	\$244.62/ADA per LAUSD SELPA (06/22) - DOWN from \$267.30/ADA in 2021-22	
	8220		623,026		475,000	475,000		475,000	475,000		0%		
			-		-	-		-	-				
	8290		270,113		300,583	300,583		270,695	270,695	-	0%	prelim amount per cde 8/1/22	
	8290		56,270		59,695	59,695		55,335	55,335		0%	prelim amount per cde 8/1/22	
	8290		3,128		4,112	4,112		4,112	4,112		0%		
	8290		-		-	-		-	-				
	8290		22,209		23,175	23,175		21,316	21,316		0%	prelim amount per cde 8/1/22	
	8290		37,861		37,634	37,634		37,634	37,634		0%		
	8290		1,562		10,000	10,000		10,000	10,000		0%		
	8220		74,219										
	8290		472,831			-			-	23,311			
	8290		23			-			-				
	8290		867,501			-			-	259,779			
	8290	163,580	-		947,833	947,833		947,833	947,833	64	0%		
	8290		107,643			-			-				
Total, Federal Resources		365,653	3,370,058	-	2,660,815	2,660,815	-	2,556,592	2,556,592	459,925	18%		
Other State Revenues													
	8520		39,005		36,890	36,890		36,890	36,890		0%	higher reimbursement due to free meals	
	8550		139,084	143,764		143,764	143,764		143,764		0%	\$50.98/ADA	
	8560	87,608	516,980	459,660		459,660	479,400		479,400	91,202	19%	higher per ADA rate (\$170.00/ADA)	
	8560	95,676	229,990		183,300	183,300		188,940	188,940	99,142	52%	higher per ADA rate (\$67.00/ADA)	
	8590		187,163		270,374	270,374		270,374	270,374		0%		
	8590		2,400	10,000		10,000	10,000		10,000		0%		
	8590		63,946			-			-			Per CDE 8/19/21- \$915,651 allocation, spent \$368K in 20/21	
	8590		119,222			-			-			first allocation received in 20/21, part of beginning balance	
	8590		27,000			-			-				
	8590		62,636		645,524	645,524		645,524	645,524	140,502	22%	Expanding A-G courses	
	8590		421,507							20,879			
	8590		76,392										
	8590		425,181		375,181	375,181		375,181	375,181	106,295	28%	Received Dec 2021- revenue to recognize as expenses are spent	
	8590		-						-			PCHS estimated allocation is \$1,851,395 (as of 8/2/22)	
	8590		-						-			PCHS estimated allocation is \$1,8445,300 (as of 8/2/22)	
Total, State Revenues		183,284	2,310,506	613,424	1,511,269	2,124,693	633,164	1,516,909	2,150,073	458,020	21%		
Other Local Revenues													
	8311	520,735	2,366,050		2,272,897	2,272,897		2,939,390	2,939,390	707,259	24%	\$978.72 per LAUSD SELPA (6/22) - up from \$756.80 in 21-22	

Palisades Charter High School - 2022-2023 Adopted Budget, Revised Projections as of 9/10, and Actuals as of 9/30/22

