



Palisades Charter High School

Board Meeting

Date and Time

Tuesday October 17, 2023 at 5:00 PM PDT

Location

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

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

SUPPORTING DOCUMENTATION:

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

ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A.	Call the Meeting to Order	Sara Margiotta	
B.	Record Attendance and Guests		2 m
C.	Public Comment		30 m
<p><i>"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</i></p> <p>Google Form Public Comment Procedure: A Google form is available 24 hours prior to the meeting for Public Comment. Please refer to the Dewey Dolphin email or copy/paste this link https://forms.gle/kSsxkvL6T9GgXpdEA. Your comment will be read aloud by the Board Vice Chair. Public comments submitted through the Google form will be read after the public comments presented live at the meeting. General public comments not read after 60 minutes will be included in the meeting minutes. Due to public meeting laws, the Board can only listen to your comment, not respond or take action. Comments are limited to two (2) minutes, per person and one cannot cede their time to another. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</p>			
D.	Approve Minutes	Approve Minutes Sara Margiotta	2 m
Approve minutes for Board Meeting on September 19, 2023			
II. Organizational Reports			5:34 PM
A.	Student Report	FYI Rustin Kharrazi	5 m

	Purpose	Presenter	Time
B. Parent Report	FYI	Melissa Schilling, Saken Sherkhonov, Kristina Irwin	5 m
C. Represented Classified Staff Report	FYI	Andrew Paris	5 m
D. Unrepresented Classified Staff Report	FYI	Karen Ellis	5 m
E. Faculty Report	FYI	Maggie Nance, David Pickard, Tyler Farrell	5 m
F. Human Resources Director (HR) Report	FYI	Dr. Martha Monahan	5 m
G. Director of Operations Report Report Stands as Submitted	FYI	Don Parcell	5 m
H. Admin. Safety and Security Team	FYI	Brooke King	5 m
I. Director of Development Report	FYI	Mike Rawson	5 m
J. Chief Business Officer (CBO) Report	FYI	Juan Pablo Herrera	5 m
K. Executive Director/Principal (EDP) Report	FYI	Dr. Pam Magee	5 m
III. Board Committees (Stakeholder Board Level Committees)			6:29 PM
A. Academic Accountability Committee Update "Approval of Committee Members"	Vote	David Pickard IV	5 m
B. Budget & Finance Committee Update "Approval of Committee Members"	Vote	Sara Margiotta	5 m
C. Election Committee Update "Approval of Committee Members"	Vote	David Pickard IV	5 m
D. Charter Committee Update	FYI	Sara Margiotta	5 m
IV. Board Committees (Board Members Only)			6:49 PM
A. Board Members Only- Committee Updates "Approval of Committee Members"	Vote	Various	5 m

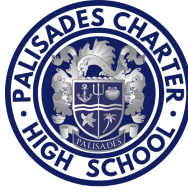
- Audit Committee
- Grade Appeal Committee
- Risk Management
- Survey Committee

	Purpose	Presenter	Time
V. Academic Excellence			6:54 PM
A. Annual Resolution of the Board of Trustees for Independent Study	Vote	Dr. Chris Lee	5 m
B. Uses for the Pali Period Instructional Minutes	FYI	PCHS Administrators	10 m
VI. Finance			7:09 PM
A. 2023-24 Budget vs Actuals	FYI	Juan Pablo Herrera	5 m
B. 2023-24 Consolidated Application (CARS App) "To approve the 2023-24 CARS Application"	Vote	Juan Pablo Herrera	5 m
C. LVN Option for Health Office "To approve Local Assignment Option for certificated employees to work outside of their primary credential area."	Vote	Dr. Martha Monahan	5 m
D. Copy Clerk (Increased Hours/Revised Job Description) "To approve Local Assignment Option for certificated employees to work outside of their primary credential area."	Vote	Dr. Martha Monahan	5 m
VII. Consent Agenda: Finance Items			7:29 PM
A. School Organized Conferences/Trips • October 24-October 27 National School Visits Conference - Denver, CO Attendee: Tammie Wilson	Vote	Sara Margiotta	5 m
VIII. New Business / Announcements			7:34 PM
A. Announcements / New Business	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 September 19, 2023



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday September 19, 2023 at 5:00 PM

Location

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

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Trustees Present

Andrew Paris, David Pickard IV, Karen Ellis, Kiumars Arzani, Kristina Irwin, Maggie Nance, Rustin Kharrazi, Saken Sherkhanov, Sara Margiotta, Tyler Farrell

Trustees Absent

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

I. Opening Items

A. Call the Meeting to Order

Sara Margiotta called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Sep 19, 2023 at 5:05 PM.

B. Record Attendance and Guests

Maggie Nance left the meeting at 6:06 p.m.

C. Public Comment

Anonymous: GoGuardian is spyware. Pali High should not be participating in the digital surveillance of students.

GoGuardian collects an alarming amount of information about students, including: name, email address, Google Profile ID, Google Image URL, Microsoft Profile ID, and organizational unit as well as device identifiers; activity information such as chats, video conferencing recordings, a student's browsing history, IP address, online content, screenshots, and key percentage variance; grade, attendance, and assignment information; location information; and other information based on which product has been implemented. GoGuardian also states they share student information with their affiliates and others.

I am concerned about how monitoring software may be misused for disciplinary purposes and result in increased contact with law enforcement. I am concerned that monitoring software disproportionately targets students from marginalized groups, such as LGBTQ+ and minorities. I am concerned about the overall lack of privacy for all students.

Which GoGuardian product(s) has Pali implemented? What information is Pali looking for? When will it be looking (e.g. beyond school hours)? Does GoGuardian also collect information from any device that has logged into the school account? Does Pali intend to use students' online data, including social media, to detect such things as suicidal thoughts or drug use? What will be blocked? How do we opt out?

Anonymous: I would like to request that PCHS update its website regarding current Covid-19 policies and procedures. The website was last updated in August 2022, and the dashboard is not current. I would also like to request that the school make home tests available. Thank you.

D. Approve Minutes

Maggie Nance made a motion to approve the minutes from Board of Trustees Annual Goal Setting Retreat on 09-09-23.

Kristina Irwin seconded the motion.

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

Roll Call

Andrew Paris	Aye
Sara Margiotta	Aye
Robert Rene	Absent
Saken Sherkhanov	Aye
Tyler Farrell	Aye
Rustin Kharrazi	Aye
David Pickard IV	Aye
Kiumars Arzani	Aye
Karen Ellis	Aye
Maggie Nance	Aye
Melissa Schilling	Absent
Kristina Irwin	Aye

E. Approve Minutes

Maggie Nance made a motion to approve the minutes from Board Meeting on 08-22-23.

Andrew Paris seconded the motion.

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

Roll Call

Robert Rene	Absent
Melissa Schilling	Absent
Saken Sherkhanov	Aye
Sara Margiotta	Aye
David Pickard IV	Aye
Andrew Paris	Aye
Kiumars Arzani	Aye

Roll Call

Maggie Nance	Aye
Kristina Irwin	Aye
Tyler Farrell	Aye
Rustin Kharrazi	Aye
Karen Ellis	Aye

II. Organizational Reports

A. Student Report

Rustin Kharrazi: There was an incident at lunch last week and ASB is looking for solutions. We held a student senate meeting with representatives from each period 4 class.

Homecoming game (10/6) and dance (10/7) is coming up. Students need to fill out contract to buy tickets and last week to buy is next week.

This month is Suicide Prevention Month and we hosted a mental wellness event at lunch last week.

Hispanic Heritage Month and announcements have been made on the leadership show and PA to highlight and celebrate hispanic life.

B. Parent Report

Kristina Irwin: Digital hall passes are a waste of time from the student perspective.

Rustin Kharrazi: It is inconvenient and some teachers are unfamiliar with it, but it hasn't been a pressing issue.

Maggie Nance: From a teacher perspective it has made bathroom use much less disruptive.

C. Represented Classified Staff Report

Andy Paris: Nothing to report at this time.

D. Unrepresented Classified Staff Report

Karen Ellis: Nothing to report at this time.

E. Faculty Report

Maggie Nance, Tyler Farrell, David Pickard IV: Nothing to report at this time.

F. Human Resources Director (HR) Report

Martha Monahan: Report stands as submitted.

David Pickard IV made a motion to approve Local Assignment Option for certificated employees to work outside of their primary credential area.

Karen Ellis seconded the motion.

Kiumars Arzani: I just want to be sure that teachers are teaching the appropriate courses so we adhere to LAUSD oversight.

Martha Monahan: Absolutely, we have worked closely with LAUSD to ensure we follow all best practices. As long as we submit the local approval to the CTC, we are covered for that academic year.

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

Roll Call

Kiumars Arzani	Aye
David Pickard IV	Aye
Robert Rene	Absent
Sara Margiotta	Aye
Kristina Irwin	Aye
Melissa Schilling	Absent
Karen Ellis	Aye
Tyler Farrell	Aye
Maggie Nance	Abstain
Andrew Paris	Abstain
Rustin Kharrazi	Aye
Saken Sher Khanov	Aye

G. Director of Operations Report

Dr. Magee: Report stands as submitted.

Sara Margiotta: The common area modernization design project plans that were drafted. Is that the quad? Do we have RFPs that went out?

Dr. Magee: We have not looked at anything, it is just a plan.

H. Admin. Safety and Security Team

Brooke King: We have accomplished a few safety and security trainings with students, faculty, and staff so far this year:

STOPit anonymous reporting and the campus culture, evacuation drill, lock down drill and informative sessions on the power of Hello. We also developed a pamphlet, which were available at Back to School Night at the PTSA table and they were attached in the newsletter.

I. Director of Development Report

Report stands as submitted.

J. Chief Business Officer (CBO) Report

Juan Pablo Herrera: Report stands as submitted.

Month 1 attendance report was submitted to LAUSD for Aug 16-Sept. 8 and we reported 2850 students as our average daily attendance.

We are working on the actual evaluation for 2023 to bring to Budget and Finance Committee and Board

Working with Director of Facilities for a facility plan and presented an initial plan to Budget and Finance Committee this week, more to come.

K. Executive Director/Principal (EDP) Report

Dr. Magee: A couple of shoutouts:

Ms. Ellis in the College Center for 9th/10th grade information session for families and it was standing room only. A very large success.

Rustin and ASB for the student senate meeting, which was pulled together very quickly to get student input and be responsive to recent events on campus. We look forward to more discussion.

COVID will be updated on the website before the end of this week.

We have a new nurse who is wonderful and we are very excited to have her.

Attendance and admission has been a challenge, but we are working hard to make sure everyone knows the admission process and we will come out of it more efficient.

David Pickard IV: Are there any updates on the Admissions and Attendance Assistant Principal position?

Dr. Magee: The job description has been updated and HR should be posting the position soon so we can get that role filled as soon as possible.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

Tyler Farrell: We met and went over the purpose of the group and will have more to report out next month.

B.

Budget & Finance Committee Update

Sara Margiotta: The Budget and Finance Committee approved our calendar and heard financial updates that will be presented later this evening.

C. Election Committee Update

David Pickard IV: Nothing to report at this time.

D. Charter Committee Update

Sara Margiotta: Nothing to report at this time.

