



# Palisades Charter High School

## Board Meeting

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### **Date and Time**

Tuesday May 16, 2023 at 5:00 PM PDT

### **Location**

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

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

### **SUPPORTING DOCUMENTATION:**

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

### **ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:**

*Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.*

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### **Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order	Sara Margiotta	
<b>B.</b>	Record Attendance and Guests		2 m
<b>C.</b>	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><b>Google Form Public Comment Procedure:</b> 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 <a href="https://forms.gle/kSsxkvL6T9GgXpdEA">https://forms.gle/kSsxkvL6T9GgXpdEA</a>. 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>			
<b>D.</b>	Approve Minutes	Approve Minutes Sara Margiotta	2 m
Approve minutes for Board Meeting on April 18, 2023			
<b>II. Organizational Reports</b>			<b>5:34 PM</b>
<b>A.</b>	Student Report	FYI Peter Garff	5 m

	Purpose	Presenter	Time
<b>B.</b> Parent Report	FYI	Monica Batts-King, Melissa Schilling, Saken Sher Khanov	5 m
<b>C.</b> Represented Classified Staff Report	FYI	Andrew Paris	5 m
<b>D.</b> Unrepresented Classified Staff Report	FYI	Karen Ellis	5 m
<b>E.</b> Faculty Report	FYI	Maggie Nance, David Pickard, Sarah Crompton	5 m
<b>F.</b> Human Resources Director (HR) Report	Vote	Dr. Martha Monahan	5 m

"PCHS administration recommends that a motion be made by the Governance Board to approve a subscription for Frontline Central Employee Management; Recruiting and Hiring; and Evaluation Management systems."

Cost: Initial Implementation (Configuration, personalization, training) - \$12,122.50

Subscription (Annual) - \$17,382.68

CTC Declaration of Need (action item): PCHS administration recommends local approval of the Governance Board for an Emergency Crosscultural, Language and Academic Development Permit for Matthew Golad, a Career Technical Education Teacher. Mr. Golad is enrolled in class to complete this authorization by the end of the 2022-2023 school year.

<b>G.</b> Director of Operations Report	FYI	Don Parcell	5 m
<b>H.</b> Admin. Safety and Security Team	FYI	Brooke King	5 m
<b>I.</b> Director of Development Report	FYI	Mike Rawson	5 m
<b>J.</b> Chief Business Officer (CBO) Report	FYI	Juan Pablo Herrera	5 m
<b>K.</b> Executive Director/Principal (EDP) Report	FYI	Dr. Pam Magee	5 m

**III. Board Committees (Stakeholder Board Level Committees) 6:29 PM**

<b>A.</b> Academic Accountability Committee Update	FYI	David Pickard IV	5 m
<b>B.</b> Budget & Finance Committee Update	FYI	Sara Margiotta	5 m
<b>C.</b> Election Committee Update	Vote	David Pickard IV	5 m

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• BOT Election Winners</li> </ul>			
<b>D.</b> Charter Committee Updates	FYI	Sara Margiotta	5 m
<b>IV. Board Committees (Board Members Only)</b>			<b>6:49 PM</b>
<b>A.</b> Board Members Only- Committee Updates	FYI	Various	5 m
<ul style="list-style-type: none"> <li>• Grade Appeal Committee</li> <li>• Survey Committee</li> </ul>			
<b>V. PCHS UV Lights Presentation</b>			<b>6:54 PM</b>
<b>A.</b> UV Lights Presentation	FYI	David Pickard IV/Gene Winer	10 m
<b>VI. Academic Excellence</b>			<b>7:04 PM</b>
<b>A.</b> EdTech Plan Update	FYI	Dr. Pam Magee	10 m
<b>B.</b> PCHS New Testing Policy	FYI	Dr. Pam Magee	5 m
<b>VII. Finance</b>			<b>7:19 PM</b>
<b>A.</b> 2023-2024 IMA Budget	Vote	Juan Pablo Herrera	5 m
“To approve the 2023-2024 IMA budget.”			
<b>B.</b> 2023-2024 Textbook Budget	Vote	Juan Pablo Herrera	5 m
“To approve the 2023-2024 textbook budget.”			
<b>C.</b> Classified Position Reclassification	Vote	Dr. Martha Monahan	5 m
“To approve the reclassification of a Campus Aide position into a Campus Security Lead position.”			
<b>VIII. Consent Agenda: Finance Items</b>			<b>7:34 PM</b>
<b>A.</b> School Organized Conferences/Trips	Vote	Sara Margiotta	5 m
There are no scheduled trips.			

	Purpose	Presenter	Time
<b>IX. New Business / Announcements</b>			<b>7:39 PM</b>
<b>A.</b> Announcements / New Business	FYI	Sara Margiotta	1 m
<ul style="list-style-type: none"> <li>• Date of the next Board Meeting (Budget): Tuesday, June 6, 2023 at 5pm</li> </ul>			
<b>B.</b> Announce items for closed session, if any.	FYI	Sara Margiotta	1 m
<b>X. Closed Session</b>			<b>7:41 PM</b>
<b>A.</b> Conference with Legal Counsel - Anticipated Litigation	Vote		5 m
<ul style="list-style-type: none"> <li>• Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: (one potential cases)</li> </ul>			
<b>B.</b> Employee complaint/Assignment/Discipline/Dismissal/Release	Vote	Dr. Martha Monahan	5 m
<ul style="list-style-type: none"> <li>• (Govt. Code section 54957) (Education Code section 44929.21)</li> </ul>			
<b>C.</b> Potential Litigation	Vote		5 m
<ul style="list-style-type: none"> <li>• Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9</li> </ul>			
<b>XI. Open Session</b>			<b>7:56 PM</b>
<b>A.</b> Return to Open Session	FYI	Sara Margiotta	1 m
<b>B.</b> Report Out on Action Taken In Closed Session, If Any.	FYI	Sara Margiotta	1 m
<b>XII. Closing Items</b>			<b>7:58 PM</b>
<b>A.</b> Adjourn Meeting	FYI	Sara Margiotta	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 April 18, 2023

APPROVED



# Palisades Charter High School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday April 18, 2023 at 5:00 PM

#### **Location**

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

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

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#### **Trustees Present**

Andrew Paris, Avi Massaband, David Pickard IV, Maggie Nance, Monica Batts-King, Peter Garff, Saken Sherkhanov, Sara Margiotta (remote), Sarah Crompton

**Trustees Absent**

Karen Ellis, Melissa Schilling, Robert Rene

**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

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**I. Opening Items**

**A. Call the Meeting to Order**

Maggie Nance called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Apr 18, 2023 at 5:11 PM.

**B. Record Attendance and Guests**

Avi Massaband arrived at 5:56 p.m.

**C. Public Comment**

Lisa Saxon: I urge the Trustees to take moves necessary to earmark funding needed to implement a 1:1 tech device program for the 2023-24 school year. The rationale is presented in the TechEd Plan -- and an additional argument might be made by looking at the spring testing calendar, which spans 2 1/2 months. We will give more than 4,000 state-mandated assessments this spring, and that number will significantly increase next year, as we comply with the mandates from the charter authorizer to use specific tools to measure student growth over time. We began administering a scaled-back version of those assessments (NWEA) last week, and doing so put a strain on both tech and human resources. We have just 8 computer carts, which must be moved from room to room to accommodate state testing (English, Math, Science, Spanish, and the ELPAC) as well as the new NWEA subject- and grade-specific assessments, which must be administered to students in Grades 9-11 at least three times in multiple subjects next year. In addition, school carts are needed for AP testing, as we pilot the rollout of electronic administration of the English Lit and English Lang assessments next month. Moving to a 1:1 program will ensure we have access to technology needed to administer the ever-increasing number of tests the state and our charter authorizer is requiring. Moreover, a 1:1 program



will ensure that all students have equal access to the same technology, which is not the case now. Instructional minutes are being lost because teachers are being asked to trouble-shoot issues involving the privately owned device students bring to class. Every comprehensive high school in the area has a 1:1 program. Pali can no longer afford to put off making the financial commitment needed to establishing a 1:1 program here.

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

Maggie Nance made a motion to approve the minutes from Board Meeting on 03-21-23. Sara Margiotta seconded the motion.

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

##### **Roll Call**

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

## **II. Organizational Reports**

### **A. Student Report**

Peter Garff:

- Nearing AP Exam time and is stressful for students. Mental health events coming up.
- Palipalooza on Friday was a huge success.
- Blood drive last week was also a success.
- ASB election is completed and we welcome the new ASB leaders.
- Demin Day coming up. Sexual harassment day celebrating women and educating about sexual harassment for the student body.
- Pep Rally this Thursday, which we are very excited about.

### **B. Parent Report**

Monica Batts-King & Saken Sherkhonov: Nothing to report at this time.

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

Andy Paris: Nothing to report at this time.

### **D.**

## **Unrepresented Classified Staff Report**

### **E. Faculty Report**

David Pickard, Maggie Nance, Sarah Crompton:

I'm concerned about loud noise on campus and lack of common courtesy. During class time kids are not supposed to be walking around having loud conversations that disrupt the classes they are walking by. Yet they do. Kids regularly walk around outside of class having loud conversations instead of quietly whispering or actually just going to the bathroom and back without talking to anyone at all. It is disruptive to classes and happens regularly between the G and F building upstairs and downstairs. Students are allowed to misbehave and teachers are reprimanded for asking for correct behavior from students. I was told that a PD would address these discipline issues and this never happened and was not addressed in any faculty meetings either. When defiant behavior that impedes the learning of the class, disrespects the teacher, and is just plain wrong continues on our campus without support for our teachers the administration is aiding in bullying behavior. I am being an UPSTANDER today saying that the administration needs to have our backs.

I am proud of how amazing the teaching and support staff is at supporting our students despite several ineffective administrators. I'm concerned about the lack of accountability at the administrative level. Certain administrators (Student Support Services and HR in particular) have been able to "rule" relatively unchecked by Dr. Magee or the board. I am concerned with the lack of communication administration provides to staff concerning threats to our safety. There was an online shooting threat made that was disclosed only after all staff members were on campus for the day. The lack of care and concern administration and the board have for the safety and well-being of students and staff is astounding and completely disconcerting. Pali has always had a reputation as a sterling school. That reputation is slowly starting to fade and show through the cracks what it is really like to work here.

Faculty is interested in UTLA's raise for teachers, which puts them significantly ahead of our pay.

Museum of Tolerance has been a wonderful experience for teachers and is beneficial to the school as a whole.

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

Martha Monahan: Report stands as submitted.

Saken Sherkhonov made a motion to approve the Mid-Management and Unrepresented Longevity Stipend.

Monica Batts-King seconded the motion.

Public comment:

i) NOT all teachers receive a longevity stipend. They have to move down the scale by accumulating units, otherwise you are stuck at Year 10. Shouldn't these teachers be able to earn a longevity stipend too?

ii) Why do the stipends need to be an unequal amount according to their classification? Doesn't the salary already differentiate for that? Isn't the stipend to honor longevity? Isn't that measured in the same way? Why should some employees receive less? Shouldn't we all earn the \$3000 longevity bonus that administrators get?

Martha Monahan: Teachers have the ability to take courses and get credit to increase their pay, while classified does not.

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

**Roll Call**

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

**G. Director of Operations Report**

Don Parcell: Report stands as submitted.

**H. Admin. Safety and Security Team**

Brian Banducci & Brooke King:

- On Thursday we are presenting to a group of parents about safety, presented through the PTSA.

- On April 26th we are having a safety drill during Pali Period. It will be an evacuation drill.

**I. Director of Development Report**

Mike Rawson: Report stands as submitted.

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

Juan Pablo Herrera: Report stands as submitted.

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

Dr. Pam Magee: Report stands as submitted.

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

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

David Pickard IV: The Science Department presented about current course offerings, course highlights, and the recent Catalina trip. The academic calendar was discussed. LAUSD is looking to alter their calendar and this is something we should look at for 2024-2025. We are also surveying students regarding Pali Period so we can evaluate effectiveness and make recommendations to administration.

#### **B. Budget & Finance Committee Update**

Saken Sher Khanov: Report stands as submitted.

The 1:1 devices is a large cost, but also a necessity for the school. The committee is looking at pricing options. There has only been one bid and the committee is asking for more bids, which will come back to the committee. The committee discussed how these will be used and explored possible issues, but everyone agrees that we do need to get to 1:1 devices for students.

Maggie Nance: What is the total cost with the bid that has been presented?

Saken Sher Khanov: \$600,000

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

David Pickard IV: The election is happening this week for next year's Board of Trustees. The Election Committee is meeting next week to certify results.

#### **D. Charter Committee Updates**

Sara Margiotta: In the process of gathering members and scheduling upcoming meetings.

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

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

Grade Appeal Committee: We have heard 2 and one is complete and upheld the grade by the teacher and the second one is still in process.

Survey Committee: Will be discussing the parent survey on school climate. We need to survey stakeholders regarding the allocation of the one time grant money that the school has received.

### **V. Collective Bargaining - PCHS/UTLA VAPA MOU**

## A. PCHS/UTLA VAPA MOU

Martha Monahan: This is left over from last year's negotiations. UTLA negotiated with PCHS for VAPA stipends for rehearsals and after school work time.

Martha was questions as to whether this was betted and the response was yes.

Maggie Nance made a motion to To approve the PCHS/UTLA VAPA MOU as negotiated.

Monica Batts-King seconded the motion.

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

### Roll Call

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

## VI. Academic Excellence

### A. Attendance Policy Presentation

Amy Onyendu: Presented the PCHS attendance policy and updates, which can be found in the Board materials.

Maggie Nance: Consequences of student attendance are not happening and this ends up falling on the teacher. It is demoralizing to work with students that are severely chronically absent. We have to consistently be the "bad guy" when the school policies could correct the behavior rather than academic consequences of the teacher. There is an expectation that students can be out as long as they want, then teachers are expected to come up with non-contracted time to catch students up. We need to find solutions to improve student attendance that is school-wide. We are also told to allow students to go to the bathroom, even when a pass is out.

Amy Onyendu: There should only be one student out of the classroom at a time and it is up to the teachers to decide their own bathroom policies. This should be something that is discussed and made very clear to students at the beginning of the year.

Sarah Crompton: I teach PE classes and do equitable grading practices, so students can get no lower than a 50%. I have students that I have not seen since the beginning of the semester and I will have students come at the very end that will end up passing without being present the majority of the semester. As we shift towards a school-wide grading policy with no "0" grades we need to look at other consequences.

Monica Batts-King: I think it is important that teachers communicate directly with parents when they have chronic absenteeism. There are multiple ways that we can make sure the students are getting to class and attending school, while also finding out if something is going on at home.

Sara Margiotta: Is the current attendance policy being enforced?

Amy Onyendu: No, there is no way to generate the reports necessary to see which students need to be held accountable, but we are working on it.

Sara Margiotta: I believe we discussed increasing enrollment to 3150 for next school year so we have a safety net for ADA.

Amy Onyendu: Our campus has a capacity of 3000 and we have an extensive waitlist. Many families are accepting the available seats and we do have to keep a number of seats open for students that decide to come to Pali.

Maggie Nance: How many students chose to come to Pali from what we accepted last year.

Juan Pablo Herrera: 3070 students.

Maggie Nance: We need to be sure that the families that accepted spots at Pali High for 2023-2024 are not going to enroll at Pali, then be accepted to a private school. We would then end up with lower enrollment numbers for next school year.

## **B. Math Placement Policy**

David Pickard IV made a motion to approve the revised PCHS Math Placement Policy pursuant to the Mathematics Placement Act of 2015, enacted as Education Code Section 51224.7 as presented on April 18, 2023.

Andrew Paris seconded the motion.

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

### **Roll Call**

Melissa Schilling	Absent
Robert Rene	Absent
Sara Margiotta	Aye
David Pickard IV	Aye

**Roll Call**

Monica Batts-King	Aye
Maggie Nance	Aye
Andrew Paris	Aye
Saken Sher Khanov	Aye
Avi Massaband	Abstain
Karen Ellis	Absent
Sarah Crompton	Abstain
Peter Garff	Aye

**C. Culture and Climate Survey Results**

Dr. Chris Lee: Presented the summary of the culture and climate survey results from students, parents, and faculty, which can be found in the Board materials.

**D. EdTech Plan Update**

Dr. Pam Magee: Presented the updated PCHS EdTech Plan, which can be found in the Board materials. This is still in process and will be brought back at the May meeting.

**VII. Finance**

**A. 2022-23 Budget vs Actuals Update**

Juan Pablo Herrera: Presented the 2022-2023 Budget vs. Actuals update, which can be found in the Board materials.

**B. 2023-2024 MOU for LAUSD School Police Services**

David Pickard IV made a motion to approve the 2023-2024 MOU for LAUSD school police services in the amount \$142,562.

Monica Batts-King seconded the motion.

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

**Roll Call**

Andrew Paris	Aye
Peter Garff	Aye
Avi Massaband	Aye
Sara Margiotta	Aye
Robert Rene	Absent
Maggie Nance	Aye
Monica Batts-King	Aye
David Pickard IV	Aye
Sarah Crompton	Aye
Melissa Schilling	Absent
Karen Ellis	Absent
Saken Sher Khanov	Aye

**C.**

### Form 503-804 - Certification of Signatures

Maggie Nance made a motion to approve the updated Certificate of Signatures (Form 503-804) for 2021-2025 with the amendment that Dr. Christopher Lee be added as a signatory.

Sarah Crompton seconded the motion.

Dr. Christopher Lee has been added to Column 2: Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts.

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

#### Roll Call

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

## VIII. Governance

### A. 2023-2024 Board Meeting Schedule

Maggie Nance made a motion to approve the 2023-2024 Board Meeting Schedule.