ADA	2820	2021-2022	2021-2022 Unaudited Actuals	2022-2023 Adopted Budget, Board Approved June 2022			2022-2023 Revised Projections, 9/10/22			2022-2023	% of Budget Received/Spent	Comments
				Actuals to Date as of 9/30/2021	Total	Unrestricted	Restricted	Total	Unrestricted			
Food Service Sales	8634	18,682	82,628		90,000	90,000		90,000	90,000	12,641	14%	Estimating lower a la carte sales due to free breakfast/lunch
Leases & Rentals	8560	235,649	823,914	1,021,000		1,021,000	1,021,000		1,021,000	229,118	22%	
Interest	8660	24,076	84,856	80,000		80,000	80,000		80,000	143	0%	
LAUSD SpEd Option 3 Grant	8679	-	184,290		100,000	100,000		100,000	100,000	-	0%	higher receipt from SELPA
Fundraising	8699	122,782	580,614	450,000		450,000	450,000		450,000	159,519	35%	
LAUSD SpEd Option 3 Learning Recovery Grant	8699		-					133,087	133,087		0%	ONLY for 22-23
General Fund Contribution (unaudited only)	89890		282,705									
Total, Other Local Revenues		921,923	4,405,057	1,551,000	2,462,897	4,013,897	1,551,000	3,262,477	4,813,477	1,108,681	23%	
Total Revenues		9,477,310	39,809,033	34,992,971	6,634,982	41,627,952	35,911,449	4,779,386	43,247,427	9,087,850	21%	
B. Expenditures												
Certificated Salaries												
Teachers' Salaries-Full-Time	1110	2,170,702	13,174,980	11,569,469	1,700,134	13,269,603	11,569,469	1,700,134	13,269,603	2,171,519	16%	22-23 includes 0.25% adjustment to base salary (per union agreement)
Teachers Salaries-Librarian	1130	24,095	140,298	139,024		139,024	139,024		139,024	22,619	16%	
Teachers Salaries-Substitute	1160	18,313	562,895	320,000		320,000	320,000		320,000	31,541	10%	For 22-23, the sub salaries were reduced
Cert Pupil Supp Sal-Counselors	1210	162,642	941,232	942,528		942,528	942,528		942,528	151,979	16%	Includes additional hours for counseling staff
Cert Administrators	1310	154,832	994,628	909,644	143,142	1,052,786	909,644	143,142	1,052,786	169,817	16%	2022-23 Cert Admin salaries now includes a Certificated HR Director.
Other Support/Step& Column Impact	1330		-	122,624		122,624	122,624		122,624		0%	
Auxiliaries/Periods/Net	1930		-			-			-			Approximately \$770k of auxiliaries are included in FT Certificated Salaries
FTEs Increase/Decrease			-	(37,000)		(37,000)	(37,000)		(37,000)		0%	
Impact of Tentative UTLA Agreement			-			-	945,728		945,728		0%	Impact of 7% salary schedule increase for UTLA (certificated)
Certificated Off-Schedule Pay			-			-	1,069,956		1,069,956		0%	7% off-schedule payment, additional increases for competition stipends & Virtual Academy
ESSER II/III funded certificated time			-			-			-			
ELO Related Certificated Time	1110		-		336,000	336,000		336,000	336,000		0%	Estimated additional PD expense for 2022-23 (ELO)
Total, Certificated Salaries		2,530,584	15,814,033	13,966,289	2,179,276	16,145,565	15,981,972	2,179,276	18,161,248	2,547,475	14%	
Classified Salaries												
Instruct Aide	2110	64,217	756,331		946,773	946,773		946,773	946,773	66,936	7%	2021-22 was lower due to leaves of absence. FTEs are expected to return in 2022-23
Maint/Operations	2210	30,854	142,680	144,544		144,544	144,544		144,544	33,914	23%	
Classified Administrators	2310	69,231	377,461	295,790		295,790	295,790		295,790	72,890	25%	Shifted HR Director from Classified Admin to Certificated Admin Salaries
Cler Tech Office Staff Sal-FT	2410	259,330	1,864,896	1,939,897		1,939,897	1,939,897		1,939,897	270,163	14%	
Food Services	2430	7,918	60,568		52,781	52,781		52,781	52,781	9,840	19%	Includes additional hours for summer: free/reduced outreach, orientation & Universal meal implementation
Cler Tech Off Staff Sal-Sub	2460	-	60,154	75,000		75,000	85,000		85,000	15,369	18%	Accounts for 2 clerical subs per day (6 hrs) - attendance/absenteeism outreach. Added \$10k for library textbook support & distribution.
Other Classified	2920	134,567	1,055,664	951,644	100,000	1,051,644	951,644	100,000	1,051,644	132,827	13%	
Math Paraprofessionals	2920	10,788	304,498	230,063		230,063	230,639		230,639	7,668	3%	
Impact Step & Column/Proposed New Positions/Hours			-	(108,085)		(108,085)	(108,085)		(108,085)		0%	Reduction of 4 Paraprofessionals (SpEd aid) due to categorical funds being exhausted in 21-22. Also, 1 Sr. Office Assistant role is not being backfilled.
Classified Retro			-			-			-			
Classified Additional Time			-			-			-			
ELO Related Classified Time	2920		-			-			-			
Total, Classified Salaries		576,904	4,622,252	3,528,853	1,099,554	4,628,407	3,539,428	1,099,554	4,638,982	609,607	13%	
Employee Benefits												