IV. Board Committees (Board Members Only)

A. Board Members Only- Committee Updates

Grade Appeal Committee: Meetings will start next week.

Survey Committee: Nothing to report at this time.

V. Academic Excellence

A. Back to School Night Recap

Dr. Magee: One of our best BTSNs and it was very positive. We did have multiple teachers out ill with the flu that has been going around. We had students performing and engaging with families. Teachers were in their classrooms greeting parents and guardians. Overall, wonderful evening!

B. Acellus Contract Update

Dr. Magee: We are continuing to work with Acellus this year because many students are in the middle of coursework and will begin transferring to a new platform once we vet our options with the department chairs and curriculum council.

VI. PESPU Sunshine Proposal

A. PESPU Sunshine Proposal

Dr. Monahan: PESPU is our classified employees union and we have begun to sunshine together and will begin negotiations soon.

Sara Margiotta made a motion to approve the PESPU Sunshine Letter dated September 14, 2023 and the PCHS Initial Proposal dated September 19, 2023.

Saken Sherkhonov seconded the motion.

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

Roll Call

Robert Rene Absent

Roll Call

Kiumars Arzani	Aye
Tyler Farrell	Abstain
Kristina Irwin	Aye
Melissa Schilling	Absent
Karen Ellis	Aye
Maggie Nance	Abstain
Sara Margiotta	Aye
David Pickard IV	Abstain
Andrew Paris	Abstain
Rustin Kharrazi	Aye
Saken Sherkanov	Aye

B. PCHS Sunshine Proposal

See previous vote.

VII. Finance

A. 2022-23 Unaudited Actuals Report

Juan Pablo Herrera presented the 2022-2023 Unaudited Actuals Report.
Kiumars Arzani made a motion to approve the 2022-2023 Unaudited Actuals Report.
Andrew Paris seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Saken Sherkanov	Aye
Rustin Kharrazi	Aye
David Pickard IV	Aye
Sara Margiotta	Aye
Melissa Schilling	Absent
Karen Ellis	Aye
Kristina Irwin	Aye
Kiumars Arzani	Aye
Maggie Nance	Aye
Tyler Farrell	Aye
Andrew Paris	Aye
Robert Rene	Absent

B. 2023-24 Budget Update

Juan Pablo Herrera presented the 2023-2024 Budget Update.

C. 2021-22 Actuarial Valuation

Juan Pablo Herrera presented the 2021-2022 Actuarial Valuation.
Sara Margiotta made a motion to approve the 2021-2022 Actuarial Valuation.

Kiumars Arzani seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Kiumars Arzani	Aye
Rustin Kharrazi	Aye
Robert Rene	Absent
Saken Sherkhanov	Aye
Kristina Irwin	Aye
Sara Margiotta	Aye
Maggie Nance	Aye
David Pickard IV	Aye
Tyler Farrell	Aye
Melissa Schilling	Absent
Karen Ellis	Aye
Andrew Paris	Aye

D. 2021-22 Form 990 / Tax Return

Juan Pablo Herrera presented the 20231-2022 Form 990 and Tax Return.
Kiumars Arzani made a motion to approve the 2021-2022 Form 990 and the Tax Return.
Karen Ellis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Sara Margiotta	Aye
Maggie Nance	Aye
Karen Ellis	Aye
Melissa Schilling	Absent
Tyler Farrell	Aye
Andrew Paris	Aye
Rustin Kharrazi	Aye
Saken Sherkhanov	Aye
Kristina Irwin	Aye
Robert Rene	Absent
Kiumars Arzani	Aye
David Pickard IV	Aye

E. 2023-24 EPA Budget

Juan Pablo Herrera presented the 2023-2024 EPA Budget.
Sara Margiotta made a motion to approve the 2023-2024 EPA Budget to cover the cost of 80 teachers with the approximate cost of 10.9 million dollars.
Karen Ellis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Melissa Schilling	Absent
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Roll Call

Kristina Irwin	Aye
Rustin Kharrazi	Aye
Kiumars Arzani	Aye
Tyler Farrell	Abstain
Maggie Nance	Abstain
Saken Sherkhonov	Aye
Andrew Paris	Abstain
Sara Margiotta	Aye
David Pickard IV	Abstain
Robert Rene	Absent
Karen Ellis	Aye

F. Certificated Substitute Pay Increase

Dr. Martha Monahan presented the proposed Certificated Substitute Pay Increase. David Pickard IV made a motion to approve the proposed certificated substitute pay rate increase. The daily rate shall be \$35.4555 per hour. The Long Term Rate shall be \$47.8488 per hour.

Kiumars Arzani seconded the motion.

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

Roll Call

Saken Sherkhonov	Aye
Maggie Nance	Absent
Kristina Irwin	Aye
Rustin Kharrazi	Aye
David Pickard IV	Abstain
Melissa Schilling	Absent
Tyler Farrell	Abstain
Karen Ellis	Aye
Andrew Paris	Abstain
Kiumars Arzani	Aye
Robert Rene	Absent
Sara Margiotta	Aye

G. Salary Schedule Reclassification

Karen Ellis made a motion to approve the salary schedule reclassification. One existing campus aide position will reclassify into a campus security lead position.

Kiumars Arzani seconded the motion.

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

Roll Call

Karen Ellis	Aye
Saken Sherkhonov	Aye
Rustin Kharrazi	Aye
Kiumars Arzani	Aye

Roll Call

Robert Rene	Absent
Kristina Irwin	Aye
Melissa Schilling	Absent
Tyler Farrell	Aye
Andrew Paris	Aye
Maggie Nance	Absent
David Pickard IV	Aye
Sara Margiotta	Aye

VIII. Governance

A. BOT Goal Setting Retreat (Recap)

Sara Margiotta: I just wanted to do a recap of the goals we set at the BOT Goal Setting Retreat on September 9, 2023.

Food budget for sociocultural groups is problematic because if we do it for one or a few groups, we would need to provide that for all groups. Most groups have parent provided snacks, self-funded, or can potentially go to Booster Club or ASB.

Students need a place to publicize and increase a social media presence through Pali High's social media platforms. We need to connect with the moderators of these groups.

Field trips can be funded through funding requests at Booster Club.

IX. Consent Agenda: Finance Items

A. School Organized Conferences/Trips

Sara Margiotta made a motion to approve the school organized swim team camping trip on October 27-October 29 at Council Campground in Angelus Oaks, CA, Supervising Teacher: Maggie Nance.

David Pickard IV seconded the motion.

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

Roll Call

Sara Margiotta	Aye
David Pickard IV	Aye
Kristina Irwin	Aye
Tyler Farrell	Aye
Rustin Kharrazi	Aye
Kiumars Arzani	Aye
Karen Ellis	Aye
Melissa Schilling	Absent
Robert Rene	Absent

Roll Call

Maggie Nance Absent
Saken Sherkanov Aye
Andrew Paris Abstain

X. New Business / Announcements

A. Announcements / New Business

The date of the next regular Board Meeting is Tuesday, October 17, 2023 at 5:00 p.m.

B. Announce items for closed session, if any.

XI. 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 6:30 PM.

Respectfully Submitted,
David Pickard IV

Documents used during the meeting

None

Coversheet

Faculty Report

Section: II. Organizational Reports
Item: E. Faculty Report
Purpose: FYI
Submitted by:
Related Material: Faculty Board Report 10_17_2023 .pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Faculty Report Board of Trustees Meeting October 17, 2023

Points of Pride:

- Pep Rally & School Spirit
- New Teacher Supports

Concerns:

- Increasing number of assignment submissions suspected of utilizing AI
 - AI Detection Software?
- Copy Clerk Vacancy

Coversheet

Human Resources Director (HR) Report

Section: II. Organizational Reports
Item: F. Human Resources Director (HR) Report
Purpose: FYI
Submitted by:
Related Material: HR Board Report 10_17_2023.pdf



PALISADES CHARTER HIGH SCHOOL

Human Resources Report Board of Trustees Meeting October 17, 2023

Licensed Vocational Nurse (LVN) Position: PCHS administration recommends the approval of the addition of a salary line and job description for a 10-month, 8 hour per day to support students. This employee would work in the PCHS health office under the supervision of the credentialed registered nurse. This position would offer PCHS flexibility in recruiting in this competitive healthcare provider job market. This would be an alternative to the current RN position NOT in addition to that position. This is an unrepresented position.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Licensed Vocational Nurse (LVN)	\$25.45	\$27.11	\$28.86	\$30.75	\$32.75	\$34.87	\$37.14	\$39.55
Annual	\$38,887.60	\$41,424.08	\$44,098.08	\$46,986.00	\$50,042.00	\$53,281.36	\$56,749.92	\$60,432.40

Increase in hours to Copy Clerk Position: PCHS administration recommends the approval of an increase of work hours from four hours per day to eight hours per day for the copy clerk position. This change would make the employee eligible for CalPERS health/wellness benefits through PCHS as well as additional holiday pay.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Office Clerk	17.0976	18.0384	19.0679	20.1103	21.2545	22.4240	23.6571	24.3689	25.0934

23-24 Cost Increase (part-time)	\$25,455.85	\$26,225.44	\$27,067.60	\$27,920.31	\$28,856.29	\$29,812.97	\$30,821.67	\$31,403.94	\$31,996.60
Annual Cost Increase (full-time)	\$42,426.41	\$43,709.07	\$45,112.66	\$46,533.84	\$48,093.82	\$49,688.28	\$51,369.46	\$52,339.91	\$53,327.67

Depending on salary/step placement, changing the position from part-time (no benefits) to full-time (benefits) has an annual cost increase between \$42,426 thru \$53,327.

For 2023-24 the cost increase is between \$25, 455 thru \$31,996 because I only assumed 6 months of employment (Jan-June)

Collective Bargaining

PESPU: PCHS administrators had a productive meeting with Palisades Educational Support Personnel United (“PESPU”) leadership on October 12th and 17th to discuss modifications to the parties’ collective bargaining agreement (“CBA”) that expired on June 30, 2022.

Closed Session

Public Employee Discipline/Dismissal/Release, pursuant to Government Code Section 54957:

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

Coversheet

Director of Operations Report

Section: II. Organizational Reports
Item: G. Director of Operations Report
Purpose: FYI
Submitted by:
Related Material: Operations Board Report 10_17_2023 .pdf



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting - Operations Report October 17, 2023

MGAC/Pool:

- Facility-wide concrete repair, underwater pool plaster repair, and painting job complete.
- PCHS PE swim unit is underway supporting all students at all levels of aquatic proficiency.
- ARC certification trainings delivered for school staff and safety coordination supporting The Great Shakeout, October 19th and upcoming schoolwide safety trainings in process.

Facilities/Projects & Setups:

- Operations in conjunction with Permits Dept. prepared and helped set up the following events: Sr. Photo Trailer; Pep rally; Homecoming game; Homecoming Dance and College fair.
- Deployed trash bins available campus wide to help with bee issue.
- IPM: Lots of exterior baiting with LAUSD approved products to help with ants.
- New Whiteboard Order received. Installations are to begin next week.
- Press box staircase replaced due to rotted degraded wood. Replaced with pressure treated wood for durability.
- NEW exterior blue benches for students received. Installations are to begin next week.
- A new golf cart purchased with pre-approved funds received.