Andrew Paris seconded the motion.

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

#### Roll Call

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

## IX. Consent Agenda: Finance Items



**A. School Organized Conferences/Trips**

Sara Margiotta made a motion to approve LRP National Institute on Legal Issues of Educating Individuals with Disabilities Conference – \$3,000 per participant awarded by Charter Operated Program Grant (New Orleans, LA).

Maggie Nance seconded the motion.

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

**Roll Call**

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

**X. Closed Session**

**A. Conference with Legal Counsel - Anticipated Litigation**

Entered closed session at 7:51 p.m.

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

**C. Potential Litigation**

**XI. Open Session**

**A. Return to Open Session**

Returned to open session at 8:38 p.m.

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

There was a decision made with 7 yes votes and 1 abstention regarding potential litigation.

**XII. 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 8:40 PM.

Respectfully Submitted,  
David Pickard IV

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### **Documents used during the meeting**

- HR Board Report 04\_18\_2023.pdf
- Frontline Central.pdf
- Employee Evaluation Management.pdf
- Recruiting & Hiring.pdf
- Operations Board Report 04\_18\_2023.pdf
- Development Board Report 04\_18\_2023.pdf
- CBO Board Report 04\_18\_2023.pdf
- PCHS Credit Card Expenditures - 02-01-23 thru 03-31-23.pdf
- EDP Board Report 04\_18\_2023.pdf
- VAPA Stipend MOU Final.pdf
- 4.18 \_ Attendance Policy Update.pdf
- PCHS Mathematics Course Placement Policy.pdf
- Board Report Motion Math Placement Policy.pdf
- PCHS EdTech Plan\_April 2023.pdf
- 2022-23 Budget vs Actuals Update - as of 3-31-2023.pdf
- 2022-23 Second Interim - Follow-up on 'Supplies' Expenses.pdf
- 2023-24 MOU for LAUSD School Police Services.pdf
- Form 503-804 Certificate of Signatures.pdf
- 2023\_2024 Board\_Meeting\_Schedule.pdf

# Coversheet

## Human Resources Director (HR) Report

**Section:** II. Organizational Reports  
**Item:** F. Human Resources Director (HR) Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** HR Board Report 05\_16\_2023.pdf  
Palisades Proposal\_Frontline.pdf



**Human Resources Report  
Board of Trustees Meeting  
May 16, 2023**

**Frontline Employee Management System**

A primary goal at PCHS this year has been to develop transparent systems to provide clarity, accountability, and consistency for all stakeholders. It is the recommendation of PCHS administration that we move from paper-based employee management to a centralized system, which would provide a streamlined experience for employees from recruitment through retirement. The system would also ensure compliance with all federal, state, county, LAUSD and PCHS requirements.

The following subscriptions have been approved by the PCHS Governance Budget and Finance Committee.

**Frontline Recruiting and Hiring**

- Access to credentialed applicants to recruit
- Communicate directly with applicants for interviews, document verification, offers
- Paper-free onboarding
- 100% of required documents are completed and stored securely

**Frontline Central**

- All contracts, benefit election, credentials, renewals, policy compliance documents in one location
- Employees may access their own information, are informed when credentials are expiring, are noticed if/when trainings are completed, may update personal information

**Frontline Evaluation Management**

- Evaluation process is clear and visible to employee and evaluator
- Requirements, documents, observations all visible to employees and evaluators
- Evaluations documents follow PCHS professional growth rubrics
- Feedback is relevant and timely
- Analytics to identify strengths, needs and trends among employees

Already in use at PCHS

**Frontline Absence Management**

- Seamlessly integrates with Frontline Central to allow employees to track their absences in real time

**Cost:**

Initial Implementation (Configuration, personalization, training)	\$12,122.50
Subscription (Annual)	\$17,382.68



# PALISADES

## CHARTER HIGH SCHOOL

### **Motion:**

PCHS administration recommends that a motion be made by the Governance Board to approve a subscription for Frontline Central Employee Management; Recruiting and Hiring; and Evaluation Management systems.

### **Credentials/Classifications**

### **Motion:**

**CTC Declaration of Need:** PCHS administration recommends a that motion be made to by the Governance Board to locally approve a request for an Emergency Crosscultural, Language and Academic Development Permit for Matthew Golad, a Career Technical Education Teacher. Mr. Golad is enrolled in class to complete this authorization by the end of the 2022-2023 school year.

### **Collective Bargaining**

PCHS/UTLA: PCHS and UTLA negotiation teams met May 2, 2023, to continue revision of existing articles with the goal of drafting comprehensive a PCHS only contract. The team will meet again on May 23, 2023.

### **Human Resources Activity**

#### **New Hires**

Math Teacher  
Instructional Assistant, Special Education  
Art Teacher  
Education Specialist, Mild to Moderate Support Needs (MMSN)  
Assistant Principal, Athletics, Discipline and Student Activities

#### **Resignation/Retirement**

Employee # 785541  
Employee # 604953

### **Closed Session**

**Public Employee Discipline/Dismissal/Release, pursuant to (Gov. Code § 54957):**

**Conference with Legal Council – Anticipated Litigation [Gov. Code § 54956.9(d)(1)]:**

Respectfully Submitted,  
Martha Monahan, Ed.D.  
Director of Human Resources



# Palisades Charter High School

05/16/2023

Prepared for:

Pamela Magee

Palisades Charter High School

15777 Bowdoin St., Los Angeles, California, 90272



Pamela Magee  
Executive Director/Principal  
Palisades Charter High School  
Los Angeles, California

Dear Pamela Magee:

Thank you for requesting a proposal and pricing for Frontline Central Solution, Professional Growth Solution, Recruiting & Hiring Solution.

Frontline Education is the leading provider of school administration software, empowering strategic K-12 leaders with the right tools, data and insights to proactively manage human capital, business operations and special education.

Frontline has a proven 20-year track record of supporting districts with secure, reliable software built exclusively for K12 districts. More than 12,000 educational organizations, including over 80,000 schools and millions of educators, administrators and support personnel from all over the United States partner with Frontline.

This proposal contains descriptions of the applications within Frontline Central Solution, Professional Growth Solution, Recruiting & Hiring Solution and investment estimates including: annual subscription fees, one-time implementation fees, and administrator training with related terms and conditions.

We look forward to partnering with you to implement Frontline Central Solution, Professional Growth Solution, Recruiting & Hiring Solution in support of your district's strategic initiatives.

Sincerely,

Rachel McDermott

rmcdermott@frontlineed.com







## REVIEW OF RECRUITING & HIRING

With teacher shortages across the country, it's more important than ever for districts to quickly attract and hire the best candidates. Frontline Recruiting & Hiring enables districts to proactively recruit from the largest pool of K12 job-seeking candidates, attract more applicants, refine applicant pools with research-based assessments, and efficiently select and hire the best candidates, with tools to monitor and benchmark progress along the way.

## REVIEW OF PROFESSIONAL GROWTH

**Frontline Professional Growth** enables districts to meet each educator's unique needs with individual PD plans and relevant, targeted learning opportunities, provide a space for educators to collaborate, learn together and build a culture of learning, as well as conduct transparent, growth-focused evaluations, and link results back to professional learning plans and goals.

**Employee Evaluation Management** enables districts to manage their evaluation process and information in a streamlined system, conduct evaluations encouraging dialogue and focusing on growth and learning, while providing reporting to meet state requirements.

## REVIEW OF FRONTLINE CENTRAL

**Frontline Central** is an electronic employee records management system that enables districts to securely and efficiently manage employee information online and streamline time-consuming manual processes, such as new hire onboarding, employee contract renewals and distribution of policy notices. Districts can save time and improve efficiency with customized workflows, automated reminders and secure digital storage.

**Frontline Central** securely automates onboarding and day-to-day operational forms and allows you to efficiently manage annual contract renewals online. It provides permissions-based visibility to employee records so you can ensure forms are completed and approved on time, by the right people.

# Why Choose Frontline Education?

Since our inception in 1998, Frontline has built intuitive software to help district- and school-level administrators effectively manage and support employees. We know employees – both teaching and non-teaching staff – have a tremendous impact on students, along with the administrators supporting them. Together, these individuals make up the “front line of education.”

Designed for the unique needs of schools, Frontline’s products are built on a foundation of best practices. With a sole focus on K-12 education for more than 20 years, the Frontline team includes many experienced education professionals. From teachers and K-12 human resources professionals to curriculum & instruction leaders and more, Frontline’s employees understand education and district needs based on real-world experience. From our work with thousands of districts, we’ve gained an unparalleled depth of experience to support effective implementations and continued support.

By education, for education. That philosophy of collaboration drives everything at Frontline, from the way we build our technology, our exceptional customer service to the extensive research and resources we provide beyond the software. We serve the front line so you can focus on impacting student learning.

## Our Commitment Goes Beyond the Software



**Purpose-Built for K12**



**Award-Winning Client Services**



**Industry-Leading Security**



**Commitment to Integrated Systems**



**Original K12 Research & Insights**



**Free Resources for Education Leaders**

## Frontline Awards and Certifications



## Client Testimonials

“We’ve been working toward going completely paperless, and we felt Frontline was an answer to finish out that goal. I think we’re going to be able to lose a lot of redundancy in functions we had by going to Frontline.”

**Robert Whitman – Assistant Superintendent of Human and Student Resources, Willis ISD**

“It’s all in one piece and so it just absolutely has allowed us to make good use of taxpayer money as it relates to employees by being able to make sure that they spend the fruit of their work in doing what’s right for onboarding.”

**Rick Rodriguez - Assistant Superintendent HR, Lubbock ISD**



## INVESTMENT SUMMARY

(Proposal pricing expires on 05/12/2023)

End User	Description	Start Date	End Date	Amount
Palisades Charter High School	Frontline Implementation			\$12,122.50
			<b>INITIAL TERM TOTAL</b>	\$12,122.50

End User	Description	Start Date	End Date	Amount
Palisades Charter High School	Employee Evaluation Management, unlimited usage for internal employees	7/01/2023	6/30/2024	\$4,719.00
Palisades Charter High School	Human Capital Management - Recruiting & Hiring Bundle	7/01/2023	6/30/2024	\$12,663.68
			<b>RECURRING TOTAL</b>	\$17,382.68



# Applicant Tracking

Standard Implementation Services

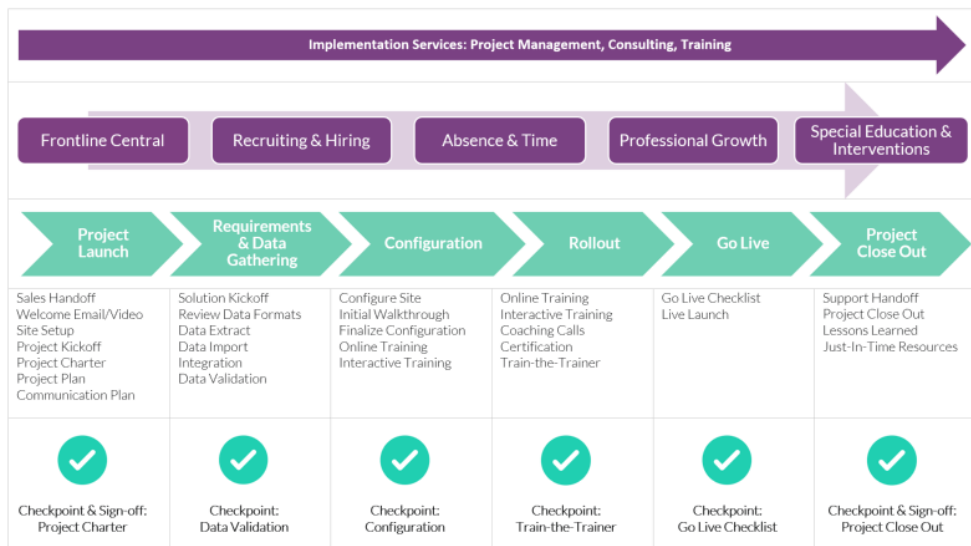




# Statement of Work: Applicant Tracking Implementation Services

## Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.



## Scope/Deliverables

### Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client’s requisition-to-recommendation hiring process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led *remote* training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Monitoring: periodic review of project progress to planned project milestones throughout implementation
- Project Close Out Call

### Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.





Specific examples of configuration services during implementation include –

Setups	Pre-configured with Applicant Tracking System	Frontline Education Configuration Services
Application Pages	21	Up to 2 additional
Position Categories & Types	124	Adjust existing as needed
Pipelines	1 with 6 stages	Up to 1 additional
Forms	12	Up to 2 additional with workflows
Publics Forms Library	338	Not applicable
Forms Packet	Not Applicable	Up to 1
Job Description Templates	73	Up to 2
Applicant Certificate Types	134	Adjust existing as needed
User Groups & Permissions	1	Up to 1
Cross Advertising	6	Not applicable

## Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Applicant position list: categories and types
- Job Posting location/department list
- Applicant certificate types
- User list

## Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include --

- Standard integration with Frontline Education Solutions' Absence and Substitute Management and Frontline Central.
- One established HRIS/Payroll integration.
  - An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources.
- One established integration across each of the other types of integration partners.
  - Background Check Provider, Applicant Screening, Digital Interview.
  - For a complete list of our vendor partners, please refer to: [https://www.frontlineeducation.com/Partners/Find\\_a\\_Partner](https://www.frontlineeducation.com/Partners/Find_a_Partner)

## Reporting

- EEO reporting: built in reporting functionality to aggregate applicant data anonymously based on position types and date range.
- Ad-hoc Reporting on applicant, job posting, or forms data to export into an Excel file.

## Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out





## Schedule

On average, a typical Applicant Tracking implementation project runs 8 – 12 weeks. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2019		
				Jan	Feb	Mar
Sample Solution Rollout	1/2/19	3/19/19	55	[Progress bar spanning Jan, Feb, and Mar]		
Project Kickoff	1/2/19	1/8/19	5	[Progress bar in Jan]		
Insights Platform Migration (clients with existing Frontline solutions)	1/9/19	1/22/19	10	[Progress bar in Jan]		
Recruiting & Hiring: Applicant Tracking	1/9/19	3/19/19	50	[Progress bar spanning Jan, Feb, and Mar]		
Recruiting & Hiring: Proactive Recruiting	3/5/19	3/18/19	10			[Progress bar in Mar]

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

## Client Project Team: Roles & Responsibilities

### Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

### System Administrators

- System administrator: e.g. HR admin, or IT.
- The “point person” contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Create/edit/delete: position categories and types, locations, application pages, user accounts and permissions, electronic forms, category/vacancy pipelines, folders, interview series, application notes, etc.
  - Search/filter/review/share/email applicants and/or job postings
  - Configure system preferences

### IT Department

- Will work with Frontline Education Support teams to:
  - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
  - Provide technical support in instances where local network/technology configurations impact usage of our solutions
  - Potentially support in-solution integrations
  - Link Applicant Tracking to employment opportunities page on website.





## Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

## Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.







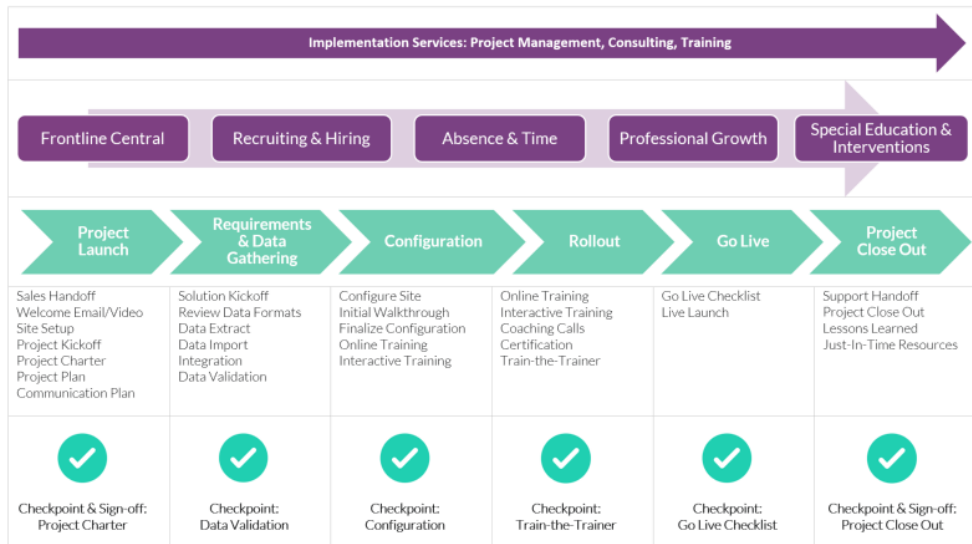
# Employee Evaluation Management

Standard Implementation Services



## Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.



## Scope/Deliverables

### Project Management, Training & Consulting

- Project Kickoff Call/Pre-Configuration Meeting
- Business Process Review: review of internal process for a Client’s evaluation process to include best practices and recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led *remote* training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Monitoring: periodic review of project progress to planned project milestones throughout implementation
- Project Close Out Call

### Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configure the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.





Specific examples of configuration services during implementation include –

Setups	Frontline Education Configuration Services
Rubrics	Up to initial 10 Rubrics
Evaluation Forms	Up to 20 initial Forms with mapping for implementation
Component Templates	Up to 20 initial Templates
Evaluation Types	Up to 10 initial Evaluation Types
Reports	Up to 10 Standard System Reports + Up to 5 Custom Reports
Config Rights	Guidance/Explanation on assigning Config Rights to administrators
Admin Rights	Guidance/Explanation on assigning Admin Rights to administrators
Evaluation/Component Rights	Guidance/Explanation on assigning Evaluation/Component rights to administrators
Buildings/Grades/Departments	No limit
Artifact Types/Category	10 of each
Demo Users	Two Demo users- 1 Evaluator + 1 End user (teacher)

## Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Standard User List (Name, unique Employee ID, Email Address, Username, Evaluation Type, District Administrator, Evaluation Cycle Start and End Date, Building, Department, and Grade)

## Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include --

- sFTP Automation of User Rostering/Updating
- "Learning Loop": Evaluation can integrate with the Professional Learning Management System (if purchased separately) to recommend relevant Professional Development.