Palisades Charter High School - 2022-2023 Adopted Budget, Revised Projections as of 9/10, and Actuals as of 9/30/22

ADA	2820	2021-2022	2021-2022 Unaudited Actuals	2022-2023 Adopted Budget, Board Approved June 2022			2022-2023 Revised Projections, 9/10/22			2022-2023	% of Budget Received/Spent	Comments	
				Actuals to Date as of 9/30/2021	Total	Unrestricted	Restricted	Total	Unrestricted				Restricted
		Obj Code											
		3111	423,027	2,510,489	2,667,561	416,242	3,083,803	3,052,557	416,242	3,468,798	469,588	14%	STRS Employer contribution rate increases from 16.92% (2021-22) to 19.1% (2022-23)
		3112		-			-			-	5,741		
		3211		-			-			-	8,996		
		3212	116,384	853,712	895,270	278,957	1,174,227	897,953	278,957	1,176,910	126,250	11%	PERS employer contribution rate increases from 22.91% (2021-22) to 25.37% (2022-23)
		3311	1,451	23,917	23,278		23,278	23,278		23,278	3,834	16%	
		3312	35,318	281,364	218,789	68,172	286,961	219,445	68,172	287,617	35,912	12%	
		3331	36,436	228,397	202,511	31,600	234,111	231,739	31,600	263,338	36,718	14%	
		3332	8,318	66,108	51,168	15,944	67,112	51,322	15,944	67,265	9,636	14%	
		3411	557,158	2,324,282	2,280,484	258,238	2,538,722	2,280,484	258,238	2,538,722	562,360	22%	Rate increase of 5.9%, also accounted for fewer FTE eligible for benefits
		3412	268,070	1,151,884	940,575	329,000	1,269,575	940,575	329,000	1,269,575	264,068	21%	Rate increase of 5.9%, also accounted for fewer FTE eligible for benefits
		3511	-	71,953	69,831	10,896	80,728	79,910	10,896	90,806	-	0%	Rate maintains at 0.50% by state of CA (compared to 0.05% in 2019-2020)
		3512	-	31,386	17,644	5,498	23,142	17,697	5,498	23,195	-	0%	Rate maintains at 0.50% by state of CA (compared to 0.05% in 2019-2020)
		3611	13,228	159,795	174,611		174,611	174,611		174,611	20,707	12%	Tentative increase of 10% for 2022-23 (compared to 20%+ increase in 2021-22)
		3612	5,669	68,482	74,833		74,833	74,833		74,833	8,874	12%	Tentative increase of 10% for 2022-23 (compared to 20%+ increase in 2021-22)
		3911	100,512	383,171	553,000		553,000	553,000		553,000	135,222	24%	must fund at this level per actuary & LAUSD recommendation
		3912	39,901	124,123	237,000		237,000	237,000		237,000	32,215	14%	must fund at this level per actuary & LAUSD recommendation
			1,605,470	8,279,062	8,406,556	1,414,546	9,821,102	8,834,402	1,414,546	10,248,948	1,720,122	17%	
Supplies													
		4100	13,775	27,938		403,286	403,286		405,887	405,887	297,546	73%	Textbooks are partially funded via A-G completion grant. A 2nd set of AP Psych books was included, added \$2,600.74 to textbook amount and exhausted "Master Scheduling changes" textbook allocation
		4300	21,287	222,708		276,346	276,346		282,761	282,761	45,673	16%	Added \$6,415 - ceramics IMA was overlooked during budget adoption
		4300		147,512		270,374	270,374		270,374	270,374	655	0%	CTE Expenses
		4350	10,193	70,739	116,350		11,700	128,050	116,350	128,050	1,325	1%	
		4390	18,223	62,862	48,000	7,000	55,000	48,000	7,000	55,000	6,760	12%	
		4400	94,840	388,182	718,701		718,701	718,701		718,701	547,581	76%	removed \$450K student devices - pending tech plan
		4700	1,322	252,422		219,977	219,977		219,977	219,977	17,137	8%	
			159,641	1,172,363	883,051	1,188,683	2,071,734	883,051	1,197,698	2,080,749	916,677	44%	
Services													
		5210	20	3,247	4,000		4,000	4,000		4,000	532	13%	reduced mileage
		5220	129	40,298	20,000	180,000	200,000	20,000	180,000	200,000	18,561	9%	Educator Effectiveness funded PD
		5310	194,940	436,366	524,706	24,148	548,854	524,706	24,148	548,854	398,130	73%	\$50k accellus increase recognized next year 22/23
		5400	36,826	407,998	436,718		436,718	436,718		436,718	118,746	27%	Tentative increase of 10% for 2022-23 (compared to 20%+ increase in 2021-22)
		5510	32,821	170,661	178,475	5,000	183,475	178,475	5,000	183,475	26,218	14%	
		5520	-	556,370	430,000		430,000	430,000		430,000	32,373	8%	
		5610	52,813	414,814	371,673	6,000	377,673	371,673	6,000	377,673	63,798	17%	
		5811/5812	1,968	297,194	302,900	147,100	450,000	302,900	147,100	450,000		0%	Board approved transportation allocation of \$450k for 2022-23. As of 8/22/22, SpEd transportation rates have increased but we will wait until Sept to revise transportation amount.