Information Technology:

- Worked with Teachers and Counseling to submit all P1 Grades
- Received 66% of the wireless upgrade equipment. Hoping for Winter Break install.
- Provided technology setups for 33 student & faculty events.
- Tech Team continues to support all staff, students, faculty, admin, and parents/guardians with all tech needs.
- Emergency AC replacement for server room went well and temperatures are now well below critical.

Safety & Security:

- Safety Drill scheduled 10/19 for Earthquake (Great Shakeout)

Transportation/Buses:

- All Transportation Programs (Regular Bus, Late Bus, Comp Bus, SPED, Public) operating as needed
- TAP Cards being given out upon request – 800+ already distributed
- SPED needed another vehicle for Home-to-School Transportation. Additional costs given to Finance.
- Late bus breakdown 10/3 en route to school. Communication protocols followed and parents notified. Non-regular riders not included in communications, so PCHS is evaluating procedures to ensure all riders families are notified.

Coversheet

Director of Development Report

Section: II. Organizational Reports
Item: I. Director of Development Report
Purpose: FYI
Submitted by:
Related Material: Director of Development Board Report 10_17_2023 .pdf



PALISADES

CHARTER HIGH SCHOOL

Development Report Board of Trustees Meeting October 17, 2023

Report date: 10/13/2023

TOTAL FUNDS RAISED TO DATE:	Fund	Prior Report	YTD	Inc/Dec.	Budget
The PCHS Fund	General	\$100,605	\$144,276	\$43,343	\$500,000
PCHS Fund Pledges Outstanding	General	\$6,350	\$2,500		
Pali Alumni Fund	General	\$0	\$0	\$0	
TOTAL UNRESTRICTED FUNDS RAISED		\$106,955	\$146,776	\$39,493	\$500,000
Rest. Donations/Pledges - Recd	General	\$1,700	\$3,700	\$2,000	0
Rest. Donations/Pledges	General	\$0	\$0	\$0	0
TOTAL RESTRICTED FUNDS RAISED		\$1,700	\$3,700	\$2,000	\$0
TOTAL FUNDS RECEIVED		\$108,655	\$150,476	\$41,493	\$500,000

TOTAL EXPENSES TO DATE:

Bacio Design		\$0	\$1,000
L.A. Press Printing		\$0	\$0
American Direct			
Mail		\$2,669	\$6,900
Postage		\$280	\$600
Subscriptions		\$200	\$17,737
Credit Card service fees		\$524	\$7,500
Salaries & Benefits (Campus Unification/Development Dir)		\$25,671	\$88,906
Justice League			
Banner		\$300	\$200
Videography		\$0	\$0
Donor Bricks		\$0	\$1,500
Donor Breakfast		\$0	\$0
Donor Refund		\$0	\$0
Pali High Booster Club (split donation)		\$0	\$750
New Parent Welcome Breakfast		\$2,720	\$2,400
TOTAL EXPENSES FOR UNRESTRICTED FUNDS		\$32,364	\$127,493



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CHARTER HIGH SCHOOL

TOTAL NET FUNDS

\$117,784

\$372,507

Comments and Campaigns initiated to date:

- 1.) Joint Appeal with Booster Club sent
8//14/23
- 2.) New Parent Welcome Breakfast was held for 315 parents on 8/26/23
- 3.) PCHS Fund comparison: \$144,276 this year/\$205,904 last year. Best YTD was \$205,904**
- 4.) PCHS Fund donor comparison: **96** this year/**140** last year
- 5.) Back to School Night Campaign began on 9/11
- 6.) Back to School Night Campaign brought in \$26,095
- 7.) Email to Banner Donors from last year who have not renewed this year will take place on 10/16

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 10_17_2023.pdf
July-Sept 2023 - Credit Card Expenses.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

CBO Report Board of Trustees Meeting October 17, 2023

2023-2024 BUDGET UPDATE

- A Budget vs Actuals report will be presented as a separate agenda item.
- The main update is that the budget now accounts for an additional \$75,000 increase in certificated substitute salaries (Board approved increased sub rate in Aug 2023).
- Will wait until First Interim (Dec 15th) to account for the impact of bargaining. Still pending PESPU/unrep.
- We are not tracking towards our conference/PD expense line item, but will wait until Second Interim period to revise the estimate

2023-2024 AVERAGE DAILY ATTENDANCE (ADA)

- PCHS submitted the Month 2 attendance reports to LAUSD. Our ADA for Month 2 (period of Sept 11, 2023 through October 6, 2023) reflects an ADA of 2,842. Our Month 1 ADA was 2,850.
- As a reminder, our 2023-24 Approved Budget estimates an annual ADA of 2,820.
- However, we still are required to file a J-13 waiver with the CDE to account for the lost instructional day on Monday August 21, 2023 (LAUSD closed our school site).

2023-2024 CREDIT CARD REPORT

- The credit card report covers the period of July 1, 2023 through September 30, 2023, and now provides an update on any outstanding balance owed. Page 2 of the report outlines the statement balance (as of 9/25/2023) as well as the current balance as of October 16, 2023.
- Given the most recent CSD finding regarding credit card late fees, we are being proactive to show account balances.

COMPLIANCE

- PCHS received a notice from LAUSD Charter School Division regarding a 2023-24 LCAP Revision. The areas of concern are the action items and metrics related to CAASPP ELA & Math. The CSD team confirmed that this does not constitute as a material change to the LCAP, so there is no need to hold a “public hearing” or re-approved the LCAP at a Board Meeting. However, we are required to update this section of the LCAP by November 17, 2023
- The 2022-23 actuarial valuation is also in-progress with an estimated completion date of October 31, 2023.
- The plan is to present it in November.
- We are also underway with our 2022-23 independent audit. The deadline is Dec 15. 2023.



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Empowering Educational Excellence.

Request for Proposal(s)

- Finance office is working on request for proposals for transportation, security and janitorial services.
- A timeline will be published, along with instructions, rating matrix, etc.
- A sub-group of individuals will be tasked with reviewing the bids once they become available.
- ETA for bids: December 2023

LOOKING AHEAD

- Continuing monitoring enrollment/attendance trends
- 2022-23 Actuarial report. Estimated completion is October 31, 2023.
- November meeting: Update on 10-year facilities/maintenance plan
- Dec 15th - 2023-24 First Interim Financial Report
- Dec 15th: Independent Audit Report Due
- Dec 2023 - Request for Proposals
 - 2024-25 Transportation Services
 - Janitorial Services
 - Security Services

Palisades Charter High School
 Credit Card Reconciliation Form
 For the Period of: 07/01/2023 - 09/30/2023

Date	Vendor	Description of Expense	Cardholder	Requested By:	Amount	Resource	Budget Category
June 30, 2023	MAIL CHIMP	PCHS schoolwide mail campaign/newsletter subscription	JP HERRERA	K COX	\$ 220.00	GENERAL	SUBSCRIPTIONS
July 15, 2023	FLINN SCIENTIFIC INC	Chemical reaction kit for R Patterson's class	JP HERRERA	K NEWBILL	\$ 153.34	GENERAL	IMA
July 24, 2023	PALISADES GARDEN CAFÉ	Summer planning (4 attendees)	JP HERRERA	K COX	\$ 69.43	GENERAL	PD
July 19, 2023	RESIDENCE INN SEATTLE WA	2023 AP Annual conference - hotel stay for Alex Landaverde	P MAGEE	K ELLIS	\$ 630.46	ASB	COLLEGE CENTER
July 21, 2023	VISTA PRINT	Business cards - Perisha Bellingier (new Dean)	P MAGEE	P MAGEE	\$ 59.12	GENERAL	IMA
July 31, 2023	MAIL CHIMP	PCHS schoolwide mail campaign/newsletter subscription	JP HERRERA	K COX	\$ 220.00	GENERAL	SUBSCRIPTIONS
August 3, 2023	TRAFFIC SAFETY STORE	42" Orange Safety tubes (cones)	JP HERRERA	D PARCELL	\$ 551.30	GENERAL	OPS
August 3, 2023	AMAZON PAYMENT	12 v battery charger kit for automatic exit gate (emergency purchase)	JP HERRERA	O CABRERA	\$ 753.56	GENERAL	OPS
August 3, 2023	NACAC	National Association for College Admission Counseling - conference	P MAGEE	K ELLIS	\$ 510.00	ASB	COLLEGE CENTER
August 3, 2023	DELTA AIR	NACAC conference flight - LAX-Baltimore - K ELLIS	P MAGEE	K ELLIS	\$ 611.40	ASB	COLLEGE CENTER
August 8, 2023	ADVANCED MUSICAL ELECTRON	MERCER AUDIO CONSOLE - EMERGENCY REPAIR (EVALUATION ONLY)	JP HERRERA	M IANNESSA	\$ 130.00	GENERAL	REPAIRS
August 10, 2023	AMAZON HYPER SUPPORT	Hyperjuice 245W GaN desktop chargers	JP HERRERA	D PARCELL	\$ 22,456.70	FUNDRAISING	ED FUND
August 11, 2023	ADVANCED MUSICAL ELECTRON	MERCER AUDIO CONSOLE - EMERGENCY REPAIR (cost of repair)	JP HERRERA	M IANNESSA	\$ 247.31	GENERAL	REPAIRS
August 15, 2023	VISTA PRINT	Business cards - Chris Lee	P MAGEE	C LEE	\$ 53.74	GENERAL	IMA
August 23, 2023	VISTA PRINT	Business cards - Chelsea Enos	P MAGEE	C LEE	\$ 43.77	GENERAL	IMA
August 25, 2023	ABE BOOKS	ELD Interactive Practice Book	JP HERRERA	M IANNESSA	\$ 4.89	GENERAL	TEXTBOOKS
August 25, 2023	ABE BOOKS	Edge Assessments Level A	JP HERRERA		\$ 39.87	GENERAL	TEXTBOOKS
August 25, 2023	DRAMATISTS PLAY SERV	Performance Rights - Little Women (Fall 2023)	JP HERRERA	C SMITH	\$ 976.00	ASB	GENERAL EXPENSE ACCT
August 28, 2023	ABE BOOKS	Edge Assessments Level A (2nd purchase)	JP HERRERA	M IANNESSA	\$ 39.67	GENERAL	TEXTBOOKS
August 29, 2023	RANFOCUS & ADOBE MAX	Conference registration - M Jakus	JP HERRERA	M JAKUS	\$ 1,890.00	PERKINS	PD
August 28, 2023	ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS	HR webinar	JP HERRERA	M PARKS	\$ 140.00	GENERAL	PD
August 28, 2023	SOCIAL STUDIES SCHOOL	Replacement posters for A. Osterwiel ("damaged" over summer)	JP HERRERA	O CABRERA	\$ 40.86	GENERAL	IMA
August 30, 2023	OFFICE DEPOT	Binders/Materials required for classroom desktop chargers	JP HERRERA	D PARCELL	\$ 4,488.74	FUNDRAISING	ED FUND
August 31, 2023	OCEAN BLUE ENVIRONMENTA	emergency response preparedness	JP HERRERA	O CABRERA	\$ 4,600.00	PERMITS	SUPPLIES
August 31, 2023	MAIL CHIMP	PCHS schoolwide mail campaign/newsletter subscription	JP HERRERA	K COX	\$ 220.00	GENERAL	SUBSCRIPTIONS
September 1, 2023	CHAMPION TEAMWEAR	Dance team glitter jerseys	JP HERRERA	C SMITH	\$ 514.98	ASB	TRUST
September 1, 2023	ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS	ACSA membership (vendor lost check in mail so we paid via credit card)	JP HERRERA	P MAGEE	\$ 1,657.44	GENERAL	CONFERENCE
September 2, 2023	ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS	ACSA membership (vendor found the check, so they reversed cc charge)	JP HERRERA	P MAGEE	\$ (1,657.44)	GENERAL	CONFERENCE
September 5, 2023	ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS	ACSA - HR symposium	JP HERRERA	M MONAHAN	\$ 495.00	GENERAL	PD
September 8, 2023	RAPTOR TECHNOLOGIES	Campus visitor software - stickers/rolls required for visitor badges	JP HERRERA	O CABRERA	\$ 220.00	GENERAL	SUPPLIES