## Reporting

- Extracts as needed to adhere to state requirements.
- 10 standard system reports are part of the set-up process
- 5 customized reports

## Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services.

- Onsite training
- Onsite End User training
- Configuration or Custom Reporting services beyond those identified
- Services beyond the implementation timeframe and project close out
- Additional forms and mapping of forms





## Schedule

On average, a typical Evaluation project runs 4-8 weeks based on *expedited return of data from district*. Below is an example of a project schedule for implementation for the Professional Growth bundle. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2019				
				Jan	Feb	Mar	Apr	May
Sample Solution Rollout	1/2/19	5/21/19	100	[Gantt bar spanning Jan to May]				
Project Kickoff	1/2/19	1/8/19	5	[Gantt bar]				
Insights Platform Migration (clients with existing Frontline solutions)	1/9/19	1/22/19	10	[Gantt bar]				
Professional Growth: Employee Evaluation Management	1/28/19	3/8/19	30		[Gantt bar]			
Professional Growth: Professional Learning Management	3/11/19	4/19/19	30			[Gantt bar]		
Professional Growth: Evaluator Calibration Management	5/1/19	5/21/19	15					[Gantt bar]

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

## Client Roles & Responsibilities

### Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent, Director of Curriculum & Instruction/Development, etc.
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

### System Administrator

- System administrator: e.g. Superintendent, Assistant Superintendent, Director of Curriculum & Instruction Development etc.
- The “point person” contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Create/edit/delete: user accounts and rights, buildings, evaluation types, admin rights, district settings, artifact categories and types, electronic forms, rubrics, folders etc.
  - Configure system preferences

### IT Department

- Will work with Frontline Education Support teams to:
  - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
  - Provide technical support in instances where local network/technology configurations impact usage of our solutions
  - Potentially support in-solution integrations





## Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

## Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.



# STATEMENT OF WORK



# Frontline Central

Standard Implementation Services

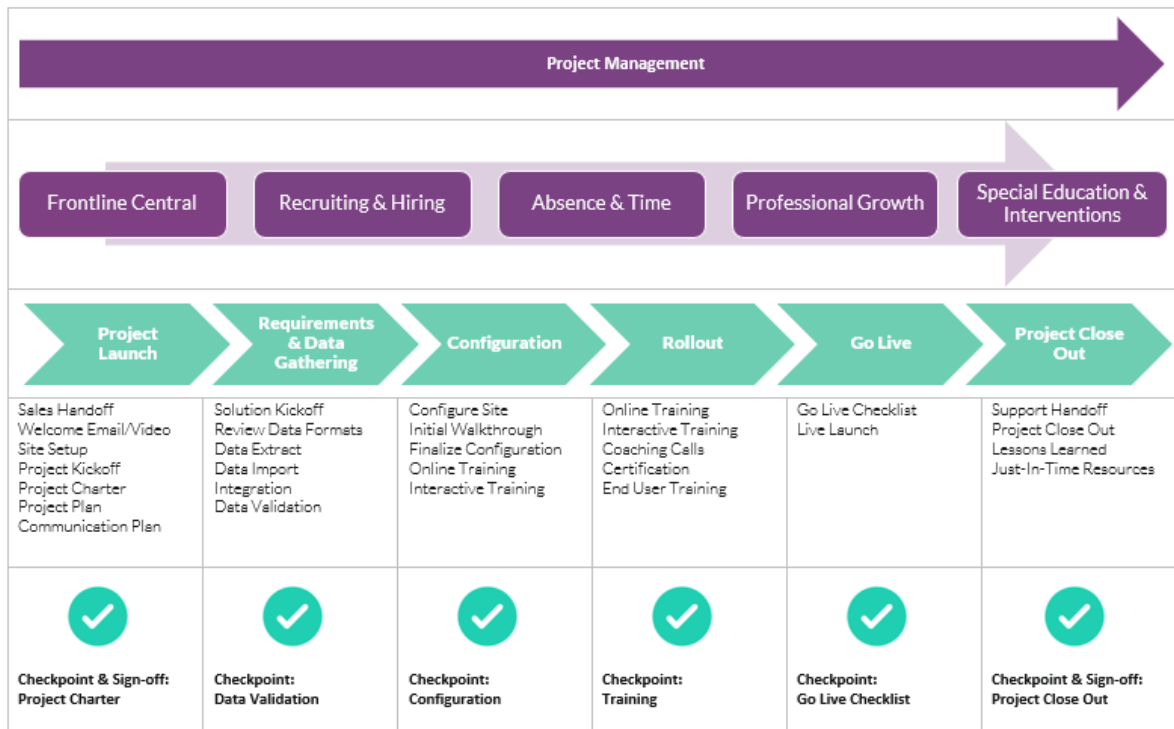




# Statement of Work: Frontline Central Implementation Services

## Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.



## Scope/Deliverables

### Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client’s onboarding process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Calls: periodic project status calls throughout implementation to review progress to the project schedule
- Project Close Out Call





### Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.

Specific examples of configuration services during implementation include –

Setups	Pre-configured with Applicant Tracking System	Frontline Education Configuration Services
Forms	N/A	Up to 12 forms

### Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Employees

### Systems Integration

Integrations exist within Frontline Education solutions. Specific examples of configurable integration types include --

- Standard integration with Frontline Education Solutions' Recruiting and Hiring.

### Reporting

- Employee Extract

### Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out

### Schedule

On average, a typical Frontline Central implementation project runs 8 - 10 weeks from project kickoff. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)







Task	Start	End	2018	
			Jan	Feb
Sample Solution Rollout	1/2/18	2/27/18	[Progress bar spanning Jan and Feb]	
Project Kickoff	1/2/18	1/8/18	[Progress bar in Jan]	
Insights Platform Migration (clients with existing Frontline solutions)	2/14/18	2/27/18		[Progress bar in Feb]
Frontline Central	1/10/18	2/27/18	[Progress bar spanning Jan and Feb]	

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

## Client Project Team: Roles & Responsibilities

### Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

### System Administrators

- System administrator: e.g. HR admin, or IT.
- The “point person” contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Create/edit/delete: new records, packets, and forms
  - Sending/tracking/completing forms

### IT Department

- Will work with Frontline Education Support teams to:
  - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
  - Provide technical support in instances where local network/technology configurations impact usage of our solutions
  - Potentially support in-solution integrations

## Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.





## Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.



# Coversheet

## Director of Operations Report

**Section:** II. Organizational Reports  
**Item:** G. Director of Operations Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Operations Board Report 05\_16\_2023.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### Board of Trustees Meeting Operations Report May 16, 2023

#### Permits & Setups:

- **Permit Revenue for April 2023 is ~\$84,685**
  - ~\$40,435 from Facility Rentals
  - ~\$500 from Facility Parking Rental
  - ~\$250 from One-Time Rentals
  - ~\$13,000 from Banner Rentals
  - ~\$30,500 from Filming
- **Permits** – Club sports are in full frequency with many summer interest inquiries already.
- **Filming in April:**
  - Old Navy (April 4th)
  - Adidas (April 8th)
  - Walmart (April 27th and 28th)
- **Filming for April:**
  - **(Occurred) Filming for May:** None at this time
  - **(Secured) Filming for May:** Beth Studenberg Still Photo (May 10th)
  - **(Potential) Filming for May:** Dicks Sporting Goods (May 17th)
- **Banners** - Banner demand continues to be strong, ongoing and new interest – fence booked out for the next few months with rotating banners – many of our yearly users are renewing.
- **PCHS Sports** –Spring sports starting playoffs and going strong.
- **May 2023 Set-Ups/Events:**
  - PCHS AP Testing – May 1-12
  - B&F Committee Meeting – May 8
  - Teacher Appreciation Week – May 8-12
  - Safety Drill – May 10
  - PCHS Board Meeting – May 16
  - VAPA Spring Shows (Various Dates) May 17-June 1
  - PTSA Parent Meeting – May 18
  - PCHS Donor Breakfast – May 24
  - AA Meeting – May 25
  - Faculty Meeting – May 30
  - Senior Awards Ceremony – May 31
  - LTSP – May 31



# PALISADES

## CHARTER HIGH SCHOOL

### MGAC/Pool:

- PCHS PE Classes soon ending for 2022-23 in lifeguard assisted swimming lessons (Learn to Swim and Levels 1-2 MGAC Curriculum).
- PCHS Swim/Dive Team support ongoing. MGAC hosted annual Western League Meet and CIF City Section Dive Championships, and looking forward to additional playoff action.
- Summer hours begin 6/12! Planned maintenance set to occur 7/31-8/4, resulting in closure times that week.
- American Red Cross (ARC) FA/CPR/AED and Safety Training for Swim Coaches Classes Delivered regularly.
- MGAC is conducting an ARC Lifeguard Certification May 20th. Contact [bking@palihigh.org](mailto:bking@palihigh.org) if interested.
- MGAC continues to experience a staffing shortage and is actively trying to hire experienced Lifeguards - Please help us get the word out!
- Safety Coordination provided for 5/10/2023 AIRBORNE EVENT Safety Exercise.
- Annual preventative maintenance addressing our multiple chemical pumps, filtration system, SPCS controller for energy efficiency, and interlock system is underway.
- MGAC is entering into our 14<sup>th</sup> year of operations and anticipate major repairs in the next few years. We project these repairs will require a 4 week closure (August month identified as target month in the year we implement this repair).
  - 1. Re-Plaster Both Pools (~\$300k)
  - 2. Replace cantilever concrete, which is showing signs of deterioration (~\$450k)

### Transportation/Buses:

- The PCHS School Bus Program & Schedule, as well as Special Ed, Late and Competition Buses, are all operating normally.
- The 2023-24 School Year Transportation Registration and Scholarship Application deadlines for submittal were reached on 4/7/2023. Scholarships were Offered as of 4/19, and the Appeal period and Final Determinations completed and sent out as of 5/4, and Route/Stop Assignments across the 7-Buses to be presented as of 5/15. At this time, ~400 Riders for next year.
- Next major 2023-24 Process Deadline is 6/1/2023 for down-payments.



# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology:

- Testing season is in full swing! Testing for CAASPP, ELPAC, CAST, AP's, and NWEA are scheduled from Monday, March 6<sup>th</sup> through Friday, May 26<sup>th</sup>. The Team has been working with Lisa Saxon, Testing Coordinator, and Karen Ellis, Director of College Advising, to ensure support and devices are available in all testing locations throughout all scheduled days. The testing season does consume a significant amount of the Tech Dept. personnel's time in terms of hours each testing day, and the elongated elapsed time of testing due to PCHS not being a 1:1 Device school, so Tech Support response times are impacted during this three-month period.
- 226 tickets were opened since the last BoT meeting, with 215 of them closed or waiting. Average response time this period jumped to 4 hours and 42 minutes with some response times exceeding 2 days. This almost doubling response time is a direct result of the time spent in classrooms during school testing. Common ticket trends this period consumable requests, application/software issues, A/V requests, projector/projection problems, followed by equipment requests and Infinite Campus issues.
- All new staff laptops continue to be distributed as teachers and Tech are available. If everything continues as planned and arrives/is distributed this year, the 2023-24 SY staff device order will be 30-35 devices (final numbers will depend on not yet finalized staffing and any future breakdowns this semester).
- All eight Konica copier/printer machines have arrived. Two faculty/staff production machines in the copy room, three (one each) in the AA Office, Attendance Office, and Main Office, and three student devices are in place. PIN code requirements have been reinstated on the copy room and AA Office devices, with the Attendance and Main Office to follow shortly. The student printing devices are nearly ready to be rolled out, along with a remote print client for faculty, staff and students. Additionally the large capacity paper trays for the main copiers should be arriving soon, as well as codes that we were missing to enable PIN usage on the Attendance and Main Office copiers.
- Work with the Deans continues regularly. IT is supporting the Deans office with Bark reports, camera support, and IC reporting.
- Working with our data management vendor on the creation of needed recurring reports from Infinite Campus. Some initial reports for Counseling and Intervention have finally been delivered. Errors in some of the delivered reports for Grades have been discovered and we are waiting to have these addressed prior to the final grading window, as they were not addressed at the 10 week.
- Ongoing facilitation/support of several EdTech digital classroom resources to ensure all applications are accounted for, accessible/usable and can be supported by IT.
- The Tech Team is continuing to update and create training materials for faculty and staff. The Schoology Palisades Technology Enthusiasts, which all staff are a member of, houses these updates.
- As part of the server refresh, multiple servers were migrated to and consolidated on a new host, upgraded, and had additional resources applied to the machines. Of the servers that remain, only a Finance Department migration of QuickBooks licensing and data needs to occur before the project can be closed out. This continues to be a concern that we hope to have addressed soon.



# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology (Continued):

- A site walkthrough for the eRate Category 2 bid occurred on Wednesday, 3/8. The bids were certified, evaluated, and awarded to AkinsIT per the strict bidding process required by USAC and the FCC. We will begin the process of securing funding through available grants and 2023-24 PCHS budget process. Our plan is to move forward with a Summer 2023 installation. The total cost at this time is \$1,300,000, with eRate funding of ~\$250,000, leaving a \$1,050,000 PCHS funding obligation, which is a 50% discount of a critical and overdue refresh. While this is a big cost, in addition to the long-overdue replacement of this aging critical infrastructure, please keep in mind this investment will remain in use for 5+ years.
- Recovery of Senior owed outstanding fees/fines relating to lost or damaged Tech Devices, Textbooks, Library Books, Cafeteria & Transportation is going well. There are many more outstanding related to Freshman through Junior students as well, but with seniors graduating this semester the focus is on recovering these monies first. Grades 9 – 11 have \$13,791.53 of outstanding Tech and Library fines alone, with an additional \$716,235.27 in items waiting to be returned. A portion of these items have been held, overdue, by students since 2021.
- IT worked with the College Center to prepare for the 2023 Digital AP exams. This year the English AP exams were taken digitally through the new Bluebook application. Overall, these tests were successful; however, there was significant strain on the IT Department to prepare and checkout available devices late in the year for students whose personal devices were not adequate to take the test on. Additionally, a number of student's personal devices failed during the test and had to be swapped out for emergency Tech loaners that were prepared for the tests. The majority of the problems encountered by students would not have occurred if PCHS were a 1:1 Device school.
- The 2023-24 budget cycle has begun, and IT is working with various departments on equipment and software needed for the next school year.
- In an effort to replace the damaged and aging screen in Mercer Hall, IT has requested quotes from vendors to replace and install a new, motorized screen. The goal is to have the work approved and installed over summer. Estimates are expected to range from \$25,000 to \$55,000 depending on various options and needs to support all use case scenarios of the multi-purpose and classroom space.
- Turnitin has released their Beta version of AI detection of student submitted work. We have seen a startling number of student submitted essays and homework that are AI generated. Our current Turnitin plan is offering the AI detection as a benefit for the remainder of the 2022-23SY, however, this critical component will not be included next year without an additional purchase cost. The quote received includes an increase of \$4,154.64 for the remainder of our Y2 and Y3 contracts (\$12,114.86 and \$12,478.31 without the increase). IT deems this module a mandatory add-on with the current advances in AI technology, in order to help combat the rampant plagiarism and cheating occurring before the add-on was released.



# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology (Continued):

- Data synchronization between Infinite Campus and the communication platform ParentSquare was configured during Winter Break. After some training, a pilot group has been setup so the system can be tested and measured against PCHS's needs. If the pilot is deemed successful, ParentSquare could replace most communication systems/methods currently used at PCHS and centralize communication for all stakeholders.
- 45 Promethean panels were deployed around campus. The expected funding availability for a Round 2 of orders is being discussed and planned.
- With the 2023-2024 OnLine Registration (OLR) window open for Admissions, IT has been working with Counseling and the Attendance/Admissions Office to support reporting, Household Notifications, and various issues that occur.
- It is almost that time again ... Another grading window is almost upon us and IT will be working with the faculty to post their grades come June. IT will work with the Counseling Office to finalize report cards and ensure all teachers have properly reported a grade for every student.

### Facilities/Projects – HVAC:

- **Central Heating System** - System operational and a few rooms occasionally need some work.
- **MERV-13 Filters** - Ongoing Monthly Inspecting & Replacing

### Facilities/Projects – OTHER (Ongoing Maintenance):

- **Transporting Nutrition & Lunch** – Facilities delivers meals to Pali Academy twice a day
- **Tent Set-Ups** - Security Stations and Pali Academy Stations after wind-related take-downs
- **Hallway & PE Locker Maintenance** – Support/Resolve ongoing locker maintenance requests
- **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 ongoing
- **Baseball Batting Cage & Tennis-Court Drainage Gutter** – Periodic sweeping/cleaning
- **IPM Pest Management** – Significant degree of baiting exterior of Bldgs. for ants and roaches using *LAUSD approved products only*.





# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects – OTHER:

- **Set-Ups/Break-Down** – Ops team in collaboration with Permits Dept. & Tech Dept. assisted with the setting up and breaking down of over 100 tables and 200 chairs daily for Weeks 1 & 2 of AP Testing in both Gyms, Mercer Hall, Staff Cafeteria and various rooms campus wide
- **J110A/J-Bldg. Adult Restroom** – Old original galvanized domestic water pipe leaked and flooded both J110A & J110B Offices so damaged carpets were removed. The leaking pipe has since been replaced with approximately 10' of new copper pipe. Floors being prepared for ongoing use without carpeting.
- **E-Bldg. 2<sup>nd</sup> Floor Girls Restroom / E-Bldg. Mechanical Room** – Union located in Girls 2<sup>nd</sup> floor restroom wall access panel leaked and flooded lower level mechanical room. Wall Tile was removed from wall to get access to repair union. Repair complete and working normal.
- **Furniture:** Inventory campus wide for furniture budget submittal completed.
- **Quad/Grass** – After seeding Main Quad and Gilbert Quad in preparation for Graduation growth thus far has been excellent.
- **Student Restroom Destruction & Graffiti** - Restroom vandalism back on the rise, and especially Graffiti.

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

- **J110A/J110B Office floors** – Glued carpet residue set to be machine grinded down to original concrete and sealed to preserve.
- **E-Bldg. 2<sup>nd</sup> Floor Girls Restroom** - New Tile & Existing wall access panel needs to be reinstalled.
- **J-Bldg. Adult Restroom** - Replace broken toilet. Stall currently out of order.
- **G203 & J122** - Replace broken glass window.
- **Gilbert Hall** - Handicap seating broken side latch/locking mechanism. Parts on order from vendor for special custom seating.
- **A-Bldg., E-Bldg., and G-Bldg. Storm Drain Issues** - Pending
- **A-Bldg. Roof Lights** - 1 of 2 need to be replaced. Ordered and awaiting to receive/install.
- **3-Way Crosswalk Light Fixture** - Fixture by 3-Way Crosswalk by Gilbert needs to be replaced.

### Facilities/Projects - Larger Scale Projects:

- **Gym A/C Project (LAUSD Bond Funded):**
  - Phase 1 started on Dec 17<sup>th</sup> 2021. The Boys side of the Gym Complex is underway and anticipated to last until Nov/Dec 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 began Dec 19<sup>th</sup> 2022.
  - Project expected to finish around Nov 2023



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects - Larger Scale Projects:

- **Campus-Wide Non-Bungalows A/C Project (LAUSD Bond Funded):**
  - This project is LAUSD Board approved. The project now looking to move into the Architecture & Engineering Design phase.
  - Once LAUSD and DSA approvals received, which could take quite some time, the project will be Bid & Awarded, which will add another 4+ Months. Project not expected to start until Summer 2024 at the earliest, more likely Summer 2025.
- **Main Quad Modernization Project (Donation Funded):**
  - The project has been approved by the LAUSD Board! Post vote meeting with LAUSD M&O Division completed.
  - Now that project approved by LAUSD Board, and detailed materials selected, and PCHS completes the Detail Design, project may need to be submitted to DSA, and then followed by Bidding and Installation Phases.
  - Project hoped to be able to start in Summer 2023, but that is dependent on many factors.
- **Solar Project (LAUSD Bond & Catalyze Funded):**
  - This project has LAUSD-FSD Support and has been cleared to proceed independently (and could be simultaneously) with the Campus-Wide Non-Bungalows A/C Project.
  - Catalyze has finalized their Detailed Specifications and Conceptual Design, Schedule and Cost Estimate for PCHS, which has been submitted to LAUSD-FSD for review. Once Catalyze and LAUSD reach agreement on terms and conditions of a long-term contract, they will start getting into Detail Architectural & Engineering Construction Design; submit for LAUSD BOC approval, LAUSD Board approval, and DSA Submittal/Approval.
  - Project hoped to receive final approvals in time to be started by Summer 2024.

# Coversheet

## Director of Development Report

**Section:** II. Organizational Reports  
**Item:** I. Director of Development Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Development Board Report 05\_16\_2023 .pdf



# PALISADES

## CHARTER HIGH SCHOOL

### Development Report Board of Trustees Meeting May 16, 2023

Report date: 5/12/2023

<b>TOTAL FUNDS RAISED TO DATE:</b>	<b>Fund</b>	<b>Prior Report</b>	<b>YTD</b>	<b>Inc/Dec.</b>	<b>Budget</b>
The PCHS Fund	General	\$385,088	\$398,448	\$13,360	\$450,000
Pali Alumni Fund	General	\$2,032	\$2,032	\$0	
<b>TOTAL UNRESTRICTED FUNDS RAISED</b>		<b>\$387,120</b>	<b>\$400,480</b>	<b>\$13,360</b>	<b>\$450,000</b>
CTE Incentive Grant	General	\$270,372	\$270,372	\$0	\$0
Perkins V Grant	General	\$0	\$0	\$0	\$0
Rest. Donations/Pledges - Recd	General	\$24,493	\$24,493	\$0	0
Donation/Pledges Outstanding	General	\$5,676	\$5,676	\$0	0
<b>TOTAL RESTRICTED FUNDS RAISED</b>		<b>\$300,541</b>	<b>\$300,541</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FUNDS RECEIVED</b>		<b>\$687,661</b>	<b>\$701,021</b>	<b>\$13,360</b>	<b>\$500,000</b>

#### TOTAL EXPENSES TO DATE:

Bacio Design		\$3,330	\$3,500
American Direct Mail		\$2,449	\$6,900
Postage		\$405	\$1,800
Subscriptions	*	\$22,287	\$7,800
SafeSave service fees		\$3,526	\$7,500
Salaries & Benefits (Campus Unification/Development Dir)		\$70,594	\$77,000
Justice League			
Banner		\$300	\$200
Videography		\$750	\$1,500
Family Donor			
Banners		\$795	\$700
Reunion Picnic (Class of 2002)		\$1,147	\$0
Donor Bricks/Dedication Plaques/Awards		\$3,917	\$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



# PALISADES

## CHARTER HIGH SCHOOL

<b>TOTAL EXPENSES FOR UNRESTRICTED FUNDS</b>	<u>\$111,825</u>	<u>\$108,400</u>
<b>TOTAL NET FUNDS</b>	<b>\$589,196</b>	<b>\$391,600</b>

**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: **\$398,448** this year/**\$379,792** last year. Best YTD was **\$379,792**
- 4.) PCHS Fund donor comparison: **324** this year/325 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
- 10.) #Giving Tuesday 2022 brought in **\$28,362**
- 11.) Year End 2022 Campaign begins December 28th.
- 12.) Year End Campaign 2022 brought in **\$44,289**
- 13.) Student PCHS Fund Phon-a-Thon scheduled for 3/20 - 3/22
- 14.) Student Phon-a-Thon brough in **\$3,733**

**Grants Submitted to date:**

<b>Grantor:</b>	<b>Amount</b>	<b>Purpose</b>	<b>Date Submit</b>
<b>CTE Incentive Grant</b>	<b>\$270,372.00</b>	<b>CTE Funds for 2022-213</b>	<b>1/15/2021</b>
LA Scholars Investment Fund	\$146,600	Pali Bridge Project - College Center	5/3/2022
<b>Pacific Palisades Women's Club</b>	<b>\$600.00</b>	<b>Mosaic repair</b>	<b>5/30/2022</b>
<b>Lewis A. Kingsley Foundation</b>	<b>\$10,000.00</b>	<b>Program Support</b>	<b>8/10/2022</b>
<b>Mara W. Breech Foundation</b>	<u><b>\$10,000.00</b></u>	<b>Teacher Professional Development</b>	<b>11/30/2022</b>
	<b>\$437,572.00</b>		

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

**Grants Received to date:**



# PALISADES

## CHARTER HIGH SCHOOL

<b>Grantor:</b>	<b>Amount</b>	<b>Purpose</b>	<b>Date Rec'd</b>
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
Mara W. Breech Foundation	\$5,000.00	Teacher Professional Development	12/30/2022
	<u>\$285,972.00</u>		

### **Grant Applications not approved:**

NRA Safe Shield Program	\$81,375.00	Permanent Perimeter fencing	8/30/2022
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\* Subscriptions increased with the conversion from DonorPerfect to Virtuous. Virtuous will eliminate the cost of Almabase app (\$7,500) when contract expires next year, DonorPerfect (\$6,228) and DonorSearch (\$1,750). Annual cost of Virtuous is \$9,500.

# Coversheet

## Chief Business Officer (CBO) Report

**Section:** II. Organizational Reports  
**Item:** J. Chief Business Officer (CBO) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CBO Board Report 05\_16\_2023.pdf  
April 2023 Credit Card Expenditures.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### CBO Report Board of Trustees Meeting May 16, 2023

#### **2022-2023 BUDGET UPDATE**

- The budget vs actuals update provided during the April 2023 meeting has not been updated. That report included expenses through March 31, 2023. The month of April does not close until mid-May, so we will present the Estimated Actuals next month.
- PCHS was awarded the 2022 Kitchen Infrastructure Training & Infrastructure Grant in the amount of \$227,748
  - Base Equipment: \$154,753
  - Freshly Prepared Meals Award: \$72,995

#### **ED-TECH PLAN**

- The revised EdTech Plan is still in progress, which now incorporates feedback from various faculty meetings and LTSP
- Additions to the EdTech Plan:
  - Quotes from 3 different vendors
  - Quotes for 3 different devices
- The EdTech plan incorporates feedback from various educational partners/groups. It outlines the supporting data and also includes funding sources to bring the plan to life.
- The EdTech plan can be viewed [here](#).

#### **2023-2024 BUDGET UPDATE**

- We will review IMA/Textbook requests at the May Budget & Finance committee meeting & Board meeting
- IMA:
  - Requested budget: \$445,748.95. Please note, this is a significant increase versus prior year (2022-23). However, the increase is largely attributed to an increase in CTE funding. Exclusive of the CTE IMA, the general IMA is relatively flat versus 2022-23.
- Textbooks:
  - Requested budget: \$85,244.50. Of the total request, \$9,520 is funded via CTE. Overall, this is in-line with pre-pandemic textbook expenses. However, it is a significant reduction versus the 2022-23 textbook budget. The 2022-23 textbook budget included the use of A-G completion grant funds.
  - Please note, we expect to purchase Chemistry & AP Government textbooks next year (2024-25). They need a refresh, but we are waiting on the College Board to provide an update.

#### **COMPLIANCE**

- 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. We have now shifted the final report presentation to the May Board meeting.

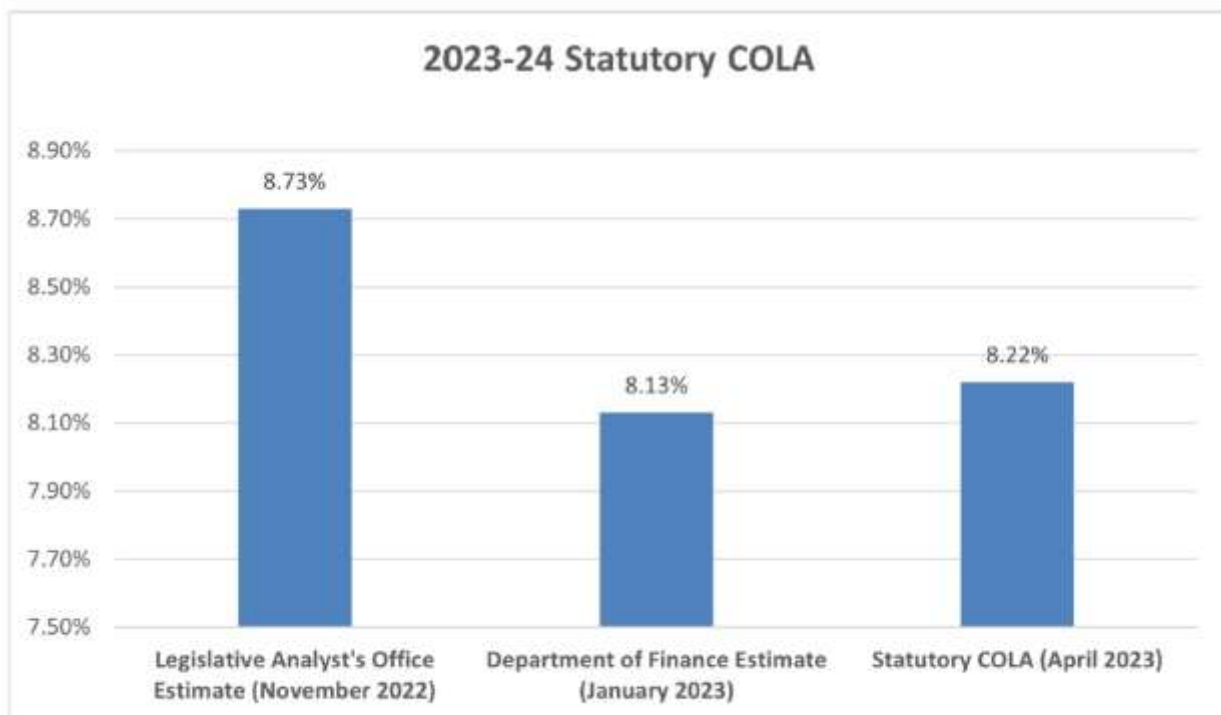




- The LAUSD Charter School Division (CSD) oversight visit is also in progress. All financial reports were provided to LAUSD by the set deadline. The fiscal site visit/meeting on April 27<sup>th</sup> went well. We are pending additional data requests from LAUSD CSD at this time.

## LOOKING AHEAD

- 2022 Actuarial report
- May 2023: Governor releases the May Revision (California State Budget) which outlines key areas for PCHS education funding.
- Cost-of-Living Adjustment
  - The Statutory COLA was announced at 8.22%. This was slightly higher than the estimated COLA back in January 2023.
  - Please note, the statutory COLA is legally required to be applied to the LCFF base grant. However, the Governor can propose to pull from other areas (programs, one-time funds, etc.), in order to fund the COLA, or can recommend a lower COLA amount. Additional details of the Governor’s May revise will be available in the coming week.



Both the Legislative Analyst's Office and Department of Finance (DOF) provided their best estimates of the statutory COLA prior to the release of the seventh data point in January 2023, and it appears that the DOF's estimate was more accurate.

Source: School Services of California, Fiscal Report

Palisades Charter High School  
 Credit Card Reconciliation Form  
 For the Period of: 04/01/2023 - 04/30/2023

Date	Vendor	Description of Expense	Cardholder	Requested By:	Amount	Resource	Budget Category
March 28, 2023	CHICAGO COSTUME COMPANY	VAPA Show - costumes	JP HERRERA	C SMITH	\$ 415.00	ASB	TRUST
March 29, 2023	PROMETHEAN INC	Science department IMA (instructional materials)	JP HERRERA	K NEWBILL	\$ 75.00	GENERAL	IMA
March 29, 2023	VISTA PRINT	Dept business cards - K Loftus	P MAGEE	B BANDUCCI	\$ 59.12	GENERAL	IMA
March 30, 2023	ACSA.ORG	Leadership PD	P MAGEE	K COX	\$ 449.00	GENERAL	PD
March 31, 2023	MAIL CHIMP	PCHS schoolwide mail campaign/newsletter subscription	JP HERRERA	K COX	\$ 220.00	GENERAL	SUBSCRIPTIONS
April 7, 2023	USPS PO	Postage - mailed certified letter to dept of public health servicese	JP HERRERA	D BROWN	\$ 9.65	CAFÉ	POSTAGE
April 10, 2023	DELTA AIR	LRP Conference roundtrip air (SpEd) - B HUTCHINSON	JP HERRERA	T WILSON	\$ 727.80	GENERAL	CONFERENCE
April 10, 2023	COLLEGEBOARD WORKSHOPS	Collegeboard workshop attendee #6 (other attendees were billed prior month)	P MAGEE	K ELLIS	\$ 570.00	ASB	COLLEGE CENTER
April 12, 2023	REBRANDLY.COM DUBLIN	Subscription Link Management & domain hosting	P MAGEE	K COX	\$ 190.00	GENERAL	SUBSCRIPTIONS
April 12, 2023	COLLEGEBOARD WORKSHOPS	CREDIT	P MAGEE	K ELLIS	\$ (545.00)	ASB	COLLEGE CENTER
April 15, 2023	HOTEL INDIGO NEW ORLEANS	LRP Conference - hotel stay - attendee 1	P MAGEE	T WILSON	\$ 491.13	GENERAL	CONFERENCE
April 15, 2023	HOTEL INDIGO NEW ORLEANS	LRP Conference - hotel stay - attendee 2	P MAGEE	T WILSON	\$ 491.13	GENERAL	CONFERENCE
April 15, 2023	HOTEL INDIGO NEW ORLEANS	LRP Conference - hotel stay - attendee 3	P MAGEE	T WILSON	\$ 535.29	GENERAL	CONFERENCE
April 15, 2023	HOTEL INDIGO NEW ORLEANS	LRP Conference - hotel stay - attendee 4	P MAGEE	T WILSON	\$ 535.29	GENERAL	CONFERENCE
April 19, 2023	HOTEL INDIGO NEW ORLEANS	CREDIT - LRP Conference	P MAGEE	T WILSON	\$ (491.13)	GENERAL	CONFERENCE
April 19, 2023	HOTEL INDIGO NEW ORLEANS	LRP Conference - hotel stay	P MAGEE	T WILSON	\$ 1,324.29	GENERAL	CONFERENCE
April 19, 2023	HOTEL INDIGO NEW ORLEANS	LRP Conference - hotel stay	P MAGEE	T WILSON	\$ 833.16	GENERAL	CONFERENCE
April 19, 2023	ADA FRUIT INDUSTRIES	Tech Ed Department IMA (instructional materials)	JP HERRERA	P KUPER	\$ 557.52	GENERAL	CONFERENCE
April 19, 2023	GRAYSTEP SOFTWARE	2024 ASBWorks Conference Registration for S Celiz	JP HERRERA	S CELIZ	\$ 478.95	GENERAL	CONFERENCE
April 20, 2023	DLR RESORT	2024 ASBWorks Conference at Disneyland Resort (hotel stay for S CELIZ)	JP HERRERA	S CELIZ	\$ 396.63	GENERAL	CONFERENCE
April 24, 2023	CARPET CLEANING SERVICES	Emergency carpet cleaning/deodorizing for J-building water leak (2 offices)	JP HERRERA	O CABRERA	\$ 299.00	GENERAL	OPS

**GRAND TOTAL \$ 7,621.83**

NOTE:  
 PCHS received a grant from our SpEd SELPA in the amount of \$3,000 per attendee - reimbursement for LRP conference

# Coversheet

## Executive Director/Principal (EDP) Report

**Section:** II. Organizational Reports  
**Item:** K. Executive Director/Principal (EDP) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** EDP Board Report 05\_16\_2023.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### Executive Director/Principal Report Board of Trustees Meeting May 16, 2023

*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 Goals – Academic Growth and Achievement/Professional Development/Communication/Student Socioemotional Well-being/Diversity & Equity*

#### **2023 PCHS EdTech Plan and 1:1 program**

The PCHS EdTech Plan addresses the urgent need for universal, streamlined and standardized technology solutions that provide the highest quality learning experiences for all PCHS students in a technology ecosystem that works for everyone. *This EdTech strategic plan is particularly necessary as PCHS shifts from traditional paper and pencil tests, and scantron use, to next generation digital assessments that enable more flexibility, responsiveness, and contextualization. Ensuring uniform access to hardware, software and reliable internet will enhance PCHS's use of ongoing, formative, and embedded assessments that are less disruptive and more useful for improving learning. These advances also ensure that all students have the best opportunity to demonstrate their knowledge and skills on statewide assessments that increasingly focus on real-world skills and complex demonstrations of understanding. The PCHS mission and vision statements underscore the need to complete the transition to high quality and uniform technology solutions that are better aligned with our educational purpose.* From the PCHS EdTech Plan introduction

Converting to a 1:1 device school ensures PCHS has solutions to the current challenges we have faced to:

1. **Protect focused instructional time** without interruptions due to technical issues, troubleshooting, and unsecured personal devices in the classroom.
2. **Limit learning loss** for students whose home/personal devices malfunction.
3. **Maintain strong network and technical security** for our operational infrastructure.
4. **Support our faculty** to invest deeply in specific technologies and software that allow for innovative instructional approaches and differentiation.
5. **Manage increasing testing requirements from the state** that lengthens the testing window and creates significant interruptions to our instructional program.