Palisades Charter High School - 2022-2023 Adopted Budget, Revised Projections as of 9/10, and Actuals as of 9/30/22

ADA	2820	2021-2022	2021-2022 Unaudited Actuals	2022-2023 Adopted Budget, Board Approved June 2022			2022-2023 Revised Projections, 9/10/22			2022-2023	% of Budget Received/Spent	Comments	
				Actuals to Date as of 9/30/2021	Total	Unrestricted	Restricted	Total	Unrestricted				Restricted
		Obj Code											
		5800	-	40,127	37,062		37,062	37,062		37,062	-	0%	
		5803	685	1,752	1,200		1,200	1,200		1,200	33	3%	
		5810	317,596	3,327,469	1,412,947	1,670,197	3,083,144	1,442,947	1,670,197	3,113,144	553,445	18%	Added \$30,000 for potential contracts to back-fill employees (Director of Attendance, Finance Director, Communications specialist, etc.
		5821	97,700	373,689	197,944	223,000	420,944	197,944	223,000	420,944	54,263	13%	2022-23 increase attributed to Special Education legal/settlements. 2021-22 estimated actuals also exceeded budgeted amount for the same reason.
		5831	-	1,650	1,500		1,500	1,500		1,500	-	0%	
		5840	-	7,200	18,000		18,000	18,000		18,000	-	0%	reduction in internet costs
		5850	10,363	47,555	56,000		56,000	56,000		56,000	-	0%	athletic trainer
		5860	2,489	15,563	15,000		15,000	15,000		15,000	2,187	15%	Hiring costs significantly exceeded prior years - higher staff turnover (FTEs & contractors) resulted in more background clearances/checks, etc.
		5890	23,703	144,262	112,227	15,000	127,227	112,227	15,000	127,227	23,737	19%	
		5910	8,261	53,864	76,000		76,000	76,000		76,000	7,197	9%	
			780,313	6,340,078	4,196,351	2,270,445	6,466,796	4,226,351	2,270,445	6,496,796	1,299,220	20%	
		6100		-									
		6200	25,930	210,381	559,440		559,440	559,440		559,440	118,099	21%	revised CAPEX #
		6400		225,748	131,175		131,175	131,175		131,175		0%	
		6500		-			-			-			
			25,930	436,129	690,615	-	690,615	690,615	-	690,615	118,099	17%	
		6900		971,607	980,000		980,000	980,000		980,000	-	0%	
		7299	76,583	295,012	328,285		328,285	337,273		337,273	76,703	23%	
		7438	3,903	11,784	4,731		4,731	4,731		4,731	1,991	42%	
				282,705									
			80,486	589,501	333,016	-	333,016	342,004	-	342,004	78,694	23%	
			5,733,397	37,788,897	32,294,116	8,152,504	40,446,619	34,787,208	8,161,519	42,948,727	7,171,794	17%	
			5,759,327	37,253,419	32,004,730	8,152,504	40,157,234	34,497,823	8,161,519	42,659,342	7,289,893	17%	
			3,743,912	2,020,136	2,698,855	(1,517,522)	1,181,333	1,124,241	(3,382,133)	298,699	1,916,056		Note, this ending balance does not include PESPU or unrepresented salary schedule changes.
			3,717,983	2,555,615	2,988,240	(1,517,522)	1,470,718	1,413,626	(3,382,133)	588,084	1,797,957		(Revenue - Expenses: Cash Reporting Basis)
			3,743,912	2,020,136	2,698,855	(1,517,522)	1,181,333	1,124,241	(3,382,133)	298,699	1,916,056		