GRAND TOTAL \$ 40,380.14

	STATEMENT BALANCE (9/25/23)		CURRENT BALANCE (10/16/23)
JP HERRERA CARD	\$	13,669.61	\$ 11,357.74
P MAGEE CARD	\$	1,218.91	\$ 1,394.66
TOTAL	\$	14,888.52	\$ 12,752.40

Statement Balance: \$1,218.91
 Billing Cycle Close Date: 08/25/2023

Current Balance: \$1,394.66

Statement Balance: \$13,669.61
 Billing Cycle Close Date: 09/25/2023

Current Balance: \$11,357.74

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 10_17_2023.pdf
Goal_prep_2023-24.pdf
2023-2024 Schoolwide Goals.pdf
IHRA Definition And Adoptions.pdf
IHRA_Definition_Letter.pdf
Online Learning Platform Comparisons.pdf



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CHARTER HIGH SCHOOL

Executive Director/Principal Report Board of Trustees Meeting October 17, 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.

2023-2024 Schoolwide Goals - The PCHS Board of Trustees, administrators, and student representatives from Pali Ambassadors, ASB Leadership, and Justice League met on Saturday, September 9 to review and provide feedback on the schoolwide goals for the coming year. This annual exercise included a summary of the guiding plans that are currently in place including the Local Control and Accountability Plan/Learning Continuity and Attendance Plan (2021-2024), Western Association of Schools and Colleges Action Plan (2017-2023), LAUSD Charter Authorization (2020-2026), and Annual LAUSD Charter School Division Compliance Review. Each of these plans requires feedback from and vetting with educational partners (*See attached material*). PCHS has established a clear vision and focus in each of these plans by layering common goals. Each plan reinforces the others by addressing similar areas which include academic achievement, communication, diversity, budget/development, and socioemotional well-being.

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

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

Equity Task Force - The PCHS Equity Task Force formed in 2018 is a volunteer group of teachers, staff, and administrators committed to identifying and addressing school equity needs. The group meets most Wednesdays during 7th period. The Equity Task Force welcomes new members with a goal of having representation from every academic department. Areas of focus include but are not limited to professional development, policy and procedures, and student voices.

Professional Development: Prioritized areas have been professional development for teachers such as last year's identity work with the **Museum of Tolerance**. During the Spring 2023 semester all faculty and staff participated in a full day small cohort experience at the Museum of Tolerance. Groups of approximately 20 staff members visited the museum



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weekly. The culminating meeting was facilitated on the PCHS campus and resulted in recommendations for 2023-2024 training addressing culturally relevant curriculum. **Dr. Terrance Roberts**, one of the Little Rock Nine, launched the school year with his presentation during a Back-to-School professional development workshop. Ongoing training will be both schoolwide and department specific. The **Math Department** is leading the way with ongoing articulation with the Paul Revere Middle School Math Department led by **Dr. Socorro Orozco** initiated in August 2023. The **Special Education Department** brought **Disability Justice in Schools** training to their group and shared information with the Equity Team and Faculty (*see slides in this report*). Training for parents and students is also being developed.

Student voices/Justice League Solidarity Reports from student groups: Representatives from Asian Student Union, Black Student Union, Jewish Student Coalition, Latino Student Union, Queer Student Union, and Trans Awareness Club gave presentations to school leadership addressing student needs and requests for support. The Equity Task Force and PCHS Administrators are addressing these proposals. All initiatives will be reviewed for implementation. The two initiatives currently under consideration are the endorsement of **The International Holocaust Remembrance Alliance Definition of Antisemitism** proposed by the **Jewish Student Coalition** and the **Name Change Policy** proposed by **Queer Student Union and Trans Awareness Club**.

1. **The International Holocaust Remembrance Alliance Definition of Antisemitism** (*included in meeting materials with letter from JSC*) - Path to Endorsement. The Equity Task Force identified the following steps to fully vet this proposal before presenting to the PCHS Board of Trustees.
 - Solidarity Report Presentation May 17, 2023
 - Discussed by Equity Task Force, path for endorsement developed September 21 and October 5
 - Initiative shared in Faculty Meeting October 10
 - Discussed with Curriculum Council October 12 (To be discussed in upcoming Department Meetings)
 - Equity Task Force Schoolwide Open Discussion - October 18
 - Presentation to PCHS Board of Trustees - November 14
2. **Name Change Policy** - Student provided rationale: Many Transgender and Gender Non-Conforming students have different chosen names in order to better accommodate their identity. Seeing their deadname, or previous name, can be incredibly disruptive to students' academic success and mental health. There are many benefits of changing a student's name in the system as well as limitations. Overall, it takes little effort by the family or student in order to ensure one more aspect of a student's life is safe.

Administrators are contacting other school districts to determine what procedures and policies have been implemented. The proposed policy is also being reviewed by legal



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counsel. Next steps are to finalize a policy, review with educational partners, and implement second semester.

Online Learning Options PCHS is in the process of reviewing online learning platforms. The systems being considered are Acellus, Accelerate, and Apex. The systems were most recently reviewed by Curriculum Council. Department Chairs will preview the systems to make recommendations for next steps. *The Online Learning Platform Comparison chart is included in the meeting materials.*

September Accomplishments

- Niche recognition – National score of 99.64/100
 - CAASPP Results – Latino students improved by +8% !
- Supports provided:
- Diversified curriculum & course offerings
 - Continued *Fuerza Unida* outreach and support
 - English Department Grading for Equity practices
- Disability Justice Equity Focus





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1

Ascription of intelligence

Definition

Making assumptions about a student's intellectual ability, competencies and capabilities because of their disability status.

Examples

- Speaking slowly and loudly to a student with disability.
- Speaking in a sing, song voice to a student with disability.
- Speaking to the assistant or teacher about the student, rather than to the student.
- Setting low standards or substituting life skills for academic skills automatically or without consultation.

<https://inclusiveschoolcommunities.org.au/resources/toolkit/disability-microaggressions-education>

2

Using Ableist Language

Definition

Using language that is derogatory, abusive or negative about disability, often without the intention of doing harm.

Examples

- Using disability as an insult or euphemism e.g. 'You're so OCD about being on time.'
- Not allowing/ respecting students and their families to choose their own self identifying language (e.g. insisting on saying 'student with autism' rather than the student's preferred language of 'autistic student'.)
- Choosing books that contain ableist language (e.g. The popular text Wonder by R.J. Palacio uses the word 'retard') without providing time or space within the curriculum to reflect and challenge this choice of language.

<https://inclusiveschoolcommunities.org.au/resources/toolkit/disability-microaggressions-education>

3

Setting Being Without a Disability as the Default

Definition

Expecting people with disabilities to conform to the dominant (non-disabled) cultural norms

Examples

- Insisting that students behave in ways such as making eye contact, or using oral forms of communication over sign language.
- Being offended when students with disability attempt to address breaches of human rights.
- Setting policy (such as expectations around masking or selecting curriculum) based on the needs and typical outcomes of non-disabled people.

<https://inclusiveschoolcommunities.org.au/resources/toolkit/disability-microaggressions-education>



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4

Myth of Meritocracy

Definition

Assuming that students with disability can make progress if they try harder in the absence of appropriate support.

Believing the student should change, not the environment.

Examples

- Misusing pedagogical approaches such as 'growth mindset' by assuming that students will succeed through more effort, even in the absence of environmental and attitudinal change.
- Using 'inspirational' memes, graphics or posts to show students with disability they can succeed if they try harder.
- Claiming that students with disability receive unfair advantages because of their disability or accommodations.

<https://inclusiveschoolcommunities.org.au/resources/toolkit/disability-microaggressions-education>

Schoology Intervention Courses for PCHS Faculty

E-hallpass - PCHS has implemented e-hallpass for all passes out of class to ensure the wellbeing and safety of all students,. E-hallpass is a tool that allows us to ensure students remain safe and accounted for while on campus. E-hallpass is a browser-based online system that is used to manage all pass situations and replaces antiquated methods of administering hall passes. The system enhances school security and helps to simplify classroom management. Teachers log into their system dashboard to monitor and approve passes, as well as access reporting. Students request passes through the same system. There is no tracking of student devices or locations



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through the system as implemented at PCHS. The system does allow the Deans' Office to identify students who overuse hall pass requests.

Detention has moved from lunchtime to after school. Detention is now held from 3:00-3:30 PM in room U118. Saturday School will begin soon.

Safety – International ShakeOut Day is Thursday, October 19. Pali Period has been moved to Thursday. Teachers will lead the “Drop, Cover, Hold” exercise and evacuation. PCHS practices regularly to be prepared to react quickly in the event of a real earthquake emergency situation.



PCHS Mission Statement: 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.

2023-2024 Schoolwide Goal Setting Meeting

September 9, 2023

Board and Management Roles/Lanes

Board – Determines “What” – High level/Conceptual/Sets Policy

Management – Determines “How” – Detailed steps/Execution

SMART goals

Specific, Measurable, Action-oriented, Realistic, Time-bound

GUIDING DOCUMENTS

- A. LCAP Goals (2021-2024)** *Local Control Accountability Plan/Learning Continuity & Attendance Plan*
1. **Increased Proficiency & Academic Achievement**
 2. Prepare graduates for **post-secondary experiences**
 3. **Safe & Positive School Environment**
 4. Modernization (Facilities, technology, clean energy)
- B. WASC Goals (2017-2023)** *Western Association of Schools and Colleges*
1. **Academic growth** - Narrow the educational opportunity gap
 2. Diverse and personalized **professional development**
 3. **Communication and Data**- Develop a system of centralized, expedient, external and internal data collection, analysis, and distribution
 4. **Positive and equitable climate**
 5. **Subsidize transportation** for PCHS families who can least afford it, and provide alternative transportation options in order to sustain PCHS’ diversity
 6. Expand and continuously **improve PCHS’s systemic student support**
 7. **Maintenance/Facilities:** PCHS will continue to work with LAUSD to maintain a clean facility in good repair (space and aging infrastructure)
- C. Charter Authorization (2020-2025 extended 2026) and Annual LAUSD Charter School Division Compliance Review**
1. Governance
 2. **Student Achievement**
 3. **Organizational Management, Programs, and Operations**
 4. Fiscal Operations

D. PCHS Schoolwide Goals (2021-2023)

1. Academic Achievement

Long Term Aspirational Goal

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

2. Communication

Long Term Aspirational Goal

PCHS will utilize, refine, and explore current and new communication systems and platforms to inform the PCHS community on PCHS's relevant updates, strengths, needs, data, and opportunities for participation in school-wide events and programs. In order to make school-wide updates more accessible and convenient, PCHS will group weekly updates in specific categories across the multiple PCHS platforms.