PCHS is engaging the school community in the feedback loop.

- Monthly discussions with the Budget & Finance Committee.
- EdTech Plan included in the April 18 Board of Trustees Meeting materials.
- Staff informational and feedback meetings regarding the 1:1 program held during 0 and 7<sup>th</sup> periods on April 25 and May 2. EdTech Lead Lindsey Surendranath met with individuals who were unable to attend these meetings.



# PALISADES

## CHARTER HIGH SCHOOL

- Information regarding the 1:1 program presented to and discussed with the Long-Term Strategic Planning Committee on April 26.
- The ASB Leadership Class met with EdTech Lead Lindsey Surendranath on May 5.
- ASB sponsored a Student Concern meeting on Monday, May 15.
- Information for parents with a link to provide feedback shared in the May 10 Parent Newsletter and in separate letter sent via email and posted on ParentSquare on May 12.

**PCHS Summative Assessment Schedule** – The following schedule reflects the 2023 mandated spring assessments.

- California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) – Now through May
- NWEA Math and English - April 14-24
- Advanced Placement – May 1-5 and May 8-12
- Internal Summative Assessments – May 23-June 7

During 2022-23 approximately **12,233** standardized tests were administered. New state testing mandates will increase this number to approximately **37,475** tests in 2023-24. These numbers do not include Advanced Placement tests.

Advanced Placement Testing:

<b><u>2023:</u></b>	<b><u>2022:</u></b>
2,071 tests given	1,800 tests given
1,176 students tested	1,070 students tested

### **Feedback on impact of new PCHS Testing Policy**

As of May 12, no juniors have requested the alternate assessment. AP testing was the priority over the past two weeks. Remaining standardized testing will continue now that AP testing is completed except for make-up exams.

### **PCHS Math Task Force Culmination**

The PCHS Math Task Force comprised of parents, staff and teachers concluded its monthly meetings focused on providing support for the Math Department and ongoing equitable systems, policy and practice review. The task force has been very fortunate to have members of the Paul Revere Middle School Math Department as part of the group. In addition to vetting the PCHS Math Placement Policy, student focus groups are being coordinated to better understand student perspectives about preparation and preparedness for upper-level math courses at PCHS. Ongoing articulation and summer training with the PRMS Math Department is being developed to ensure a consistent, equitable pathway for math success for all students.

### **Math Task Force Outcomes**

- A. Increased articulation with Paul Revere Charter Middle School. PCHS and PRCMS have:



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- Reviewed the PCHS Math Placement Policy passed by the PCHS Board of Trustees April 2023.
- Made agreements for data sharing with Paul Revere Charter Middle School to help 9<sup>th</sup> grade math course placement (STAR testing).
- Agreed to participate in a shared professional development opportunity in Culturally Responsive Teaching.

### B. Professional Development Direction

- PCHS Leadership met with Dr. Sharroky Hollie to start preliminary conversations about training for 2023-2024. We will be discussing these options with our Equity Team to determine the best option for PCHS faculty.
- The equity and inclusion work initiated with the Museum of Tolerance will continue through 2023-2024.
- Summer professional development design time will be issues to math teachers in Algebra I, Geometry, and Algebra II to integrate culturally responsive curriculum to performance tasks.

### C. Instruction

- Add a math peer coach to be on staff for next year who will be part of the cohort of teachers who are in phase on of culturally responsive teaching.
- Three new foundational teachers in Algebra I, Geometry, and Algebra II.
- Summer hours available for math curriculum design.
- Form Algebra II PLC with some new members.
- Culturally Responsive Curriculum - Monica Iannessa is reviewing curriculum that can be inserted to units for next year's foundational classes. She is currently examining "Connecting Mathematics and Social Justice" from Math Teachers' Circle for Justice. This curriculum can be used to create Math Performance Tasks that are relevant to students. Additionally, we have books on order for "Strategies for Culturally and Linguistically Responsive Teaching and Learning."

### D. Next Steps

- Data Review of CASSPP and NWEA Math scores to set benchmarks for success. (Summer 2023).
- *Fuerza Unida* padrinos to meet with The Village Nation elders with Math and English teachers to create specific Black/AA and Latinx Student Achievement Plans for Math and English. (Summer 2023).
- Collaboration and planning with Dr. Hollie. (End of school year)
- Finish the Math teacher hires. (End of school year)
- Schedule articulation meetings with Paul Revere Math teachers.

### **Equity Team Update**

The PCHS Equity Team comprised of teachers and staff including administrators continues to meet bi-monthly to plan professional development, review data, and develop action plans. The most recent initiatives are as follows:



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- Back to School Professional Development Planning building on our work with the Museum of Tolerance
- Student Success: Discussion about the combination of The Village Nation/Black Student Union, *Fuerza Unida*/Latinx Student Union. The consensus is that it works best for the partner groups to combine. The earlier logic model was for the groups to be separate with close collaboration.
- *FUN* presentation – Parents requests: Academic help for students, FAFSA help, safe space for undocumented parents (not so many students),
- State achievement data is devastating – Few Latinx males complete community college. Pali data shows a disproportionate number of students receiving special education services and students of color (especially male) are not succeeding academically. The PCHS Math Task Force reviewed data of upper-level math classes. Very few students of color are enrolled in these classes. Specific plans with specific benchmarks are incorporated into the Local Control Accountability Plan.
- PCHS plans to develop a TVN and *FUN* achievement plan beginning with literacy and building into tiered intervention plans.
- Congratulations to *Fuerza Unida* and coordinator Myrna Cervantes on a very successful parent/student workshop held on Saturday, May 6. Approximately 100 parents, 40 students, and seven *madrinas* participated. Workshops included A-G, CP, Honors, & AP; FAFSA; Mental Health; Creating a sense of belonging, and Celebrating our accomplishments.

### **Equitable grading practices/grading policy –**

PCHS has been engaged in study and action research based on Joe Feldman’s work in *Grading for Equity* since 2020. Reading groups formed in 2021 with self-selected Professional Learning Communities piloting specific grading practices in 2022. This year our focus has turned to examining grading policies through an equity lens.

Currently, academic departments continue to provide input on the most appropriate grading scales for each subject area. Department Chairs are leading their departments in reflection on the question, “What policies and practices should we examine?” Related practices include credit for late work, missing work, cheating, extra credit, assessing group work, promoting academic growth and mastery, weighting, and developing growth mindsets. Our goal is to reach consensus on several equitable grading practices to pilot schoolwide during the 2023-2024 school year.

**Student Recognition** – The Guidance and Counseling Office is recognizing students who have made outstanding academic progress.

- **Principal's Honor Roll** includes all students for whom the Spring 2022 Unweighted + Bonus Term GPA was  $\geq 3.700$  AND contained no "NC" or "U" marks.
- **President's Honor Roll** includes all Spring 2023 Seniors who have earned an Unweighted + Bonus Term GPA  $\geq 3.700$  for every semester of attendance at PCHS, and each with no "NC" or "U" marks.



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- Please note that while some students have completed 7 semesters at PCHS, others have completed fewer, including some with only 1 term.

### **Class of 2023 Commencement Ceremony**

Graduation represents the culmination of the high school experience. This year's PCHS Graduation Ceremony will be held on **THURSDAY, JUNE 8, 2023 at 3:30PM at the Palisades Charter High School Stadium by the Sea**. Gates will open at 2:00PM and security may be searching all bags. Due to the large graduating class and the limited capacity of our stadium, each PCHS graduate will only be issued **4 tickets** for guest admittance to the Graduation Ceremony. We will also be streaming the live Graduation Ceremony. There is a **MANDATORY** Graduation Information Meeting on May 24, 2023 during the Pali Period. Additionally, there is a **MANDATORY** Graduation Rehearsal on June 8, 2023 from 8:00AM-10:30AM. Students **MUST** attend the Graduation Rehearsal and failure to attend may prevent a student from participating in the Ceremony. Following the Ceremony, students will pick up their diplomas.

Only students who meet all the following graduation requirements are eligible to participate in the Graduation Ceremony:

- Pass all PCHS required courses
- Earn a minimum of 230 credits
- Complete a minimum of 10 hours of Community Service
- Return a signed and completed Graduation Contract
- Complete a Senior Post-Graduation Form
- Clear all fees
- Return all PCHS property (including technology)
- Empty all campus lockers
- Meet all behavioral expectation

Participation in the Graduation Ceremony is completely voluntary and is not necessary for a student to receive a diploma. Any student who does not participate and is eligible to receive a diploma may obtain the diploma in the Counseling Office after June 12, 2023

### **Student Assemblies May 18 and 19**

PCHS has been afforded an incredible opportunity for outreach that targets our 9th and 10th grade students. Jonathan Cristall, a City of Los Angeles prosecutor and the author of the award-winning book, *What They Don't Teach Teens*, will be conducting workshops for Pali students in May. This workshop will help sensitize and clarify the many complicated, delicate situations that students face and empower them to make good choices. He will also be conducting a **presentation for parents on the morning of May 18** to share information about both topics, too. More information about each session can be found on the following write-up from Mr. Cristall.



# Coversheet

## Budget & Finance Committee Update

**Section:** III. Board Committees (Stakeholder Board Level Committees)  
**Item:** B. Budget & Finance Committee Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Budget Com Meeting Minutes 05\_08\_2023.pdf



# PALISADES CHARTER HIGH SCHOOL

## MEETING MINUTES - BUDGET/FINANCE COMMITTEE

MONDAY, MAY 8, 2023

3:30-5:00 PM, D102

*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 3:33 pm. In attendance: R Rodman, S Margiotta, D Gronich, S Sherkhanov, C Heisen, N Kojoonwaeze. Non-voting members: P Magee, JP Herrera. Please see sign-in sheet for list guests in attendance.

B. Public Comments – L Weiner (Co-Chair of the Math Department) spoke on behalf of himself and his Co-Chair. He voiced support for the 1:1 device program for the school noting that there is evidence that this leads to increased student engagement. It also gives students the ability to collaborate and will allow bell-to-bell lessons. It will also allow for more exploratory lessons and improve exam security. He also noted that a 1:1 program may also be able to replace calculators and our current calculator loner program. He doesn't believe that this will be significant in closing the learning equity gap, noting that this must be done by changes in teaching style.

K Pollock (PCHS teacher) noted that she came from a school with a 1:1 program. She observed that it improves student outcomes and facilitates teaching. Teachers can work with technology to create/use programs to help them with student teaching/learning. She highlighted differences/challenges across platforms. She also discussed Schoology capability to grade work so she can focus on qualitative assessments. She also discussed the ability of 1:1 program to provide security in student usage. Uniformity also provides better understanding of device and provides healthy digital boundaries.

S Burr spoke as a 26-year veteran teacher who has been involved with the school technology for years. He thinks 1-time funds all PCHS the opportunity to create a 1:1 program and that this program will make it easier for the tech team to manage devices and issues as they arise. It will also facilitate testing.

A King noted that the library has been closed for 4 ½ weeks for AP testing and 2 weeks for standardized testing. She discussed challenges of finding students for make-up testing noting that there are salaries being impacted by the way testing is currently done.

R Rodman expressed concern regarding communication to parents who have already purchased devices for their students. Committee further discussed the 1:1 program. Students in Virtual Academy were highlighted noting that they are being tested with lockdown browsers. They are currently 10% of our student population. The # of state exams expected to be taken next year (which was included in B&F materials) was also reviewed. The model used at SaMo was outlined noting that students are allowed to use their own devices unless it is a class exercise/lesson or test that required the school provided devices. D Gronich noted that B&F has had ongoing concern about how the program would be maintained moving forward. What are others willing to give up to maintain 1:1 program. There should be communication to parents regarding this discussion which may come to



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## CHARTER HIGH SCHOOL

fruition. It was noted that there are advantages to shortening the testing window. DataLink has also met with students to discuss their concerns.

A possible transitional period was brought up and there was administrative support for this. D Parcell stated that this was a priority and the administration will make the rest of the budget work.

S Sher Khanov voiced support for funding 1:1 noting it will provide uniformity but won't affect achievement gap. He also asked whether the suggested device support all of the demands in the years to come.

Quotes are in process and various devices and applicable uses are being evaluated. J Roepel stated that the Tech Dept liked the Lenova because they are all compatible between years/models. Levona is dominant in school echo-systems because of this. He also noted that it is important to give students access to Windows because this is 70% of the market. It was also noted that training would be needed for students who didn't have exposure to Windows.

C. D Gronich made a motion to approval the meeting minutes from April 17, 2023. S Sher Khanov seconded the motion. Motion passed unanimously with no abstentions.

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

- A. None

### III. **REPORTS** (5 minutes each):

- A. Executive Director - P Magee reported that a focus has been on research for the 1:1 program to get questions answered.
- B. CBO Report- JP Herrera reports stands as submitted with a highlight on a Kitchen & Training Grant PCHS was awarded in the amount of \$227,000. \$154,000 can be used for equipment and the remainder is tied to preparing fresh meals.
- C. Fundraising & Development - M Rawson noted that the report is the same as submission at the April 2023 B&F Committee meeting. PCHS Fund has raised \$396,422. M Rawson will be following up with donors who have given in the past but not donated this school year as well as reaching out to families who haven't given yet. There is a Donor Breakfast for Banner Donor families and he is working on the PCHS Fund budget for next year.
- D. ASB Treasurer Report – N Kojoonwaeze reported that on Sat. He also reported that they are over budget on PAC cards for next year and ASB is working on a survey regarding the 1:1 device program being discussed.
- E. Booster Club – D Gronich reported that Boosters received a grant from the Women's Club. It was also noted that the Auction Chairs were reporting gross auction earnings vs. net auction earnings and this made have impacted additional donations. There is a need for clearer communications next year. R Rodman also reported Boosters approved \$68K for competition buses in the 2023/2024 school year.

N Kojoonwaeze left at 4:41 pm

- F. Lifetime/Health Benefits -M Monahan there are no additional updates needed and item can be removed from future agendas!!
- G. Credit Card Purchases-Discussion/Recommend - JP Herrera reviewed credit card report and it stands as submitted.

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

A EdTEch Plan – please see above (discussed with N Kojoonwaeze present)

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# PALISADES

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- B. 2023-24 IMA Budget - JP Herrera reviewed the IMA budget and it was discussed as a committee. There is \$445,848.95 budgeted of which \$184,405.49 is coming from CTE grant monies. He confirmed that IMA amounts have been vetted with Department Chairs and Department Administrators. This is also the IMA budget recommended by the Administration.

R Rodman made a motion to approve the 2023/2024 IMA budget of \$445,849 of which \$184,405 is to be covered by CTE Grant monies. D Gronich seconded the motion. The motion passed unanimously with no abstentions (but with the absence of N Kojoonwaeze).