Coversheet

New Business Account (Permits Department)

Section: VI. Finance
Item: B. New Business Account (Permits Department)
Purpose: Vote
Submitted by:
Related Material: VII_B - Board Motion Template_New Business Account.pdf
2022-23 New Business Account - 11-15-22.pdf



PALISADES

CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

November 15, 2022

TOPIC/ AGENDA ITEM:

VII. FINANCE

B. New Business Accounts (Permits Department)

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, Chief Business Officer, Budget & Finance committee, Permits Department

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve a new business bank account for the Permits Department.

The Permits department is transitioning to a new facilities management vendor (FMX). This new vendor charges a 6% payment processing fee for integrating credit card or ACH transfers. However, there is a \$0 charge for accepting payments via Zelle.

Our current bank (Cathay Bank) does not support Zelle for business checking accounts. As a result, we are proposing to open a new business checking account for the Permits Department at Union Bank. The subsequent pages show the account information/details and authorization.

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

The action requested of the Board today will support the goal of ensuring fiscal compliance.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the new business bank account for the Permits Department.

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The CBO recommends that the Board approve the new business bank account for the permits dept.

RECOMMENDED MOTION:

“To approve a new business bank account for the permits department, for the sole purpose of receiving payments.”

Juan Pablo Herrera
Chief Business Officer

New Business Account

NOVEMBER 15, 2022

PCHS is seeking to open one (1) new business account for the Permits Department

PCHS currently keeps funds at the County Treasury Office and also has department specific accounts at Cathay Bank.

- Operating account, transportation account, permits account, Ed Fund account, etc.

The Permits department is transitioning to a new vendor (FMX) who specializes in facilities management. The Permits team will use FMX to schedule/book facility and site rentals. The Permits department will also take payment through FMX.

Using our current Permits department bank account (or by allowing credit card payments), FMX will assess a 6% fee for processing the payment. Permits does not want to apply this to the rental fee because they have already taken a price increase this year.

However, if we integrate Zelle, there is **no fee**.

New Business Account – Permits Dept

Our current banking institution does not offer Zelle for business accounts.

As a result, we are recommending to open a new business account at another bank (Union Bank). Union Bank does not charge any fees for minimum account balances and offers Zelle.