3. Diversity

Long Term Aspirational Goal

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

4. Budget/Development

Long Term Aspirational Goal

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

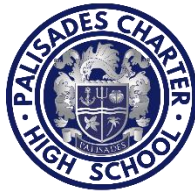
5. Student Socioemotional Well-being

Long Term Aspirational Goal

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

FUTURE CONSIDERATIONS

1. Enrollment changes (ie, funding changes)
2. Learning Acceleration
3. Clean Energy Initiatives
4. WASC Self-Study 2023-2024
5. LAUSD Facilities projects – Schoolwide air-conditioning, solar pilot, quad upgrades, wrought-iron fence and safety gate



2023-2024 Schoolwide Goals (continued from 2021-2023) September 9, 2023

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.

A. Ongoing Goals

1. Academic Achievement
2. Communication
3. Fiscal Budget
4. Student Socioemotional Well-being
5. Diversity

B. Feedback from September Retreat

ACADEMIC ACHIEVEMENT

Long Term Aspirational Goal (2021-present)

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

2023-2024 Feedback

PCHS will continue to provide a rigorous relevant curriculum meeting the needs of diverse learners.

- Evaluate means to expand the number of course options for students.
- Expand and communicate the benefits and processes of dual enrollment and CTE pathways.
- Expand academic intervention access and availability.
- Increase UC Honors courses
- Study sessions/tutors
-

COMMUNICATION

Long Term Aspirational Goal (2021-present)

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

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

2023-2024 Feedback

What's working...

- Announcements
- Leadership Show
- ParentSquare

What's next...

- Student newsletter
- Updated website on Student Life and other
- ParentSquare informational meetings/Zoom, family involvement

FISCAL/DEVELOPMENT

Long Term Aspirational Goal (2021-present)

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

- Be focused on LCAP plan and is student centered
- Refine budgeting process
- Developing and cultivating relationships/fundraising with local businesses
- Identifying a vision for the school and allocating monies to carry out that vision

SOCIOEMOTIONAL WELL-BEING

Long Term Aspirational Goal (2021-present)

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

- PCHS will foster and cultivate a community mindful of socioemotional wellness inside and outside of the classroom.

- PCHS will explore opportunities and bring awareness to mental health, stress management, and consequence-free support.
- Within the first month of each semester an intervention will be held to communicate socioemotional support resources to students and encourage development of relationships with mental health and counseling teams.
- Parent education on mental health support for students.

DIVERSITY

Long Term Aspirational Goal (2021-present)

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

Social

- 3Cs form adjustments (anonymity, outline specific issues)
- Expand groups and make accessible
- Social media presence emphasized (outward facing to community - groups provide material for posts)

Academic

- Incorporating education in Pali Periods (diversity)

Resources

- Stand Against Hate form
- single stall restrooms
- Newsletter to get parents involved.
- Transportation
- Big Blue Bus
- Inform freshmen
- Culture Chats

THE INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE
WORKING DEFINITION OF ANTISEMITISM

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

To guide IHRA in its work, the following examples may serve as illustrations:

Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that leveled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor.
- Applying double standards by requiring of it a behavior not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitic acts are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries).

Criminal acts are antisemitic when the targets of attacks, whether they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Jewish or linked to Jews.

Antisemitic discrimination is the denial to Jews of opportunities or services available to others and is illegal in many countries.

<https://www.holocaustremembrance.com/resources/working-definitions-charters/working-definition-antisemitism>

IHRA Working Definition of Antisemitism Adoptions and Endorsements

COUNTRIES

Albania
 Argentina
 Australia
 Austria
 Bahrain
 Belgium
 Bosnia & Herzegovina
 Bulgaria
 Canada
 Colombia
 Croatia
 Cyprus
 Czech Republic
 Estonia
 France
 Germany
 Greece
 Guatemala
 Hungary
 Israel
 Italy
 Kosovo
 Lithuania
 Luxembourg
 Moldova
 Morocco
 The Netherlands
 North Macedonia
 Philippines
 Poland
 Romania
 Serbia
 Slovakia
 Slovenia
 South Korea
 Spain
 Sweden
 Switzerland
 United Kingdom
 United States
 Uruguay

GOVERNMENT ENTITIES, CIVIC ORGANIZATIONS AND MAJOR INSTITUTIONS

United States Federal Government
 Department of Education
 Department of State
 Senate Bipartisan Task Force for Combating Anti-Semitism
 United States Commission on Civil Rights

US States
 State of Alabama
 State of Alaska
 State of Arizona
 State of Connecticut
 State of Florida
 State of Idaho
 State of Iowa
 State of Kansas
 State of Kentucky
 State of Louisiana
 State of Maine
 State of Massachusetts
 State of Montana
 State of Nebraska
 State of Nevada
 State of New Hampshire
 State of New Mexico
 State of New York
 State of Ohio
 State of Oklahoma
 State of Rhode Island
 State of South Carolina
 State of South Dakota
 State of Tennessee
 State of Texas
 State of Utah
 State of Vermont
 State of Virginia
 State of West Virginia
 State of Wyoming

LOCAL GOVERNMENTS

California
 Beverly Hills
 Los Angeles
 Manhattan Beach
 West Hollywood

Connecticut
 South Windsor
 Wethersfeld
 Mansfield
 Farmington

Florida
 Bal Harbour
 Palm Beach Gardens
 Broward County
 Juno Beach
 Coral Gables
 Golden Beach
 City of Miami
 Doral
 Bay Harbor Islands
 Miami Beach
 North Miami
 Miami-Dade County
 North Bay Village
 Hialeah Gardens
 Sunny Isles Beach
 Jupiter Inlet Colony
 North Palm Beach
 Palm Beach County
 Key Biscayne
 North Palm Beach
 West Palm Beach
 Pinecrest
 Surfside

Illinois
 Village of Forest Park
 Village of Lincolnwood
 Champaign
 Rockford

Massachusetts
 Peabody
 Sharon

IHRA Working Definition of Antisemitism Adoptions and Endorsements

New Jersey

Borough of Woodcliff Lakes
 Clinton
 Westfield
 Scotch Plains
 Fanwood
 Middletown
 Flemington Borough
 Highland Park
 Mansfield

New York

Glen Cove
 North Hempstead
 Oyster Bay
 Village of Great Neck
 New Castle
 Nassau County
 Suffolk County
 Huntington
 Southampton
 Ulster County
 Yorktown

Other local governments

Gary, Indiana
 Wichita, Kansas
 County of St. Louis, Missouri
 El Paso, Texas
 County of Arlington, Virginia
 City of Bellevue, Washington
 Washington, DC

INTERNATIONAL

Canada

Province of Alberta
 Province of Ontario
 Aurora (Ontario)
 Barrie (Ontario)
 Brampton (Ontario)
 British Columbia
 Cote St. Luc (Quebec)
 Orillia (Ontario)
 Vaughan (Ontario)
 Westmount (Quebec)
 York Region (Ontario)
 Halton Police Board
 (Ontario)
 Red Lakes Police Board
 (Ontario)
 Vancouver

Germany

Bavaria
 Berlin
 Munich Municipality
 Borussia Dortmund (BVB),
 football team
 Daimler AG
 Deutsche Bahn
 Deutsche Bank
 FC Bayern Munich, football
 team
 German Rectors' Conference
 (HRK)
 Tennis Borussia Berlin,
 football team
 Volkswagen

United Kingdom

London Assembly &
 Mayor's Office
 Scottish Government
 Welsh Government
 Welsh Police
 UK Office for Students
 Church of England
 Church of Scotland
 Church of Wales
 Liberal Democrats

The English Football League
 (EFL)

The Football Association
 (FA)
 The Premier League (and 19
 of 20 teams)

Vienna, Austria
 Paris, France
 Aberdeen, Scotland
 Madrid, Spain

IHRA Working Definition of Antisemitism Adoptions and Endorsements

**UNIVERSITIES &
ACADEMIC
INSTITUTIONS**

United States

Arizona State University
 Brooklyn College (NY)
 California Polytechnic State University
 California State University, Northridge
 Capital University (OH)
 City College of New York
 Chapman University (CA)
 Duke University
 East Carolina University
 Florida Atlantic University
 Florida State University
 Foothill College
 Indiana University
 Kent State University (OH)
 Kennesaw State University (GA)
 Northeastern University (MA)
 Pace University (NY)
 Pennsylvania State University
 Rutgers University (NJ)
 San Diego State University (CA)
 Santa Monica College (CA)
 Stanford University (CA)
 St. Lawrence University (NY)
 Syracuse University
 Texas A and M University
 University of California, Los Angeles

University of California, Santa Barbara
 University of California, San Diego
 University of Colorado
 University of Georgia
 University of Iowa
 University of Minnesota
 University of Notre Dame
 University of Pittsburgh
 University of Texas - Austin
 University of Texas - San Antonio
 University of Wisconsin, Madison
 Wake Forest University (NC)
 CANDLES Holocaust Museum and Education Center
 Center for Jewish Engagement and Learning, Indianapolis
 Duke University
 Florida State University
 Georgia Institute of Technology
 Hasten Hebrew Academy of Indianapolis
 Indiana University
 Long Beach City College
 New York University
 San Diego State University
 Stanford University
 Texas A&M University
 Western Washington University
 University of Pittsburgh
 Nevada Board of Regents

Albania

Albania Academy of Sciences

Argentina

La Universidad Nacional de Rosario
 University of Buenos Aires
 Universidad Nacional del Litoral

Bulgaria

National Sports Academy Vasi Levski
 Plovdiv University - Paisii Hilendarski
 Sofia University St. Kliment
 The Southwest University
 University of Library Science and Information Technology

Canada

Ryerson University
 University of Manitoba

United Kingdom

UK Office for Students
Many more not listed here

Germany

German Rectors' Conference (HRK, the association of German universities)

Australia

Auckland University
 National Union of Students
 Australia

January 26, 2023

Attention Palisades Charter High School administration:

Attention Palisades Charter High School Board of Trustees:

It is our duty to protect Jewish students on this campus!

Antisemitism is on the rise in the United States and around the world today and unfortunately, our own Pali High community is not immune from the world's oldest hatred. Throughout the generations, antisemitism has morphed and changed, which is why it is so important to have a consistent definition to define, identify, condemn, and educate about Jew hatred, no matter how antisemitism manifests.

To protect Jewish students, we urge Palisades Charter High School to adopt the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism. The IHRA Definition recognizes the obvious forms of Jew hatred, like the swastikas drawn on campus this year and last, and it also recognizes more modern forms of antisemitism. It is important to note that the IHRA Definition explicitly states that criticism of the State of Israel, like criticism leveled at any other country, cannot be regarded as antisemitic. However, it also recognizes the reality that certain rhetoric and actions related to Israel, the world's only Jewish country, sometimes crosses the line into bigotry against Jews.