- C. 2023-24 Textbook Budget - JP Herrera and A King reviewed the Textbook Budget as submitted. S Margiotta made a motion to approve the 2023-2024 Textbook Budget as submitted for a total of \$85,244, \$9,500 of which will be funded from CTE monies (\$75,744 from the general fund). D Gronich seconded the motion. Motion passed unanimously with no abstentions.
- D. Schoolwide Acellus License - JP Herrera reviewed the schoolwide Acellus license request and stands as submitted. It was noted that this price had not been negotiated and would not be used by all students at the school. Costs and alternatives were discussed since there were not multiple bids to be evaluated. The Administration will go back to T Wilson for follow-up. B&F Committee will delay voting on this item until Administration can come back answers/alternate suggestions at next B&F Committee meeting.
- E. Frontline Subscription for Employee Recruiting, Hiring and Evaluation - M Monahan discussed Frontline and noted that Helios was the only comp she was able to find. She clarified that these subscriptions are geared toward education. She noted that although the start-up cost of Frontline is more expensive, the subscription is less. It also provides personalized PD. Frontline was discussed and reviewed as submitted. She also highlighted need for evaluation module which takes out the potential for human error. She also noted that the price provided was @ a 40% discount.

R Rodman made a motion to approve subscription to Frontline at a cost of \$17,383/year for a 1-year subscription along with \$12,123 one-time implementation fee. C Heisen seconded the motion. Motion passed unanimously with no abstentions (but with the absence of N Kojoonwaeze).

- F. Schedule for 2023/2024 Budgeting Meetings - R Rodman led committee in planning the Special B&F Committee meetings to plan for the upcoming school year. Dates agreed up: May 22, 2023 @ 12 pm, May 30, 2023 @ 9 am, and May 31, 2023 as an additional possibility.

### V. OTHER:

It was noted that there was an error in the submission date for the June 5, 2023 meeting. Submissions should be received by May 30, 2023.

Meeting was adjourned at 5:33 pm.

# Coversheet

## EdTech Plan Update

**Section:** VI. Academic Excellence  
**Item:** A. EdTech Plan Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PCHS\_2022-23\_Testing\_Load\_with\_Projections.pdf

TEST	SUBJECT	TYPE	DEPARTMENTS INVOLVED	GRADE LEVEL	# STUDENTS	PROJECTION 2023-2024 # STUDENTS	NOTES
FALL MDTP	MATH	INTERNAL-MATH PLACEMENT POLICY	MATH	9-12	2,000	2,500	WINDOW
FALL READING INVENTORY	ENGLISH	INTERNAL AB 1505	ENGLISH, MULTILINGUAL, SPED	9-12	666	1,110	Need to give this next year!
FALL NWEA	MATH	INTERNAL AB1505	ENGLISH	Not given	0	2990	until spring.
FALL NWEA	READING	INTERNAL AB 1505	ENGLISH	9-11	2,144	2990	Board did not buy the test suite until spring.
FALL NWEA	LANGUAGE	INTERNAL AB 1505	ENGLISH	NOT GIVEN	--	2990	Could not finish.Board did not buy the test suite until spring.
FALL NWEA	SCIENCE	INTERNAL AB 1505	SCIENCE	NOT GIVEN	--	2600	9-11 grades.Board did not buy the test suite until spring.
SPRING NWEA	MATH	INTERNAL AB 1505	ENGLISH	9-11	1256	2990	Below participation target as of 5.4.23
SPRING NWEA	READING	INTERNAL AB 1505	ENGLISH	9-11	616	2990	Below participation target as of 5.4.23
SPRING NWEA	LANGUAGE	INTERNAL AB 1505	ENGLISH	NOT GIVEN	--	2990	
SPRING NWEA	SCIENCE	INTERNAL AB 1505	SCIENCE	NOT GIVEN	--	2600	
SPRING MDTP	MATH	INTERNAL-MATH PLACEMENT POLICY	MATH	NOT GIVEN	--	2500	
SPRING READING INVENTORY	ENGLISH	INTERNAL AB 1505	ENGLISH, MULTILINGUAL, SPED	9-12	668	1,110	
ACHIEVE 3000	SPED/LIT/RSP	INTERNAL- IEP GOAL MEASUREMENT	LITERACY, SPED	9-12	200	450	
Fall CAASPP	ELD	STATE	INITIAL ELPAC	9-12	22	25	
Spring CAASPP	MATH	STATE	MATH CAT	11	744	821	
Spring CAASPP	MATH	STATE	MATH PT	11	744	821	
Spring CAASPP	ENGLISH	STATE	ELA PRACTICE CAT	11	744	821	
Spring CAASPP	ENGLISH	STATE	ELA PRACTICE PT	11	744	821	
Spring CAASPP	ENGLISH	STATE	ELA PT	11	744	821	
Spring CAASPP	ENGLISH	STATE	ELA CAT	11	744	821	
Spring CAASPP	SCIENCE	STATE	PRACTICE CAST	9-12	NA	725	Assessment release date 9/23
Spring CAASPP	SCIENCE	STATE	CAST	9-12	77	821	students in grades 11 and 12 who did not test in 2022, as the Science
Spring CAASPP	ELD	STATE	PRACTICE ELPAC	9-12	NA	25	Assessment release date 9/23
Spring CAASPP	ELD	STATE	SUMMATIVE ELPAC	9-12	21	25	
Spring CAASPP	WORLD LANGUAGE	STATE	CA SPANISH TEST	10-12	99	100	
Spring CAASPP	ENGLISH	STATE	CALIFORNIA ALTERNATE ASSESSMENT--ELA	11	0	5	No eligible students in 2022-23
Spring CAASPP	MATH	STATE	CALIFORNIA ALTERNATE ASSESSMENT--MATH	11	0	5	No eligible students in 2022-23
Spring CAASPP	SCIENCE	STATE	CALIFORNIA ALTERNATE ASSESSMENT--SCIENCE	11	0	8	Delayed administration of test because of SPED testing
<b>Total Tests</b>					<b>12,233</b>	<b>37,475</b>	<b>Testing will go up more than three fold next year!</b> <b>We have 7 carts to do this!This is equal to 280 computers.</b>

[View/Download Data Files and](#)**English Language Arts Participation Rate Report for 2022**

<b>Student Group</b>	<b>Number of students included in the participation rate denominator in 2022</b>	<b>Number of students tested in 2022</b>	<b>Percent of students tested in 2022</b>
All Students	754	710	94%
English Learners	12	12	100%
Socioeconomically Disadvantaged	219	203	93%
Students with Disabilities	48	35	73%
African American	80	73	91%
Asian	40	40	100%
Filipino	10	10	100%
Hispanic	144	142	99%
Native Hawaiian or Pacific Islander	1	1	100%
White	414	381	92%
Two or More Races	65	63	97%

Double-dash (--) = Not Applicable or student group not present in the denominator.

**Mathematics Participation Rate Report for 2022**

<b>Student Group</b>	<b>Number of students included in the participation rate denominator in 2022</b>	<b>Number of students tested in 2022</b>	<b>Percent of students tested in 2022</b>
All Students	755	717	95%
English Learners	12	12	100%
Socioeconomically Disadvantaged	219	203	93%
Students with Disabilities	48	41	85%
African American	80	73	91%
Asian	40	39	98%
Filipino	10	10	100%
Hispanic	144	139	97%
Native Hawaiian or Pacific Islander	1	1	100%
White	415	392	94%
Two or More Races	65	63	97%

Double-dash (--) = Not Applicable or student group not present in the denominator.



# Coversheet

## 2023-2024 IMA Budget

**Section:** VII. Finance  
**Item:** A. 2023-2024 IMA Budget  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023-24 IMA Budget - Motion & Materials.pdf



# PALISADES CHARTER HIGH SCHOOL

## CHIEF BUSINESS OFFICER

### COVER SHEET FOR AGENDA ITEMS

May 8, 2023

#### TOPIC/ AGENDA ITEM:

VIII. FINANCE

B. 2023-2024 IMA Budget

#### PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, CBO/Finance, Administrative team, Long Term Strategic Planning (LTSP) Committee and Budget & Finance Committee

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

The purpose of this action is to approve the proposed 2023-2024 IMA budget (Instructional Materials).

Local educational agencies (LEAs)—school districts, charter schools, and county offices of education—have the authority and the responsibility to conduct their own evaluation of instructional materials and to adopt the materials that best meet the needs of their students. All instructional materials used in California’s public schools must be in compliance with the social content standards (*EC* sections 60040–60045 and 60048) as well as with SBE guidelines.

The proposed 2023-24 IMA budget was developed with stakeholder feedback. The proposed IMA allocation for 23-24 is **\$445,748.95**. Although this represents a \$119,303.38 increase versus the 2022-23 IMA budget. The increase is largely attributed to additional CTE IMA (additional \$135,905 versus 2022-23). Exclusive of the CTE IMA, the general IMA remains relatively flat versus 2022-23.

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

The action requested of the Board today will ensure compliance with this CDE requirement.

#### OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2023-2024 IMA budget.

#### CHIEF BUSINESS OFFICER’S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2023-2024 IMA budget.

#### RECOMMENDED MOTION:

“To approve the 2023-2024 IMA budget.”

---

Juan Pablo Herrera  
Chief Business Officer

# 2023-24 IMA BUDGET

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May 8, 2023

# 2023-24 IMA

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- Although the 2023-24 IMA is much larger than prior years, most of the IMA increase is due to CTE expansion
- Below is a high-level summary of IMA funding over the years
- The subsequent documents outline the IMA requests by department
- For departments that did not submit (pending IMA submission), we allocated the lesser of the 22-23 IMA OR the 4-year average

	<b>2021-22 IMA</b>	<b>2022-23 IMA</b>	<b>2023-24 REQUESTED IMA</b>
<b>General IMA</b>	\$ 266,837.14	\$ 278,045.57	\$ 261,443.46
<b>CTE IMA</b>	TBD	\$ 48,500.00	\$ 184,405.49
<b>Total IMA</b>	<b>\$ 266,837.14</b>	<b>\$ 326,545.57</b>	<b>\$ 445,748.95</b>

2023-24 PCHS IMA REQUESTS  
4 Year History & Per-student spending

Department	4-Year IMA Average (2019-2023)	2020-21 IMA	2021-22 IMA	2022-23 IMA	2022-23 YTD IMA Expense (3/31/23)	2023-24 Requested IMA Amount	2023-24 Request vs Approved 22-23 Amount	Comments
Acadec	\$ 2,275.58	\$ 2,076.00	\$ 2,076.00	\$ 2,076.00		\$ 6,000.00	\$ 3,924.00	Requested \$6k. Still needs to provide itemized breakdown
Academic Achievement Team	\$ 10,636.08	\$ 8,290.00	\$ 7,573.69	\$ 16,100.00		\$ 14,000.00	\$ (2,100.00)	
Athletic Director	\$ 20,917.05	\$ 7,687.00	\$ 25,000.00	\$ 36,450.00		\$ 36,450.00	\$ -	Flat vs 2022-23
Attendance Office	\$ 2,428.83	\$ 1,290.00	\$ 3,500.00	\$ 3,019.32		\$ 3,005.00	\$ (14.32)	Missing budget submission detail
Campus Unification	\$ 1,266.67	\$ -	\$ 1,800.00	\$ 2,000.00		\$ 2,000.00	\$ -	Requested \$2k. Still needs to provide itemized breakdown
College Center	\$ 1,599.28	\$ 1,282.00	\$ 2,000.00	\$ 1,411.20		\$ 2,000.00	\$ 588.80	
Counseling Office	\$ 12,068.85	\$ 3,502.00	\$ 21,603.96	\$ 15,770.00		\$ 12,068.85	\$ (3,701.15)	Missing budget submission detail
Deans Office (combined with security)	\$ 3,610.79	\$ 1,468.00	\$ 4,050.00	\$ 6,800.00		\$ 3,610.79	\$ (3,189.22)	serves school-wide population - missing budget submission detail
English Department	\$ 1,862.25	\$ 2,300.00	\$ 2,025.56	\$ 2,025.56		\$ 2,025.56	\$ -	
English Learner / Bilingual (combined with Literacy)	\$ 2,671.13	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00		\$ 5,547.81	\$ 2,547.81	Multilingual Program
World Languages	\$ 3,675.21	\$ 8,293.44	\$ 2,500.00	\$ 2,600.00		\$ 2,500.00	\$ (100.00)	Minimum amount needed - due to new dept members
Health Office/School Nurse	\$ 2,292.58	\$ 1,025.00	\$ 3,555.70	\$ 3,068.33		\$ 2,292.58	\$ (775.75)	Missing budget submission detail
Intervention	\$ 1,223.05		\$ 2,764.46	\$ -			\$ -	rolls up to AA Team
LCAP Summer school (DLA)	\$ 2,331.09	\$ 3,422.00	\$ 2,557.97	\$ -		\$ 6,000.00	\$ 6,000.00	This \$6k ask was backed out of AA ask above
LCAP (TVN/FUERZA)	\$ 1,697.60	\$ 3,000.00	\$ 1,628.00	\$ 1,040.43		\$ 1,690.43	\$ 650.00	Only includes Fuerza (no TVN submission)
Leadership Class	\$ 462.64	\$ 93.00	\$ 1,094.92	\$ 200.00		\$ 823.71	\$ 623.71	
Library	\$ 4,002.65	\$ 1,932.00	\$ 3,657.81	\$ 4,708.73		\$ 4,708.73	\$ -	serves school-wide population
Math	\$ 9,424.34	\$ 2,894.00	\$ 14,871.00	\$ 17,693.82		\$ 13,867.72	\$ (3,826.10)	
Mesa	\$ 622.50	\$ 513.00	\$ 513.00	\$ 513.00		\$ 513.00	\$ -	Missing budget submission detail
PE	\$ 9,761.12	\$ 3,997.00	\$ 11,678.34	\$ 11,678.34		\$ 13,178.34	\$ 1,500.00	
Science	\$ 51,595.57	\$ 32,903.00	\$ 61,400.00	\$ 63,000.00		\$ 51,595.57	\$ (11,404.43)	Missing budget submission detail
Social Studies	\$ 1,958.03	\$ 1,458.00	\$ 2,891.27	\$ 2,602.27		\$ 2,602.27	\$ -	Flat vs 2022-23
Special Ed	\$ 5,067.85	\$ 3,469.00	\$ 7,290.00	\$ 4,270.00		\$ 4,270.00	\$ -	Missing budget submission detail
SPED - Section 504 Program							\$ -	
Study Center/Tutoring	\$ 199.46	\$ 205.00	\$ 205.00	\$ 205.00		\$ 350.00	\$ 145.00	
Summer School (see LCAP Summer school)							\$ -	
Tech Ed	\$ 17,762.19	\$ 30,137.99	\$ 15,000.00	\$ 11,500.00		\$ 6,000.00	\$ (5,500.00)	Covers 2 faculty requests
Tech Ed - CTE	\$ 35,000.00			\$ 35,000.00		\$ 84,359.73	\$ 49,359.73	Covers 9 CTE faculty members
Temescal	\$ 1,230.08	\$ 1,160.00	\$ 1,250.00	\$ 1,280.25		\$ 1,230.08	\$ (50.17)	Missing budget submission detail
Testing	\$ 745.96	\$ 769.00					\$ -	rolls up to AA Team
VAPA	\$ 55,539.72	\$ 30,751.00	\$ 60,000.00	\$ 64,386.16		\$ 62,300.00	\$ (2,086.16)	
VAPA - CTE	\$ 13,500.00			\$ 13,500.00		\$ 100,045.76	\$ 86,545.76	
Virtual Academy (Independent Study)	\$ 254.87	\$ -	\$ 703.30			\$ 254.87	\$ 254.87	Requested we maintain IMA - keep it flat
Work Experience (Career Center)	\$ 458.17	\$ 261.00	\$ 647.16	\$ 647.16		\$ 458.17	\$ (188.99)	Missing budget submission detail
<b>GRAND TOTAL</b>	<b>\$ 240,283.84</b>	<b>\$ 157,178.43</b>	<b>\$ 266,837.14</b>	<b>\$ 326,545.57</b>	<b>\$ 248,049.00</b>	<b>\$ 445,748.95</b>	<b>\$ 119,203.38</b>	

Department: 

NAME	#
Academic Achievement Team	



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

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

BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. IMA

TOTAL AMOUNT

\$	29,210.00	2023-24 Request
\$	20,000.00	Actual IMA Request
\$	9,210.00	PD request

2023-24 BUDGET REQUEST

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

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	PLANNERS FOR STUDY SKILLS AND RESOURCES CLASSES (2000 X 3.00)	\$ 6,000.00	These classes target LCAP subgroups and planners will raise achievement for these subgroups	(Schoolwide)	
2	BOOKS FOR AA TEAM	100.00	Continued PD and research sources for AA team memers and staff		
3	AA ROOM OFFICE SUPPLIES	1,000.00	AA Team/New Teacher Training		
4	DLA: Supplies for Summer Bridge Students(T-shirts, 2"notebooks, Pencils, Pens, Dividers, Gift cards and Poster paper, ect.) and Food from Cafeteria	6,000.00	Helping struggling students get organized and teaching them good study habits, leadership and team-building will aid in the transition to high school.		
5	Student Recognition/Awards	3,000.00	NHS/CSF/Seal of Literacy Cords		
6	Testing Supplies (NWEA/State Testing)	3,000.00	Wired headphones, earbuds(3.5mm phone jack), Scantrons, and Scratch Paper		
7	Pall Period Lesson Supplies	1,000.00			
8	WASC(Every 6 years)	9,110.00	Hotel/Parking (\$7380.00)/Hospitality(\$600.00)/Membership Fees(\$1130.00)		
	Total	\$ 29,210.00			

CLICK on the cell under the word DEPARTMENT to activate the drop down

<b>DEPARTMENT</b>	<b>#</b>
Attendance Office	



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

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

**FUNDING CATEGORIES**

I. Instructional Materials (IMA):

TOTAL AMOUNT

\$ 3,019.32 4 Year Average/2022-23 Baseline

\$ 3,005.00 Above Baseline (please list below)