We are proposing to create the following business bank account, which will act as a pass-through account. Once the Zelle payment is processed via our new Union Bank business account, the funds are transferred to the PCHS account. This will also help push our 28+ recurring permit vendors to automatic payment.

Account Information:

- Institution: Union Bank
- Type: Business checking account
- Authorized users: Pamela Magee (Executive Director/Principal) and Juan Pablo Herrera (Chief Business Officer)
- Sending: No sending (only transfers to PCHS), only receiving
- ATM/Debit card: No
- Check: No checkbook

Next Step

If Budget & Finance committee approves, present the request at Board meeting

If Board of Trustees approves, open a new account, following established guidelines.

If our current bank (Cathay Bank) begins offering Zelle for business accounts, we will then move to close this new account at Union Bank.

Also considered other banks that offer \$0 minimum balance, no Zelle receiving limit and that are FDIC insured.

Coversheet

Learning Recovery Block Grant & Arts, Music & Instructional Materials Block Grant

Section: VI. Finance
Item: C. Learning Recovery Block Grant & Arts, Music & Instructional Materials
Block Grant
Purpose: FYI
Submitted by:
Related Material: Learning Recovery Arts-Music-Instructional Materials Block Grants.pdf

Learning Recovery Emergency Block Grant

Arts, Music & Instructional Materials Block Grant

November 7, 2022

Learning Recovery Emergency Block Grant

Learning Recovery Emergency Block Grant

- **\$1,845,367** allocation
- Funds must be spent by June 30, 2028
- Does not include a supplement vs supplant requirement
- Funds **MUST** be spent on implementation, expansion or enhancement of learning support program
- Examples: Counseling, mental health, tutoring, summer school, staff ratios, nutrition programs, credit recovery, intervention, college eligibility, assessment, diagnostics, etc.
- More detail can be found [here](#)

Arts, Music & Instructional Materials Discretionary Block Grant

Arts, Music & Instructional Material Discretionary Block Grant

- **\$1,851,272** allocation
- Funds must be spent by June 30, 2026
- Funds **MUST** be spent on Professional Development & IMA (across a variety of subject areas), developing diverse book collections, operational costs, PPE, HVAC, ventilation and necessary expenditures to keep schools open.
- More detail can be found [here](#)

\$3,696,639 total allocation of one-time funds

Before we allocate any funds, we need to that we solicit feedback from ALL educational partners. We must also ensure that allocations/expenses support our school goals, LCAP goals and mission.

Next Steps

Solicit more feedback:

- Academic Accountability committee
- Department chairs
- School-wide& faculty surveys
- Budget & Finance committee
- Additional discussions at future LTSP meetings

We will also account for this revenue during our upcoming First Interim Financial Report

Coversheet

Unrepresented Staff Compensation

Section: VII. Human Resources Tentative Agreements
Item: A. Unrepresented Staff Compensation
Purpose: Vote
Submitted by:
Related Material: Board Motion - Unrepresented Compensation 11_15_22.pdf



PALISADES

CHARTER HIGH SCHOOL

DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR UNREPRESENTED COMPENSATION

NOVEMBER 15, 2022

TOPIC/ AGENDA ITEM:

Unrepresented Staff Compensation

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, CBO, Human Resources, Administrative Team, Unrepresented and Management Staff.

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve a salary increase for PCHS unrepresented and management staff equivalent to that of UTLA/PCHS and PESPU employees.

The estimated cost of the agreement is \$377,716.26. This includes a 7% salary schedule increase, 7% off schedule payment, pension obligations and payroll taxes. The total cost was considered during our budget development process.

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

The action requested of the Board today will support the PCHS and Governance Board's commitment to fair minded compensation and treatment of all staff.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2022-2023 salary increase.

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Board approve the recommendation.

RECOMMENDED MOTION:

"To approve the 2022-2023 equivalent salary increase for unrepresented staff and management."