This critical nuance of the IHRA Definition is designed to ensure that negative rhetoric regarding Israel does not become rhetoric against Jews, a protection that Jewish students at Pali High deserve.

Last year at Pali High, a student told a Jewish student on campus that she was "dripping from Israel." In asking what that meant, the first student responded that it means she is a "dirty Jew."

Without the IHRA Definition, Jew haters can hide behind their own narrow definitions of what antisemitism is, leaving Jewish students exposed and targeted by these antisemites.

Although less than 2% of the U.S. population is Jewish, the FBI recently reported that nearly 60% of religiously motivated hate crimes in the United States have been directed against Jews.

The IHRA Definition was drafted by experts to help institutions recognize, monitor, and fight antisemitism. It has become the global consensus for defining antisemitism worldwide, having been endorsed or adopted by over 850 international, federal, state, and local governments and institutions, including the United States government (in both Democratic and Republican presidential administrations), the European Union, over 37 U.N. member countries, the U.S. Department of Education, U.S. Department of Justice, U.S. Department of State, and more. It is adopted by more than half of U.S. States and is in use at many leading institutions of higher education around the country, including Stanford University, UCLA, UC San Diego, UC Santa Barbara, California State University Northridge, Northeastern University, New York University, Santa Monica College, and many, many more. After public hearings, the cities of Los Angeles and West Hollywood both recently adopted the IHRA Definition to protect their Jewish citizens from the injustice of antisemitism.

The IHRA Definition covers antisemitism across the political spectrum and includes eleven examples that describe how this bigotry occurs today. These examples reflect the real-life experiences of Jewish students and faculty at Pali High and of Jewish people around the world.

At Pali High, we are appalled by the numerous incidents of antisemitic remarks and attacks on our campus, and we are heartbroken that some of the antisemitic incidents at Pali High have been committed by our teachers and faculty.

These incidents of Jew hatred leave Jewish students feeling helpless. When antisemitic incidents occur, Jewish students often ignore the hate they experienced or witnessed and choose not to come forward to make a report due to fear of their grades suffering or other potential retaliation.

This is where the IHRA Definition must come in.

The IHRA Definition will empower Jewish students to stand up for themselves and not be afraid to call out antisemitic acts when they occur. No longer will Jewish students force themselves to think “it wasn’t that bad” and move on after experiencing or witnessing an act of Jew hatred. The IHRA definition can and will serve as the necessary tool that it is, to identify, call out, and condemn antisemitism, no matter who on campus is responsible. With the IHRA Definition adopted at Pali High, students will know that their school supports justice when it comes to antisemitic comments or actions, whether from students or teachers.

As a shining light in the Los Angeles Unified School District, we urge Palisades Charter High School to stand with its Jewish students and the Jewish community against antisemitism by adopting the IHRA Working Definition of Antisemitism.

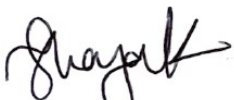
Signed:



Joseph Karlan
Class of 2023
co-President, Jewish Student Union



Jasmin Nazarian
Class of 2023
co-President, Jewish Student Union



Shaya Keyvanfar
Class of 2023
co-President, Students for Peace in the Middle East

Co-signed:



Victoria Hernandez
Class of 2023
President, LSU



Betania Monterrubio
Class of 2023
Vice President, LSU



Isabel Viramontes
Class of 2023
Senior Representative, LSU



Lucelia Vasquez
Class of 2023
Event Coordinator, LSU

Ely Rahimi
Class of 2023
Justice League Representative, Middle Eastern Student Union
Justice League Representative, Persian Student Union

Naya Ramaswami
Class of 2023
President, South Asian Student Union

Student co-signers:

Name or initials	Class
KD	12
CD	12
JP	12
JS	11
Justin JL	10
KP	12
SS	9
OD	9
OS	9
BC	2023
NZ	2023
JJ	2023
NK	2023
SN	2025
AH	2023
JE	2023
Rebecca Nehoray	2026
ES	2026

Ella Kerendian	2026
Alexei Karahmanb	2026
Jaden Vhali Fian	2026
Matthew Hanabab	2026
RL	2025
KR	2026
ET	2026
KC	2026
LM	2025
Emma Shugestehfer	2025
Jennica Essapour	2025
NM	2026
DN	2026
Benjamin Doroz	2025
Ilay Andou	2025
Abigail Reyhanian	2024
SM	2024
OS	2026
Noah Hourani	2026
Liam Selemany	2026
Jason Marady	2026

SV	10	2025
IT	10	2025
KS	10	2025
EM	10	2025
MS	10	2025
IG	11	2024
LF	9	2026
NS	10	2025
JN	9	2026
GS	9	2026
EH	9	2026
DNF	10	2025
LE	10	2025
NL	10	2025
LH	9	2026
MK	9	2026

TB	12
LIF	9
NG	9
NK	9
ER	9
KY	9
TS	11
NM Nicole Madarsolout	9 th
Rebecca Nehoraj	9 th grade
Ayla Davidi	12 th grade
Shirazat	10
Cemille Shenass	10
Joshua Mass:	9
Haim Sol	9
Noah Maghadam	9
Sonny Gethin	9
Emma Shajestehfar	10 th
Jada Michael	10
Abby Reyhanian	11
Maya Otero	11
Talia David	12

CN	9
IT	9
EH	9
EK	9
AF	9
CE	11
AE	9
ES	9
MB	4
SS	9
KE	11
JF	11
AT	12
RJ	11
NK	9
RG	9
MN	4
JB	9
MN	9
JE	10
EB	10
LN	10

Online Learning Platform Comparisons

Components	Acellus	Accelerate	Apex
Written Work	Special Lessons are difficult to access. Not linked automatically to the lessons	Written work required for each unit and easily accessed	Written work required for each unit and easily accessed
A-G	Yes	Yes	Yes
Platform Accessibility	Easy to access	Easy to access	Easy to Access
Audio/Learning Mode	Video/audio. The teacher reads to the student. No reading. No highlighting and annotating	Variation between audio and individual reading. Access to highlighting and annotating	Variation between audio and individual reading. Access to highlighting and annotating
Electives	Tech/VAPA/Strong list of G	CTE/VAPA/Tech limited list of G	CTE/VAPA/TECH limited list of G
Courses	Comprehensive list	A Comprehensive List with Ethnic Studies	Includes Statistics, More Science includes Ethnic Studies
Equity Culturally Responsive Curriculum	Several mistruths in history. Lack of diverse literature	Attention to cultural assumptions and biases. Lack diverse literature	Attention to cultural assumptions and biases. Some diverse literature
Supports	Strong immediate customer service	Unknown	Local Representative- will meet in person
Assessments	The majority are multiple choice (4 questions per video) and a unit exam (20 questions). Comprehension level	Majority MCQ, Uses project-based assessments as well. Prescriptive through Rigorous Levels	Writing, minimal MCQ, uses project-based assessments as well. Prescriptive through Rigorous Levels
Credit Recovery/Summer School/Pali Academy	Yes, but potentially phasing out to a different adjustable mode	Has "adaptive" test in for placement and full credit recovery	Has "adaptive" test for placement and full credit recovery
Virtual Academy	Electives/Chem	Use for electives	Use for electives
Cost	\$77,000	\$72,000	\$62,500

Next Steps: Reach out to Department Chairs to schedule a demo lesson with APEX. APEX appears to have the most writing and projects incorporated into their curriculum, a local representative, and best pricing (they are giving us LAUSD pricing).

Coversheet

2023-24 Budget vs Actuals

Section: VI. Finance
Item: A. 2023-24 Budget vs Actuals
Purpose: FYI
Submitted by:
Related Material: 2023-24 Budget vs Actuals through 9_30_2023.pdf

Palisades Charter High School - 2022-2023 Unaudited Actuals 2023-2024 Adopted Budget, Actuals to Date 9.30.23

ADA	2022-2023 Unaudited Actuals			2023-2024 Adopted Budget, Approved June 2023			2023-2024	2023-2024	% of Budget Received/Spent	Comments
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Actuals to Date, 8/31/2023	Actuals to Date, 9/30/23	
										\$ 12,008.00
A. Revenues										
LCFF/Revenue Limit Sources										
State Aid	8011	18,380,353		18,380,353	16,191,849		16,191,849	1,565,230	3,896,463	24%
Education Protection Act	8012	2,633,871		2,633,871	10,932,076		10,932,076	-	2,490,868	23%
State Aid (Prior Years)	8019	792,583		792,583			-			
In Lieu of Propety Tax	8096	9,478,243		9,478,243	9,316,331		9,316,331	1,706,697	2,465,229	26%
Total, LCFF/Revenue Limit Resources		31,285,050	-	31,285,050	36,440,256	-	36,440,256	3,271,927	8,852,560	24%
Federal Revenues										
Special Education - IDEA	8181		676,938	676,938		685,262	685,262	118,377	170,989	25%
Child Nutrition - Federal	8220		174,499	174,499		200,000	200,000			0%
Other Federal										
Title I	8290		277,895	277,895		300,803	300,803			0%
Title II	8290		57,948	57,948		60,677	60,677			0%
Title III - English Learners (4203)	8290		6,256	6,256		3,069	3,069			0%
Title III - Immigrant (4201)	8290		4,759	4,759		5,150	5,150			0%
Title IV	8290		21,799	21,799		23,591	23,591			0%
Perkins	8290		38,500	38,500		40,728	40,728			0%
Dept of Rehab	8290									
Child Nutrition - Supply Chain (5466)	8220							95,569	95,569	
ELC COVID Testing Award	8290									
ESSR I (COVID-19 Grant)	8290									
ESSR II (COVID-19 Grant)	8290		117,642	117,642						
ESSR III (COVID-19 Grant) (3213)	8290		580,824	580,824						
ESSER III - Learning Loss (3214)	8290									
Expanded Learning Opportunity (ELO): ESSER II (3216)	8290		302,419	302,419					136,108	
Expanded Learning Opportunity (ELO): GEER II (3217)	8290		69,408	69,408						
Expanded Learning Opportunity (ELO): ESSER III (3218)	8290		180,564	180,564						
Expanded Learning Opportunity (ELO): ESSER III State (3219)	8290									
American Rescue Plan - Homeless Children & Foster Youth (5634)	8290									
Learning Loss & Mitigation (CRF)	8290									
Learning Loss & Mitigation (GEER)	8290									
Total, Federal Resources		-	2,509,451	2,509,451	-	1,319,279	1,319,279	213,946	402,666	31%
Other State Revenues										
Child Nutrition - State	8520		825,293	825,293		400,000	400,000			0%
Mandated Cost Reimbursement	8550	141,692		141,692	154,752		154,752			0%
State Lottery (Non Prop 20)	8560	617,178		617,178	476,850		476,850			0%
State Lottery (Prop 20)	8560		313,222	313,222		187,935	187,935			0%
CTE	8590	170,954		170,954	328,096		328,096			0%
Student ID/CAHSEE/Charter School ADA	8590		467,115	467,115						
In-Person Instruction Grant	8590		73,257	73,257						
Expanded Learning Opportunities Grant	8590									