\$ 6,024.32 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1 OFFICE SUPPLIES FOR AP AND ATTENDANCE OFFICE	\$ 3,000.00			
2 ADMISSIONS PROMOTIONAL PRINTING AND MATERIALS	\$ 5.00			
<b>Total</b>	<b>\$ 3,005.00</b>			

CLICK on the cell under the word DEPARTMENT to activate the drop down

<b>DEPARTMENT</b>	<b>#</b>
Athletic Director	



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

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

**FUNDING CATEGORIES**

I. **Instructional Materials (IMA):**

**TOTAL AMOUNT**

\$ 13,888.07 4 Year Average/2022-23 Baseline

\$ - Above Baseline (please list below)

\$ 13,888.07 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Flat vs 2022-23				
<b>Total</b>	\$ -			



DEPARTMENT #

CLICK on the cell under the word DEPARTMENT to activate the drop down

College Center	
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APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

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

**FUNDING CATEGORIES**

I. **Instructional Materials (IMA):**

TOTAL AMOUNT

\$ 1,411.20 4 Year Average/2021-22 Baseline

\$ 2,000.00 Above Baseline (please list below)

\$ 3,411.20 Total (base+above)

**2021-22 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Office Supplies	\$2,000	Color Photocopy paper, multiple file folders, general office supplies, stationery, multiple mailings to inform parents about PSAT, College Fair, Rising Senior Responsibilities, UC/CSU Workshops, Financial Aid Workshops, AP/ACT/SAT Workshops	To ensure that all students receive information as it pertains to our school's commitment to create and maintain a college going culture.	
Total	\$ 2,000.00			

DEPARTMENT #

CLICK on the cell under the word DEPARTMENT to activate the drop down

English Department	
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APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

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

**FUNDING CATEGORIES**

I. Instructional Materials (IMA):

TOTAL AMOUNT

\$ 2,025.56 4 Year Average/2022-23 Baseline

\$ - Above Baseline (please list below)

\$ 2,025.56 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Remains the same as 2022-2023		Teachers need IMA in order to access materials and resources to support their teaching.		
Total	\$ -			

DEPARTMENT #

LCAP (TVN/FUERZA)	FUERZA UNIDA PROGRAM
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CLICK on the cell under the word DEPARTMENT to activate the drop down



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

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

**FUNDING CATEGORIES**

I. Instructional Materials (IMA):

TOTAL AMOUNT

\$ 1,040.43 4 Year Average/2022-23 Baseline

\$ 650.00 Above Baseline (please list below)

\$ 1,690.43 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Supplies	\$ 650.00	Fuerza-LSU meet at least three times a week to plan academic and social activities. Supplies will be used during weekly meetings, impact assemblies and parent workshops. Supplies for FUN impact assemblies.	WASC, LTSP and Charter aligned	1
Total	\$ 650.00			

DEPARTMENT #

CLICK on the cell under the word DEPARTMENT to activate the drop down

Tech Ed



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

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

**FUNDING CATEGORIES**

I. **Instructional Materials (IMA):**

**2023-24 BUDGET REQUEST**

TOTAL AMOUNT	
\$ 8,245.92	4 Year Average/2022-23 Baseline
\$ 97,359.73	Above Baseline (please list below)
\$ 6,000.00	DEPT IMA
\$ 84,359.73	CTE DEPT IMA
\$ 105,605.65	Total (base+above)

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1 <b>Patricia Kuper:</b> AP Computer Science computer lab requires consumable supplies, color ink cartridge, miscellaneous software (apps) and testing tools. Supplies - notebooks, notecards and other supplies for four AP Computer Science Principles class collaborate activities. <b>CTE</b>	\$ 5,000.00	Students need up-to-date software and consumable materials to address and meet course standards and/or AP College Board requirements	LCAP GOALS: #2: All students will have access to standards aligned materials #5: PCHS will develop and maintain partnerships with colleges and will enhance the CTE program to improve post-secondary success. #7: Increase student academic achievement as evidenced by high graduation rates and increased A-G/CTE completion rate.	HIGH
2 <b>Alice Kim:</b> AP Computer Science Principles and Computer Science Discoveries (new course) computer lab requires consumable supplies, and other miscellaneous software (apps) and testing tools. <b>CTE</b>	\$ 1,000.00	Students need up-to-date software and consumable materials to address and meet course standards and/or AP College Board requirements	LCAP GOALS: #2: All students will have access to standards aligned materials #5: PCHS will develop and maintain partnerships with colleges and will enhance the CTE program to improve post-secondary success. #7: Increase student academic achievement as evidenced by high graduation rates and increased A-G/CTE completion rate.	HIGH
3 <b>Lisa Saxon :</b> UpFront Magazine(ELD and Journalism classes) (\$274.73) Student Newspapers Online website renewal, \$450. (Tideline website, may be paid for with CTE funding) L. Saxon (+\$150) Classroom supplies (laynards, camera batteries, lense cleaners, pens, paper, staples, etc.) L. Saxon(\$250) <b>CTE</b>	\$ 1,124.73	Professional work samples (25 subscriptions) . Replace cost of printing. Standard office supplies	LCAP GOALS: #2: All students will have access to standards aligned materials #5: PCHS will develop and maintain partnerships with colleges and will enhance the CTE program to improve post-secondary success. #7: Increase student academic achievement as evidenced by high graduation rates and increased A-G/CTE completion rate.	HIGH
4 <b>Blaine Gorelik:</b> All consumables and teaching supplies to include: fabric, thread, patterns, buttons, fabric shears, sewing tools and other notions, irons, ironing boards and covers. ** includes 1.5% inflation factor from last year**	\$ 4,000.00	Must replenish all consumable supplies	LCAP GOALS #2: All students will have access to standards aligned materials	HIGH
5 <b>M.Golad***</b> General Workshop Supplies ( <b>Wood Working Supplies Electronics Supplies 3D Printing Supplies Crafting Supplies Textile Supplies</b> ) <b>CTE</b>	\$ 7,000.00	These expenses should cover the minimum for general workshop supplies like hand tools, power tools, wood, cardboard, fabric, paint, measuring tools, etc. <b>Every item needed is under \$500</b>	LCAP GOALS: #2: All students will have access to standards aligned materials #5: PCHS will develop and maintain partnerships with colleges and will enhance the CTE program to improve post-secondary success. #7: Increase student academic achievement as evidenced by high graduation rates and increased A-G/CTE completion rate.	HIGH
6 <b>Cindi Calhoun:</b> Cindi Calhoun: All consumables and teaching supplies, including: dishes, recipe books, pots and pans, microwaves, small appliances, utensils, towels, linens, tools, paper. ** includes 1.5% inflation factor from last year** <b>\$10k for supplies and \$10k for equipment (CTE)</b>	\$ 20,000.00	Must replenish all consumable supplies	LCAP GOALS #2: All students will have access to standards aligned materials CTE Pathways	HIGH

7	<b>Phillip Hoag</b> Various office and classroom supplies for a computer laboratory, e.g., head set, markers, paper supplies, miscellaneous software for graphics art and web design (each under \$500) CTE	\$ 2,000.00	Web Design and Graphic Design offers engaging hands-on learning opportunities using and maintaining state-of-the-art technology. <b>This requires a working Apple TV or equivalent and access to listening devices</b> helps students stay engaged in order to give instructions, show examples, and make presentations..	LCAP GOALS: #2: All students will have access to standards aligned materials #5: PCHS will develop and maintain partnerships with colleges and will enhance the CTE program to improve post-secondary success. #7: Increase student academic achievement as evidenced by high graduation rates and increased A-G/CTE completion rate.	HIGH
8	<b>Phillip Hoag YEAR BOOK</b> Various office and classroom supplies for a computer laboratory, e.g., head set, markers, paper supplies, miscellaneous software (each under \$500) CTE	\$ 5,000.00			HIGH
9	<b>Brad Kolavo DECA/VEI</b> Annual course curriculum fee for VEI, supplies from Staples for tradeshows, promotional items for tradeshows, registration for conferences and tradeshows VEI Expenditures (\$16,500) DECA Expenditures (\$27,735), SoFi Fieldtrips, Misc. IMA (\$4000) <b>CTE</b>	\$ 48,235.00	Part of the VEI curriculum is to prepare competition materials and setup a sales booth for tradeshows. <b>The goal of Virtual Enterprise</b> is to combine motivation and essential skills necessary to manage career advancement in business and communication. ... Virtual Enterprises (VE) is a simulated business that is set up and run by students with the guidance of a teacher/facilitator and a business partner.	LCAP GOALS: #2: All students will have access to standards aligned materials #5: PCHS will develop and maintain partnerships with colleges and will enhance the CTE program to improve post-secondary success. #7: Increase student academic achievement as evidenced by high graduation rates and increased A-G/CTE completion rate.	HIGH
10	<b>Game Design: Computer lab requires consumable supplies, and other miscellaneous software (apps) and testing tools. CTE ?</b>	\$ 2,000.00	Game Design Class Learning goals are evaluated using metrics appropriate to the course.	LCAP GOALS: #2: All students will have access to standards aligned materials #5: PCHS will develop and maintain partnerships with colleges and will enhance the CTE program to improve post-secondary success. #7: Increase student academic achievement as evidenced by high graduation rates and increased A-G/CTE completion rate.	HIGH
11	<b>Karyn Newbill:</b> Hobbies and knitting.	\$ 2,000.00	Supplies for knitting and hobbies.	LCAP GOALS #2: All students will have access to standards aligned materials	HIGH
	<b>Total</b>	\$ 97,359.73			

DEPARTMENT	#
Leadership Class	500

CLICK on the cell under the word DEPARTMENT to activate the drop down



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

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

**FUNDING CATEGORIES**

I. **Instructional Materials (IMA):**

**TOTAL AMOUNT**

\$ 67.84 4 Year Average/2022-23 Baseline

\$ 755.87 Above Baseline (please list below)

\$ 823.71 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1 misc supplies to organize the class including multiple notebooks, composition books and general office supplies	\$ 32.16	Just as any subject class, leadership has to be organized and well supplied in order to achieve its learning objectives	Just as any subject class, leadership has to be organized and well supplied in order to achieve its learning objectives	2
2 mobile vertical paper rack for leadership paper rolls	\$ 723.71	Paper rolls are used for student government, clubs, and other programs such as link crew - cart will allow paper to be store and moved safely for student use.	All students use Student government supplies - cart will allow safe access for all students	
<b>Total</b>	\$ 755.87			

CLICK on the cell under the word DEPARTMENT to activate the drop down

DEPARTMENT	#
Library	



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

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

**FUNDING CATEGORIES**

I. Instructional Materials (IMA):

TOTAL AMOUNT

\$ 4,708.73 4 Year Average/2022-23 Baseline

\$ - Above Baseline (please list below)

\$ 4,708.73 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Flat vs 22-23				
Total	\$ -			

DEPARTMENT #

Math	
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CLICK on the cell under the word DEPARTMENT to activate the drop down



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

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

**FUNDING CATEGORIES**

I. Instructional Materials (IMA):

TOTAL AMOUNT

\$ 1,888.72 4 Year Average/2022-23 Baseline

\$ 11,979.00 Above Baseline (please list below)

\$ 13,867.72 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet All descriptions are hyper linked.

	DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	<a href="#">Fine Tip Expo Dry Erase Markers (400 black)</a>	\$230.00	For student use in class on their individual whiteboards. About \$20 per 36 markers	Engage students in class for interactive learning and checking for understanding	Very high
2	<a href="#">Three class sets of Graphing calculators</a>	\$6,600.00	For students to use in class in topics like functions, trigonometry and stats. about \$55 each	Provide equitable tools for all students to succeed in Algebra 2 and higher classes	Very high
3	<a href="#">Alternative to whiteboard erasers - felt squares (200)</a>	\$30.00	For student use in class on their individual whiteboards.(\$7.00 per 42)	Engage students in class for interactive learning and checking for understanding	Very high
4	<a href="#">Kid's scissors (60)</a>	\$ 60.00	For students to use to make manipulative, interactive notes or projects.About 6.00 per 6	Engage students in class for interactive notebook and discovery for math topics	high
5	<a href="#">4 class sets of scientific calculators</a>	\$ 1,760.00	For students to use in class in topics like trigonometry and stats. About \$11 each	Provide equitable tools for all students to succeed in Algebra 1 and Geometry classes	Very high
6	<a href="#">100 packs of color printer paper (20 packs for each color:blue, yellow, pink, purple green)</a>	\$ 1,400.00	To make copies of assignments, foldables, manipulatives etc. 5 different colors; 20 packs for each color; about \$14 per pack	provide color coded handouts for students in daily instruction	Very high
7	<a href="#">Dry erase markers (10 packs for each color: black, blue, red, green )</a>	\$700	For teachers to erase writing on whiteboard. 4 different colors; 10 packs for each color; about \$17 per pack	for daily instruction on the whiteboard	Very high



8	<a href="#">10 dry-erase erasers</a>	\$ 60.00	For teachers to erase writing on whiteboard. About \$6.00 each	for daily instruction on the whiteboard	Very high
9	<a href="#">30 packs of graph ruled paper</a>	\$ 210.00	For teacher and students to graphically represent mathematical info on paper. About \$7 per pack	Engage students in visually representing patters based on data	Very high
10	<a href="#">10 packs of colged ruled paper</a>	\$ 80.00	For teacher and students to graphically represent mathematical info on paper. About \$8 each	Engage students in visually representing patters based on data	Very high
11	<a href="#">Student-use compasses for geometry (set of 100)</a>	\$220	Student use this tool to conctruct geometric shapes accurately manually.About \$220 per set	Engage students in class for interactive notebook and construct geometric figures accurately. Provide equitable tools for all students to succeed in Geometry classes.	Very high
12	<a href="#">5 Whiteboard Care Dry Erase Cleaners</a>	\$ 25.00	For teachers to erase writing on whiteboards. About \$5 each	for daily instruction on the whiteboard	Very high
13	<a href="#">Paper mate flair felt tip pens (6 packs for each color: black, blue, green, red)</a>	\$312	4 different colros; 6 packs for each color; About \$13 per pack	for daily instruction for note taking and grading	Very high
14	<a href="#">Index cards in different sizes and colors</a>	\$ 60.00	assorted colors and white; 3" by 5 " and 4" by 6"	for daily instruction, activities and organizations.	high
15	<a href="#">Yellow sticky notes in different sizes</a>	\$ 60.00	3" by 3"; 4" by 6 "; 1 3/8" by 1 7/8";	for daily instruction, activities and organizations.	high
16	<a href="#">Paper clips in different sizes</a>	\$ 40.00	regular size and jumbo sizes	for daily instruction, activities and organizations.	high
	<a href="#">24 Pack Magnetic Clips</a>	\$7	Display documents in the classroom	visually display information to students around	high
	<a href="#">Desk calendar</a>	\$8	Physically organize to do list	Help with time management and todo list	high

<a href="#">Student-use protractor for geometry (set of 100)</a>	\$ 37.00	Student use this tool to explore angles and measure them accurately manually.About \$37 per set	Engage students in class for interactive notebook and construct geometric figures accurately. Provide equitable tools for all students to succeed in Geometry classes.	Very high
<a href="#">6 two-inch binders in 3 different colors</a>	\$ 80.00	Organization of documents. About \$13 each.	For teachers to store notes for different courses	high
Total	\$ 11,979.00			

DEPARTMENT #

Acadec	
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CLICK on the cell under the word DEPARTMENT to activate the drop down



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

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

**FUNDING CATEGORIES**

I. **Instructional Materials (IMA):**

TOTAL AMOUNT

\$ 3,657.81 4 Year Average/2022-23 Baseline

\$ 1,890.00 Above Baseline (please list below)

\$ 5,547.81 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	Spiral Journals (90)	\$ 600.00			
2	Writer Blue Books (90) 100 pack	\$ 180.00			
3	Pencil/Pens	\$ 120.00			
4	Highlighters	\$ 90.00			
5	Parent Meeting Materials	\$ 600.00			
6	Student Awards and Incentives	\$ 300.00			
	<b>Total</b>	<b>\$ 1,890.00</b>			

<b>DEPARTMENT</b>	<b>#</b>
PE	

CLICK on the cell under the word DEPARTMENT to activate the drop down



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

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

**FUNDING CATEGORIES**

I. **Instructional Materials (IMA):**

**TOTAL AMOUNT**

\$ 11,678.34 4 Year Average/2022-23 Baseline

\$ 1,500.00 Above Baseline (please list below)

\$ 13,178.34 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1 PE uniform laundry service.	\$1,500.00	Since one-time covid money was used to make sure school-owned PE uniforms were properly disinfected, we need to continue the process.		
2 Other expenses are flat vs 22-23				
<b>Total</b>	<b>\$ 1,500.00</b>			

DEPARTMENT #

Social Studies	
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CLICK on the cell under the word DEPARTMENT to activate the drop down



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

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

**FUNDING CATEGORIES**

I. Instructional Materials (IMA):

TOTAL AMOUNT

\$ 2,602.27 4 Year Average/2022-23 Baseline

\$ - Above Baseline (please list below)

\$ 2,602.27 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Flat vs 2022-23 (2,600)				
<b>Total</b>	\$ -			

DEPARTMENT #

CLICK on the cell under the word DEPARTMENT to activate the drop down

Study Center/Tutoring	
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APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

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

**FUNDING CATEGORIES**

I. **Instructional Materials (IMA):**

TOTAL AMOUNT

\$ 221.67	4 Year Average/2022-23 Baseline
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\$ 350.00	Above Baseline (please list below)
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\$ 571.67	Total (base+above)
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**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Academic/tutoring supplies - Pens, pencils, paper (graph & college ruled), mini white boards (9" x 12"), white board markers, white board erasers, staplers, staples	\$ 350.00	As a academic resource center we use these supplies for students to work in the study center. Tutor supplies allow tutors to facilitate learning	Equal access / student success	1
<b>Total</b>	\$ 350.00			