Martha Monahan, Ed.D.
Director of Human Resources

Coversheet

Collective Bargaining PCHS/PESPU

Section: VII. Human Resources Tentative Agreements
Item: B. Collective Bargaining PCHS/PESPU
Purpose: Vote
Submitted by:
Related Material: MOU PESPU 11_10_22 Signed.pdf
Board Motion - PESPU CB Agreement 11_10_2022.pdf

TENTATIVE AGREEMENT
BETWEEN
PALISADES CHARTER HIGH SCHOOL
AND
PALISADES EDUCATIONAL SUPPORT PERSONNEL

2022-2025 Successor Negotiations (subject to reopener negotiations)

This Tentative Agreement is executed by and between Palisades Charter High School ("PCHS") and Palisades Educational Support Personnel United ("PESPU"), subject to the ratification process.

12.1 Wages and Salaries: The wages and salaries for the unit employees for the 2022-2023 shall be set forth in Appendix A of this Agreement

12.1.1 The 2022-2023 salary schedule for active PESPU bargaining unit members shall be increased by seven percent (7%), retroactive to July 1, 2022. No later than December 10, 2022, all active PESPU bargaining unit members shall receive a retroactive compensation payment in a separate check. Additionally, all PESPU bargaining unit members in active paid status (excluding differential pay) as of November 10, 2022, shall receive a one-time, off-schedule payment of 7% of their 2022-2023 base salary no later than December 10, 2022. For purposes of the off-schedule payment, base salary shall be calculated as the PEPSU bargaining unit member's number of regularly assigned daily work hours (i.e., not including overtime) times the number of assigned workdays in the school year.

12.10.4 The longevity increment schedule for years of qualifying School service shall be:

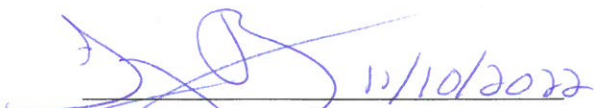
- \$49 per pay period (equivalent to \$0.31410 per hour) after 10 years.
- \$58 per pay period (equivalent to \$0.37179 per hour) after 15 years.
- \$68 per pay period (equivalent to \$0.43590 per hour) after 20 years.
- \$79 per pay period (equivalent to \$0.50641 per hour) after 25 years.
- \$88 per pay period (equivalent to \$0.56410 per hour) after 30 years.

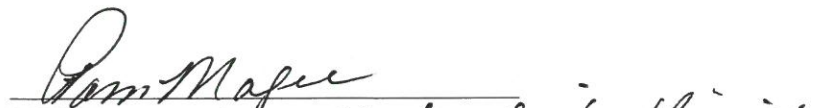
Term of Agreement (Article 20)

20.1 Term: This Agreement shall become effective upon adoption by the PCHS Governance Board retroactive to July 1, 2022, and shall remain in full force and effect, pursuant to its terms, to and including June 30, 2025 and thereafter extended on a day-to-day basis until canceled by either party upon ten (10) days' written notice.

AUTHORIZED SIGNATURES:

Date: November 10, 2022


 PESPU Representative
 PESPU - President


 PCHS Representative
 Executive Director/Principal



PALISADES

CHARTER HIGH SCHOOL

DIRECTOR OF HUMAN RESOURCES

COVER SHEET PESPU TA

NOVEMBER 15, 2022

TOPIC/ AGENDA ITEM:

Staff Compensation: Palisades Educational Support Personnel United

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, CBO, Human Resources, Administrative Team, Classified Employees.

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve a salary increase for classified employees.

The estimated cost of the agreement is \$406,528.01. This includes a 7% salary schedule increase, 7% off-schedule payment, increased longevity stipends and applicable pension obligations and payroll taxes. The total cost was considered during our budget development process.

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

The action requested of the Board today will support the PCHS and Governance Board's commitment to fair minded compensation and treatment of all staff.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2022-2023 salary increase.

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Board approve the recommendation.