Palisades Charter High School - 2022-2023 Unaudited Actuals 2023-2024 Adopted Budget, Actuals to Date 9.30.23

ADA	2022-2023 Unaudited Actuals			2023-2024 Adopted Budget, Approved June 2023			2023-2024	2023-2024	% of Budget Received/ Spent	Comments	
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Actuals to Date, 8/31/2023	Actuals to Date, 9/30/23		
Child Nutrition - Kitchen Infrastructure Upgrade	8590			-			-				
Child Nutrition - Kitchen Infrastructure Training	8590		227,748	227,748							
A-G Completion Grant: Access/Success	8590		161,381	161,381			-				Expanding A-G courses, part of restricted beginning balance
A-G Completion Grant: Learning Loss/Mitigation	8590			-			-				Expanding A-G courses, part of restricted beginning balance
CAL NEW: Ethnic Studies Block Grant	8590			-			-				part of restricted beginning balance
Educator Effectiveness	8590		106,295	106,295			-				Initial \$405k was received in Dec 2021 and lives in the beginning balance. Revenue to recognize as expenses are spent
Arts, Music & Instructional Materials Block Grant (6762)	8590		1,845,367	1,845,367			-				Recognize allocation - unspent revenue part of restricted ending fund balance (per cde)
Learning Recovery Emergency Block Grant (7435)	8590		925,636	925,636			-				Recognize allocation - unspent revenue part of restricted ending fund balance (per cde)
Special Ed - Mental Health (65460)	8590							21,872	41,558		
Total, State Revenues		929,824	4,945,313	5,875,138	631,602	916,031	1,547,633	21,872	41,558	3%	
Other Local Revenues											
Special Education - AB602	8311		2,759,779	2,759,779		2,745,310	2,745,310	469,099	677,588	25%	\$978.72 + 8.22% COLA
Food Service Sales	8634		55,311	55,311		50,000	50,000			0%	Based on current sales as of January 2023
Leases & Rentals	8650	1,044,241		1,044,241	976,000		976,000		108,355	11%	
Interest	8660	342,311		342,311	150,000		150,000			0%	
LAUSD SpEd Option 3 Grant	8679		32,301	32,301			-				higher receipt from SELPA
Fundraising	8699	418,663		418,663	450,000		450,000		115,169	26%	
LAUSD SpEd Option 3 Learning Recovery Grant	8699			-			-				ONLY for 22-23
General Fund Contribution (unaudited only)	8980	(3,464,064)	3,464,064	-			-				
Total, Other Local Revenues		(1,658,848)	6,311,453	4,652,605	1,576,000	2,795,310	4,371,310	469,099	901,112	21%	
Total Revenues		30,556,026	13,766,218	44,322,244	38,647,858	5,030,619	43,678,477	3,976,844	10,197,897	23%	
B. Expenditures											
Certificated Salaries											
Teachers' Salaries-Full-Time	1110	12,474,550	1,780,787	14,255,337	11,569,469	1,700,134	13,269,603	1,200,912	2,293,536	17%	
Teachers Salaries-Librarian	1130	154,228		154,228	134,024		134,024	13,319	25,935	19%	
Teachers' Salaries-Substitute	1160	459,137	23,754	482,891	470,000		470,000	22,509	22,642	5%	Board approved sub rate increase on 9/19 - increased by \$75,000
Cert Pupil Supp Sal-Counselors	1210	888,922		888,922	942,528		942,528	83,829	163,208	17%	Includes additional hours for counseling staff
Cert Administrators	1310	1,078,965		1,078,965	909,644	143,142	1,052,786	68,141	150,685	14%	
Other Support/Step& Column Impact	1330			-	128,755		128,755			0%	
Auxiliaries/Periods/Net	1930			-			-				
FTEs Increase/Decrease				-			-				
Impact of Tentative UTLA Agreement				-	129,000		129,000			0%	
Certificated Off-Schedule Pay				-			-				
ESSER II/III funded certificated time				-			-				
ELO Related Certificated Time	1110			-	98,000		98,000			0%	Estimated additional PD expense for 2023-24 (ELO)
Total, Certificated Salaries		15,055,802	1,804,542	16,860,343	14,381,420	1,843,276	16,224,696	1,388,710	2,656,006	16%	
Classified Salaries											
Instruct Aide	2110	37,990	752,330	790,320	-	913,047	913,047	65,690	77,286	8%	
Maint/Operations	2210	163,843		163,843	209,662		209,662	13,102	25,698	12%	
Classified Administrators	2310	499,579		499,579	458,369		458,369	39,250	78,499	17%	
Cler Tech Office Staff Sal-FT	2410	1,978,083		1,978,083	1,914,135		1,914,135	159,337	274,991	14%	
Food Services	2430		69,161	69,161	-	62,000	62,000	6,304	11,273	18%	Includes additional hours for summer: free/reduced outreach, orientation & Universal meal implementation

Palisades Charter High School - 2022-2023 Unaudited Actuals 2023-2024 Adopted Budget, Actuals to Date 9.30.23

ADA	2022-2023 Unaudited Actuals			2023-2024 Adopted Budget, Approved June 2023			2023-2024	2023-2024	% of Budget Received/Spent	Comments	
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Actuals to Date, 8/31/2023	Actuals to Date, 9/30/23		
Utilities	5520	584,244	-	584,244	445,222		445,222		-	0%	
Rentals/Leases/Repairs	5610	453,707	28,968	482,675	338,500	-	338,500	50,650	117,758	35%	
Transportation	5811/5812	440,972	79,401	520,373	310,306	167,700	478,006	20,484	81,727	17%	Board approved transportation allocation of \$450k for 2022-23. As of 8/22/22, SpEd transportation rates have increased but was offset by reduction in late buses.
Oth Contracted Services	5800	26,504	-	26,504	38,298		38,298		-	0%	
STRS Int & Penalties	5803	390	-	390	1,200		1,200	4	4	0%	
Contracted Services	5810	1,752,960	2,418,463	4,171,423	1,842,095	2,180,046	4,022,140	314,814	590,478	15%	
Legal, Audit, & Election Costs	5821	66,047	271,814	337,861	123,367	262,891	386,258	77,499	142,645	37%	On pace to exceed expenditures - Cleared approx. \$50k of prior year invoices
Advertisement	5831	1,200	-	1,200	1,500		1,500		-	0%	
Computer/Technlgy Related Serv	5840	5,765	-	5,765	18,900		18,900		-	0%	
Conslt/Ind Contractors(NonEmp)	5850	232,621	-	232,621	150,000		150,000		15,018	10%	Teachers on Reserve - Sub teacher backfill
Fingprpt,Phys, XRY&Oth Emp Cst	5860	15,254	-	15,254	16,483		16,483	1,517	3,164	19%	Hiring costs significantly exceeded prior years - higher staff turnover (FTEs & contractors) resulted in more background clearances/checks, etc.
Other Services	5890	186,980	75,275	262,255	114,500	-	114,500	23,333	98,497	86%	
Communications Services	5910	44,196	-	44,196	60,690		60,690		14,247	23%	
Total, Services		4,854,520	3,326,011	8,180,531	4,720,934	2,718,877	7,439,811	723,770	1,636,048	22%	
Captial Outlay											
Sites & Improvement	6100										
Buildings & Improvement	6200				440,500		440,500	4,928	61,610	14%	\$340,500 for CAPEX for 2023-24 and \$100k deferred for future projects in 24-25 & beyond
Equipment & Technology	6400				1,664,208		1,664,208			0%	
Equipment/Furniture Replacement	6500				-		-				
Total, Captial Outlay					2,104,708	-	2,104,708	4,928	61,610	3%	
Depreciation Expense (Financial Reporting Basis)	6900	709,714	97,070	806,784	1,140,000	-	1,140,000	-		0%	
Other Outgo											
Indirect Cost (LAUSD)	7299	181,115	145,956	327,071	364,403		364,403	58,377	84,322	23%	Calculated at a rate of 1% of LCFF revenue
Interest	7438	4,547	1,215	5,762	-		-				Track loan to end April 2023
Fund 09 to Fund 20 Payment (Unaudited Only)				-			-				
Total, Other Outgo		185,662	147,171	332,833	364,403	-	364,403	58,377	84,322	23%	
Total Expenditures (Financial Reporting Basis)		32,714,103	9,470,698	42,184,801	33,771,685	8,173,897	41,945,582	4,788,167	7,860,781	19%	
Total Expenditures (Cash Reporting Basis)		32,004,389	9,373,628	41,378,016	34,736,394	8,173,897	42,910,290	4,793,095	7,922,392	18%	
C. Ending Balance: Excess (Deficiency) - Financial Reporting Basis		(2,158,077)	4,295,519	2,137,443	4,876,173	(3,143,277)	1,732,895	(811,323)	2,337,115		Note - Ending balance is inflated because it does not yet account for the impact of bargaining. UTLA agreement approved in Aug 2023 - still pending PESPU/unrep
C. Ending Balance: Excess (Deficiency) - Cash Reporting		(1,448,363)	4,392,590	2,944,227	3,911,464	(3,143,277)	768,187	(816,251)	2,275,505		(Revenue - Expenses: Cash Reporting Basis)
D. Net Increase (Decrease)		(2,158,077)	4,295,519	2,137,443	4,876,173	(3,143,277)	1,732,895	(811,323)	2,337,115		
E. Fund Balance											

Coversheet

2023-24 Consolidated Application (CARS App)

Section: VI. Finance
Item: B. 2023-24 Consolidated Application (CARS App)
Purpose: Vote
Submitted by:
Related Material: 2023-24 CARS App - Overview & Materials.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

October 17, 2023

TOPIC/ AGENDA ITEM:

VI. FINANCE

B. 2023-2024 Consolidated Application (CARS Application)

PERSONNEL INVOLVED:

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

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the 2023-2024 Consolidated Application and Reporting System certification. The Consolidated Application (also known as ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs (e.g., Title I, Part A; Title II; etc.) to county offices, school districts, and direct funded charter schools throughout California. The attached CARS application is part of the Spring Release (deadline of 9/30/2023) and contains the entitlements for each Federally funded program.

The CARS App, which PCHS submitted on 9/29/23, certifies that PCHS has applied for these funds and will use the funds according to Federal rules and regulations. For 2023-24, Title III funding (English Learner and Immigrant students) was excluded due to the low student count.

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

The action requested of the Board today will support the goal of ensuring PCHS meets CDE requirements and complies with the use/allocation of Federal funds.

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2023-2024 Consolidated Application.

RECOMMENDED MOTION:

“To approve the 2023-2024 CARS Application”

Juan Pablo Herrera
Chief Business Officer

2023-24 CARS APP

CONSOLIDATED APPLICATION & REPORTING SYSTEM (ALSO KNOWN AS CONAPP)

CARS APP Overview

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds (Title I, Title II, Title III, etc.) from various federal programs to county offices, school districts, and direct-funded charter schools throughout California.

Part I / Spring Release

Annually, each local educational agency (LEA), using the Consolidated Application and Reporting System (CARS), submits the spring release of the ConApp. The spring release documents participation in these programs and provides assurances that the LEA will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs. This year, the Spring release is due 9/30/23. The deadline also required PCHS to confirm past expenditures for 2021-22 and 2022-23.