DEPARTMENT	#
VAPA	700

Name: VAPA Summary



ED BY: \_\_\_\_\_  
ADMINISTRATOR

**FUNDING CATEGORIES**

I. Instructional Materials (IMA):

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

**TOTAL AMOUNT**

**2023-24 BUDGET REQUEST**

\$ 57,693.85	4 Year Average/2022-23 Baseline
\$ 62,300.00	Above Baseline (please list below)
\$ 62,300.00	DEPT IMA
\$ 100,045.76	DEPT CTE IMA

\$ 119,993.85 Total (base+above)

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

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY	CTE	CTE IMA
1	Allison Cheng Choir & Guitar	\$ 3,000.00	Original Request: \$31,998.92 \$5,000 Sheet Music (CTE(\$2,500) ) \$800 Piano Pedal (CTE)(tranfered to Consulting) \$5,198.92 Guitar Pedal, Line 6 Go Guitar Multi-Effects Processor, Line 6 Catalyst Amplifier, Professional Studio Headphones (CTE) \$20,000 NY Carnigie Hall Trip (CTE(\$10,000)/Percentage?/Booster/Parent Contribution ) (Transferred to Consulting) \$1000 Tuners, Strings, Intruments, Etc.	<a href="#">Cheng Details</a>			\$ 39,498.92
2	Debra Demontreux Adv. & AP Drawing & Painting	\$ 10,000.00	Original Request: \$10,000 \$6,000 Consumable materials for 2 AP classes \$3,000 Consumable materials for 2 Adv. Art classes \$1,000 Consumable materials for POD classes	<a href="#">Demontreux Details</a>	0		\$ 28,698.92
3	Nancy Fracchiolla Theater	\$ 2,000.00	Original Request: \$18,100 \$1,500 Studio Lab Production Items (CTE) \$2,500 Theater Class Production Items(CTE) \$500 Classroom supplies \$13,000 Industry Professional Guests (CTE)(Noted in consulting)	<a href="#">Fracchiolla Details</a>		17000	4000
4	Malia Jakus Film	\$ 2,000.00	Original Request: \$65,000. CTE allocating \$40,000 \$5000 Microphone (CTE/ Percentage?) \$3000 Tripods (CTE/ Percentage?) \$20,000 cameras(CTE/ Percentage?) \$20,000 Lenses (CTE/ Percentage?) \$5,000 dollies, bimbals, sliders (CTE/ Percentage?) \$2000 camera bags, bateries, SD Cards (CTE/ Percentage?) \$10,000 Lights (CTE/ Percentage?)	<a href="#">Jakus Details</a>	40000		40000
5	Angelica Pereyra Drawing & Painting	\$ 8,000.00	Original Request: \$7,827.16 \$6391.19 Consumable Drawing supplies \$436 Color Lazer Printer Ink Cartridges \$1000 Public Installation Art Unit & Collaborative School Event	<a href="#">Pereyra Details</a>	0		0

6	Cheri Smith & Monique Smith Dance	\$ 6,000.00	Original Request: \$13,376.84  \$100 Digital Music. (CTE) \$500 SD Cards. (CTE) \$3900 Choreography Units. (CTE) \$500 Burnable Storage and Matlay Tape. \$800 Plastic Bins. \$1,200 Costumes. (CTE) \$24.90 Phone Charging cable. \$600 20 pair of Black Split sole Jazz Shoes. (CTE) \$2,000 4 LED Lights. (CTE) \$23.95 XLR to Aux cord for PE Speaker. \$9.99 2 Dongles for iphone to aux cord. \$500 Dance History & Dance Concert Archive/Library.(CTE) \$1,859 Digital Video Camera. (CTE) \$1200 2 Large Portable White Board with Frame on casters. \$159 Gimbal Stabilizer (CTE) \$2,549 Repair of existing Metal Storage Bin (Transfer from Capital)	<a href="#">Smith Dance Details</a>		15895.84	13346.84
7	Cheri Smith & Monique Smith Theater	\$ 10,800.00	Original Request: \$12,349.97  \$3,000. Operating supplies.(CTE) \$3,500. Costuming Needs.(CTE) \$1,600. Lighting Instruments. (Arts Grant/IMA) \$1,200 Sound Equipment. (Arts Grant/IMA) \$1,200. Tech Student supplies 3D set models for main stage & DTASC. \$800. Plastic Bins. \$819.99 Color Laser Jet Pro MFP M477fdw Printer. (Arts Grant/CTE) \$229.98 Laminator & Pouch Set (Art Grant/CTE) \$5,000 Set Piece Replacement. (Tranfer from Capital)	<a href="#">Smith Theater Details</a>			
8	Rick Steil Photography	\$ 4,000.00	Original Request: \$12,500  \$9,000 Studio, darkroom, & camera supplies. (CTE percentage) \$3,500 Printer ink, mouting supplies,inkjet papers, post production supples (IMA)	<a href="#">Steil Details</a>		9000	9000
9	Elizabeth Stoyanovich Music	\$ 3,000.00	Original Request: \$8,881.78  \$5000 Sheet Music Orchestra (\$2,500 for both Orches. & Jazz CTE) \$2000 Office Supplies (\$500 IMA) \$800 Sheet Music Jazz Band	<a href="#">Stoyanovich Details</a>		5000	5000
10	Ellen Unt Ceramics	\$ 8,500.00	Original Request: \$8500  \$3,500 Clay \$3,000 Glazes \$2,000 Tools & additional materials	<a href="#">Unt Details</a>		0	0
11	Peter Ye Music	\$ 5,000.00	Original Request: \$4,500.00  \$3,000 Instrument Repairs \$500 Reeds \$1,000 Music Library Songs & Organization	<a href="#">Ye Details</a>		0	0
12	Mercer Needs (Prepared by Chris Barton)		Needs detailed in Capital and Technology Tabs	<a href="#">Mercer Needs</a>			
13							
14	<b>Total</b>	<b>\$62,300</b>					



DEPARTMENT #

CLICK on the cell under the word DEPARTMENT to activate the drop down

rtual Academy (Independent Study)



APPROVED BY:

ADMINISTRATOR

APPROVED BY:

BUDGET/FIN. COMMITTEE

**FUNDING CATEGORIES**

I. **Instructional Materials (IMA):**

TOTAL AMOUNT

\$ 203.30 4 Year Average/2022-23 Baseline

\$ - Above Baseline (please list below)

\$ 203.30 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Please maintain this amount. Thank you.				
Total	\$ -			

DEPARTMENT #

World Languages

CLICK on the cell under the word DEPARTMENT to activate the drop down



APPROVED BY:

ADMINISTRATOR

APPROVED BY:

BUDGET/FIN. COMMITTEE

**FUNDING CATEGORIES**

I. **Instructional Materials (IMA):**

TOTAL AMOUNT

\$ 769.73 4 Year Average/2022-23 Baseline

\$ 2,500.00 Above Baseline (please list below)

\$ 3,269.73 Total (base+above)

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Supplies and instructional materials.	\$ 2,500.00	We need materials to run our classrooms and we need to outfit a few new teachers next year		1
Total	\$ 2,500.00			

# Coversheet

## 2023-2024 Textbook Budget

**Section:** VII. Finance  
**Item:** B. 2023-2024 Textbook Budget  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023-24 Textbook Budget - Motion & Materials.pdf



# PALISADES CHARTER HIGH SCHOOL

## CHIEF BUSINESS OFFICER

### COVER SHEET FOR AGENDA ITEMS

May 8, 2023

#### TOPIC/ AGENDA ITEM:

VIII. FINANCE

C. 2023-2024 Textbook Budget

#### PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, CBO/Finance, Administrative team, Long Term Strategic Planning (LTSP) Committee, Department Chairs, and Budget & Finance Committee

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

The purpose of this action is to approve the proposed 2023-2024 textbook budget.

Pursuant to Education Code 47604.33(a)(1), local educational agencies (LEAs) are required to adopt a budget by July 1 of each year. However, the textbook budget should be approved ahead of the July 1 deadline to allow time for ordering, shipping, and distribution.

The proposed 2023-24 textbook budget was developed with feedback from department chairs and the administration. The 2023-24 textbook budget totals \$85,244.50. Of the total, \$8,200 is funded via CTE. This is in line with pre-COVID textbook budget expenditures.

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

The action requested of the Board today will ensure compliance with this fiscal management & ensure proper textbook adoption.

#### OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2023-2024 textbook budget.

#### CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2023-2024 textbook budget.

#### RECOMMENDED MOTION:

“To approve the 2023-2024 textbook budget.”

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Juan Pablo Herrera  
Chief Business Officer

# 2023-24 TEXTBOOK BUDGET

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May 8, 2023

# 2023-24 Textbook Requests

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- The 2023-24 textbook request is much smaller compared to 2022-23 (which included long-overdue textbook refreshes and utilized A-G Completion Grant funds).
- The 2023-24 textbook request totals \$85,244.50
  - \$8,200 of the total is funded via CTE **\$53,362**
- Exclusions:
  - Chemistry textbook refresh: will hold off and purchase next year (2024-25)
  - AP Government: will hold off until College Board provides an update
  - Statistics: pending feedback from Math department

## 2023-2024 Textbook Requests

Palisades Charter High School  
2023-24 Department Textbooks Requests

Expense	21-22 Textbook Budget	22-23 Textbook Budget	23-24 Textbook Requests	Comments
AA Team				
AP/Main Office				
Athletics				
Athletic Director				
Attendance				
Career Center				
College Center	\$ 600.00	\$ -	\$ 600.00	23-24 college guides
Counseling				
Deans				
EL Program			\$ 2,000.00	Included in English budget request (EL curriculum development)
English	\$ 6,367.00	\$ 8,969.35	\$ 4,125.35	
Finance				
Fuerza Unida				
Health (Nurse's Office)				
HR				
Intervention				
Library	\$ 8,000.00	\$ 8,000.00	\$ 7,000.00	
Math	\$ 6,376.00	\$ 33,885.07	TBD	Did not include \$30k Statistics textbook in 22-23 budget. Are we buying in 23-24?
Pali Academy				
Science	\$ 10,599.00	\$ 208,976.60	\$ 3,000.00	Using 2005 version of Chemistry textbook, will repair (\$3k) and purchase new textbooks in 24-25
Social Science		\$ 110,055.43	\$ 22,116.65	AP Govt is in disrepair, but we will wait for Collegeboard update in purchase in 24-25 instead.
SPED				
TECH ED	\$ 1,500.00	\$ 2,150.00	\$ 5,000.00	Culinary textbooks - CTE pathway expansion
VAPA	\$ 6,670.00	\$ -	\$ 4,520.00	Funded via Perkins/CTE. Note, this was also approved in 21-22 budget, but books were never purchased.
World Languages		\$ 26,250.00	\$ 31,882.50	Need for French textbooks (using 2004 version)
Virtual Academy	\$ 2,000.00			
Class Expansion/Master Schedule Changes		\$ 5,000.00	\$ 5,000.00	B&F typically recommends ~\$5k for class expansion
<b>GRAND TOTAL</b>	<b>\$ 42,112.00</b>	<b>\$ 403,286.45</b>	<b>\$ 85,244.50</b>	

Amount funded via CTE \$ 9,520.00

Amount funded from General Fund \$ 75,724.50

<b>Department:</b>	<b>NAME</b>	<b>#</b>
	English	



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

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

**FUNDING CATEGORIES**

I. Textbooks

TOTAL AMOUNT

\$ 6,125.35 2023-24 Request

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	5 copies All American Boys	\$ 52.00	Damaged Books Beyond Repair	LCAP #1: Purchasing these books allows for the 9th grade English PLC to continue providing a diversified curriculum for equity and inclusion, so that all students find success and hear their voices.	1
2	35 copies Catcher in the Rye	\$350.00	Damaged Books Beyond Repair	LCAP #1: Purchasing these books allows for the 10th grade English PLC to continue providing a diversified curriculum for equity and inclusion, so that all students find success and hear their voices.	1
3	1 copy House on Mango Street	\$11.00	Damaged Books Beyond Repair	LCAP #1: Purchasing these books allows for the 9th grade English PLC to continue providing a diversified curriculum for equity and inclusion, so that all students find success and hear their voices.	
4	5 copies Raisin in the Sun	\$73.95	Damaged Books Beyond Repair	LCAP #1: Purchasing these books allows for the 9th grade English PLC to continue providing a diversified curriculum for equity and inclusion, so that all students find success and hear their voices.	
5	40 copies Hamlet	\$527.60	Damaged Books Beyond Repair	LCAP #1: Purchasing these books allows for the 12th grade English PLC to ensure a challenging curriculum for all to access	
6	40 Fences Hard Cover	\$1,120.00	Currently not enough copies for students and some beyond repair	LCAP #1: Purchasing these books allows for the 10th grade English PLC to continue providing a diversified curriculum for equity and inclusion, so that all students find success and hear their voices.	
7	15 Glass Castle	\$168.60	Currently not enough copies for students and some beyond repair	LCAP #1: Purchasing these books allows for the 11th grade English PLC to continue providing a diversified curriculum for equity and inclusion, so that all students find success and hear their voices.	



8	110 Book of Unknown Americans	\$1,208.00	Expanding this book to all 10th Grade	LCAP #1: Purchasing these books allows for the 10th grade English PLC to continue providing a diversified curriculum for equity and inclusion, so that all students find success and hear their voices.
9	40 1984	\$299.20	Expanding this book to all 12th Grade	LCAP: Developing critical thinking skills for students to look at realistic contemporary issues that are faced today
10	50 Night	\$315.00	Currently not enough copies for students and some beyond repair	LCAP #1: Purchasing these books allows for the 10th grade English PLC to continue providing a diversified curriculum for equity and inclusion, so that all students find success and hear their voices.
11	ELD Curriculum	\$2,000.00	To create an ELD curriculum that has not been updated and is outdated	LCAP: To ensure an equitable curriculum for ELD students that maintains a contemporary pedagogy and teaching theory for students
	<b>Total</b>	<b>\$ 6,125.35</b>		

<b>Department:</b>	<b>NAME</b>	<b>#</b>
	Library	



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

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

**FUNDING CATEGORIES**

I. Textbooks

TOTAL AMOUNT

\$ 7,000.00 2023-24 Request

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1 Purchase of library non- fiction books	\$ 4,000.00	As I've started to weed our collection to make a smaller non-fiction section, I still need to update our career books (per Iannessa request/CTE) and update a few other areas sections. This money would buy about 110 books as non-fiction books run around \$35 per copy.	Increasing our test scores and giving equal access to books.	1
2 Purchase of fiction library books	3,000.00	As language and world events evolves, we need to continue to add to our fiction section to make it relevant to today's students. Trends in reading continue to change as more LGBTQ story lines become available. This amount of money would purchase about 120 books.	Increasing our test scores and giving equal access to books.	1
Total	\$ 7,000.00			

Department: 

NAME	#
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APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

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

**FUNDING CATEGORIES**

I. Textbooks

TOTAL AMOUNT

\$ 22,116.65 2023-24 Request

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1	80 APPSYCH Textbooks	\$ 12,681.60	Addition of 2 sections of APPSYCH to accommodate student need	Goal 2: All students will have access to standards aligned materials.	
2	40 APMACRO textbooks @ \$169.88 per copy	6,795.20	Additional section of APMACRO added to grid to accommodate student need	Goal 2: All students will have access to standards aligned materials.	
3	15 AP Human Geography textbooks	2,639.85	Additional texts needed to support AP students *Teacher does NOT have a classroom set even with the addition of the 15 new texts.	Goal 2: All students will have access to standards aligned materials.	
	<b>Total</b>	<b>\$ 22,116.65</b>			

Department: 

NAME	#
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APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

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

**FUNDING CATEGORIES**

I. Textbooks

TOTAL AMOUNT

\$ 5,000.00 2023-24 Request

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
Cindi Calhoun - CTE Pathway new cooking books	\$ 5,000.00			
Total	\$ 5,000.00			

<b>Department:</b>	<b>NAME</b>	<b>#</b>
	VAPA	700

Name:



DVED BY:

ADMINISTRATOR

APPROVED BY:

BUDGET/FIN. COMMITTEE

**FUNDING CATEGORIES**

I. **Textbooks**

**TOTAL AMOUNT**

\$ 4,520.00 2023-24 Request

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1 Smith Theater	\$ 2,900.00	Original Request \$2900 \$800 Copies of plays for all classes & production of main stage season. (Perkins) \$1,100 Theater Production Texts. (CTE if not primary text source) ? \$1,000 theatre text(one copy per committee (CTE if not primary text source) ?	<a href="#">Smith Theater Details</a>	
2 Smith Dance	1,620.00	Original Request \$1620 \$120 Dance Magazine. (Perkins) \$1500 digital Dance Textbook (CTE if not primary text source) ?	<a href="#">Smith Dance Details</a>	
Total	\$ 4,520.00			

Department: 

NAME	#
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APPROVED BY: \_\_\_\_\_  
ADMINISTRATOR

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

**FUNDING CATEGORIES**

I. Textbooks

TOTAL AMOUNT

\$ 31,882.50 2023-24 Request

**2023-24 BUDGET REQUEST**

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

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1 80 Chemins 2023 Level 1 French Textbook (6 year license)	\$16,236.00	We need new French textbooks.		1
2 40 Chemins 2023 Level 4 French Textbook (6 year license)	\$8,118.00	We need new French textbooks.		1
3 30 Themes Student Editions French AP program	\$7,528.50	These are the texts for the AP class.		1
Total	\$31,882.50			