RECOMMENDED MOTION:

“To approve the 2022-2023 Tentative Agreement with Palisades Educational Support Personnel.”

Martha Monahan, Ed.D.
Director of Human Resources

Coversheet

Approval of School Organized Trips

Section: VIII. Consent Agenda: Finance Items
Item: A. Approval of School Organized Trips
Purpose: Vote
Submitted by:
Related Material: Overnight School Trip_San Diego_.pdf

Submit by Email

Print Form

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

Check the appropriate box: Field Trip School Journey Curricular Trip Athletic Trip
 Curricular Buss Tour OTHER (Describe) _____

Name of School: **Palisades Charter High School** Employee Supervising trip: Kolavo/Natarian/TBD Certified Non-Cert. _____

Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER _____

1. Destination San Diego State Are admission fees charged? Yes No _____
2. Dates of Trips 12/1 - 12/2 3. Number of Students 26 Number of adults 3
4. Name and employee number of employee who will go on trip: Brad Kolavo, Peyman Natarian
5. Substitute required? Yes No _____ How Many? 3 Source of funds CTE
6. Time schedule required by school: Leave School 12/1 - 3:30 PM Arrive destination 12/1 6 PM
 Leave destination 12/2 3 PM Return school 12/2 5/6 PM
7. Duration of trip: Less than one day ___ One day Overnight 1 (if overnight, how many days?) _____
8. Method of transportation: School bus (indicate number required) ___ Walking ___ Automobile ___
 Public Carrier: airplane ___ boat ___ bus ___ train ___ other ___ (explain) _____

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will attend the San Diego Conference Exhibition Trade Show

10. Source of funds for trip CTE

NOTE: It is illegal to charge students or parents for participation in any activity for which ADA will be taken.

11. Have the locations of the nearest emergency facilities been obtained? Yes _____ No _____
12. Have forms for parent's or guardian's permission been obtained? Yes _____ No _____
13. If hiking or camping activity:
 - a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? Yes _____ No _____
 - b. Has the area been checked for potential hazards? Yes _____ No _____
 - c. Has the School Police Department been notified of the trip? Yes _____ No _____

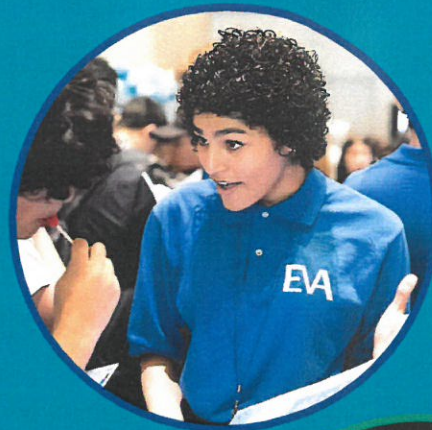
APPROVALS:
 Principal or Asst. Principal Gam Mafec Date: 10/18/22
 Board of Trustees* _____ Date: _____

* ONLY TRIPS INVOLVING SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES.



SAN DIEGO CONFERENCE & EXHIBITION

DECEMBER 2ND, 2022
SAN DIEGO STATE UNIVERSITY



FEATURING:

- Live Trade Show
- Opportunities for sales
- Competitions
- & More!

COMPETITIONS

- Banner Ad (Winter theme)
- Radio Commercial
- Video Commercial
- Sales Materials
- E-Commerce Website
- & More!

CONTACT US

TERI JONES
TJONES@VEINTERNATIONAL.ORG

AMY RISNER
ARISNER@VEINTERNATIONAL.ORG

DETAILS

San Diego State University
5500 Campanile Dr
San Diego, CA 92182

- **Cost: \$600 fee**
- **Only 40 booths available!**

SUBMISSION DATES

- Deadline is November 10th

**REGISTRATION OPEN
BY 3RD WEEK OF OCTOBER**

Register through the VE Hub:
marketplace tools / trade show registration

Event Host

James McFarland

 jmcfarland@guhsd.net