Part II / Winter Release

The winter release of the ConApp is submitted via CARS from by late February each year and contains the LEA entitlements for each funded program. For each federal program entitlement, LE As allocate funds for the program as indicated by the program requirements.

Federal Funds – Title I - IV

The CARS App, which PCHS submitted on 9/29/23, certifies that PCHS has applied for these funds AND will use the funds according to Federal rules and regulations

- Title I: Socioeconomically Disadvantaged
- Title II: Effective Teachers & Leaders (supporting effective instruction)
- Title III: English Learners (excluded in 2023-24)
- Title III: Immigrant Students (excluded in 2023-24)
- Title IV: Student Support & Academic Enrichment

This is consistent with PCHS' CARS App approval from 2021-22 and 2022-23. The finance team will bring forth Part II (Winter Release) by late March 2024.

However, for 2023-24, Title III funding was excluded due to the low student count. The consortium members opted not to apply due to the low student count

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Juan Herrera
Date: 9/30/2023 4:02 PM**2023–24 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Juan Pablo Herrera
Authorized Representative's Signature	
Authorized Representative's Title	Chief Business Officer
Authorized Representative's Signature Date	09/30/2023

*****Warning*****

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Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Juan Herrera
Date: 9/30/2023 4:02 PM**2023–24 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Juan Pablo Herrera
Authorized Representative's Title	Chief Business Officer
Authorized Representative's Signature Date	09/27/2023
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

*****Warning*****

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Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Juan Herrera
Date: 9/30/2023 4:02 PM**2023–24 LCAP Federal Addendum Certification****CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/20/2023
Authorized Representative's Full Name	Juan Pablo Herrera
Authorized Representative's Title	Chief Business Officer

*****Warning*****

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2023–24 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
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District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	Yes
---	-----

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

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2023–24 Title III English Learner Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Annie Abreu Park, Language Policy and Leadership Office, AAbreuPark@cde.ca.gov, 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated English learner per student allocation	\$125.15
Estimated English learner student count	
Estimated English learner student program allocation	\$0

Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

Professional development activities	
Program and other authorized activities	
English Proficiency and Academic Achievement	
Parent, family, and community engagement	
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	
Total budget	\$0

*****Warning*****

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2023–24 Title III Immigrant Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Annie Abreu Park, Language Policy and Leadership Office, AAbreuPark@cde.ca.gov, 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated immigrant per student allocation	\$120.05
Estimated immigrant student count	
Estimated immigrant student program allocation	\$0

Note: Eligibility criteria

A local educational agency which has 5 or more eligible immigrant students and has experienced a significant increase of one half of 1 percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

Authorized activities	
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	
Total budget	\$0

*****Warning*****

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2023–24 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2022–23 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies .

*****Warning*****

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Coversheet

LVN Option for Health Office

Section: VI. Finance
Item: C. LVN Option for Health Office
Purpose: Vote
Submitted by:
Related Material: Board Motion - LVN 10_17_2023.pdf
LVN Job Description.pdf



PALISADES

CHARTER HIGH SCHOOL

DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR LICENSED VOCATIONAL NURSE (LVN)

OCTOBER 17, 2023

TOPIC/ AGENDA ITEM:

Addition of a salary line and job description for a 10-month, 8 hour per day to support students.

PERSONNEL INVOLVED:

Health Office Staff

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

This addition of an LVN position would offer an alternative to the current RN position. If an LVN is recruited and hired, it would result in savings to the school due to the difference in salary range.

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

None.

OPTIONS OR SOLUTIONS:

An LVN could work at PCHS under the supervision of the credentialed registered nurse. This position would offer PCHS flexibility in recruiting in this competitive healthcare provider job market. This would be an alternative to the current RN position NOT in addition to that position. This is an unrepresented position.

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

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

RECOMMENDED MOTION:

“To approve Local Assignment Option for certificated employees to work outside of their primary credential area.”

Martha Monahan, Ed.D.
Director of Human Resources

PALISADES CHARTER HIGH SCHOOL

Licensed Vocational Nurse

DEFINITION

Under the direction of the Director/Assistant Principal of Student Support Services and supervision of a credentialed school registered nurse, provides a variety of general health and specialized health services to students in regular and special education programs, including first aid, screening of ill or injured students and emergency care within the limits of licensure and direction of a credentialed school nurse; administration of medical procedures such as but not limited to: catheterization, insulin and medication administration, gastrostomy feedings, suctioning and related record management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Administers prescribed medications according to physician and parent's instructions; dispenses medications based on established on school procedures and/or as directed; maintain related records and documents.
- Administers minor first aid to ill and injured ; distributes adhesive bandages ice and compresses as necessary; performs routine first aid and CPR/AED as needed
- Establishes and maintains cumulative health and immunization record files for each student; reconciles student health records with student enrollment records; reviews immunization records and maintains related data.
- Maintains inventory and orders first aid supplies; distributes first aid kits to appropriate site locations; requisitions health office supplies as necessary.
- Assists with maintaining immunization records; prepares list of students with health problems and students exempt for physical education participation.
- Performs clerical duties including copying, preparing and maintaining a variety of lists forms, records, notices and correspondence; maintains confidentiality of student medical and health information.
- Assists in the preparation, arrangements and implementation of health testing programs and immunizations; maintains related records.
- Responds to emergency medical situations and administers First Aid and CPR as appropriate.
- Assists with the care of students with special needs as directed, which may include direct medical intervention for specific students.
- Receives telephone calls and visitors, screening calls, handling routine matters, providing information or routing calls to administrators as necessary.
- Responds to inquiries and conveys information about programs and services provided by the department.

Licensed Vocational Nurse (LVN)

1

- Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
- Attends and participates in meetings, workshops, professional development, and conferences related to assigned activities.
- May ride a school bus or van to accompany and care for a student with specific healthcare or medical needs, as needed.
- Pushes students in wheelchairs; lifts students in and out of orthopedic equipment; assists students with assistive or adaptive devices.
- Provides direction to student health office aides or staff, as needed.
- Assists the school nurse with the implementation of all Los Angeles County health mandates.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern nursing principles, techniques, methods and procedures, and standard nursing practices
- Principles and practices of medical diagnosis of common illnesses, the disease process, treatments, and medication side effects
- Skill in providing effective nursing services, administering injections, medications, catheterization, gastrointestinal tube feeding, etc. with supervision and monitoring by a credentialed school nurse
- Universal health precautions, proper techniques for handling and disposing of hazardous materials
- Mandated vaccination requirements for schools
- Patient care skills, procedures, and proficiencies
- Suspected child abuse or neglect reporting procedures
- Principles and practices of medical file and records management, and patient file documentation procedures
- Medical terminology and use of nursing equipment and supplies
- Universal precautions and control of infectious diseases
- Applicable laws, codes, regulations, policies and procedures
- Public health agencies and local health care resources
- Operation of a variety of office equipment including a computer and assigned software
- Record-keeping and report preparation techniques
- Telephone and email techniques and etiquette
- Modern office procedures and record-keeping techniques
- Oral and written communication skills
- Data entry and retrieval techniques
- Computer applications and operating systems
- Oral and written communication skills in English and Spanish, preferred; effective oral communication to conduct meetings
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- Perform all essential duties of the position
- Exercise judgment in dealing with emergencies and special health needs

Licensed Vocational Nurse (LVN)

- Read and understand basic instructions for medications and treatments
- Administer medications and urgent care procedures
- Document appropriate measures taken in emergency situation
- Properly use medical equipment and devices such as blood pressure cuff, thermometer and defibrillator
- Assist with audiology and other screenings
- Perform a variety of responsible clerical duties; operate a computer and assigned software
- Maintain confidentiality of sensitive and privileged information
- Type or input data at an acceptable rate of speed
- Establish and maintain cooperative and effective working relationships with others
- Complete work with many interruptions
- Maintain records and prepare reports
- Determine appropriate action within clearly defined guidelines
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Read, interpret, apply, communicate, and enforce rules, regulations, policies, procedures, laws and codes
- Analyze problems and issues and develop appropriate solutions
- Remain calm and effective during emergency situations
- Prioritize, plan, and coordinate work to meet deadlines
- Communicate effectively both orally and in writing in English and Spanish, preferred
- Maintain current knowledge of rules, regulations, requirements, and restrictions

EDUCATION, TRAINING, AND EXPERIENCE

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

Graduation from high school or equivalent, and graduation from an accredited Vocational Nursing Training program required. Experience in a public or private health setting as a Licensed Vocational Nurse is preferred.

Licenses/Certificates/Special Requirements:

Valid California License of Vocational Nursing (LVN), Cardio-Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and First Aid Certificates issued by an authorized agency

Technology skills

Valid California Class C driver's license and the ability to maintain insurability under the School's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Licensed Vocational Nurse (LVN)

The employee is regularly required to hear and speak to exchange information in a proficient manner, and taste and smell.

While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp; coordination and strength to assist ill or injured students; use of medical equipment or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 50 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; meet deadlines; demonstrate judgment and professionalism when interacting with School and program personnel, school administrators, managers, staff, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including students, parents and School employees. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor office environment and occasionally in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will usually work under office conditions which are moderately quiet, but will encounter a loud, noise level both indoors and outdoors. Employees are subject to exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and retraining programs.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Coversheet

Copy Clerk (Increased Hours/Revised Job Description)

Section: VI. Finance
Item: D. Copy Clerk (Increased Hours/Revised Job Description)
Purpose: Vote
Submitted by:
Related Material: Board Motion - Copy Clerk Increase 10_17_2023.pdf



PALISADES

CHARTER HIGH SCHOOL

DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR INCREASE IN COPY CLERK HOURS

OCTOBER 17, 2023

TOPIC/ AGENDA ITEM:

Increase to hours for Copy Clerk position to support faculty

PERSONNEL INVOLVED:

Copy Clerk

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

An increase in hours for the copy clerk would result in increased cost due to additional salary in addition to health and wellness benefits for this employee.

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

None.

OPTIONS OR SOLUTIONS:

Converting the Copy Clerk position from a four hour position to an eight hour position would increase PCHS's ability to attract and maintain qualified staff for this position.

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

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

RECOMMENDED MOTION:

“To approve Local Assignment Option for certificated employees to work outside of their primary credential area.”

Martha Monahan, Ed.D.
Director of Human Resources

Coversheet

School Organized Conferences/Trips

Section: VII. Consent Agenda: Finance Items
Item: A. School Organized Conferences/Trips
Purpose: Vote
Submitted by:
Related Material: Conference_Travel Request.pdf



Palisades Charter High School

15777 Bowdoin St. • Pacific Palisades • California 90272

(310) 230-6623 • FAX (310) 454-6328

CONFERENCE/TRAVEL REQUEST FORM

Employee Attendee(s) Name(s): Tammie Wilson
 Department/Site: Student Support Date of Request: 9/21/23
 Name of Conference/Activity: National Schools Visits Conference
 Organization/Company Holding the Conference/Activity: SELF
 Location of Conference/Activity: Denver Colorado Date(s) of Conference/Activity: Oct 24-27
 Purpose/Rationale (How will this conference/activity be of value to the school?): SELF Fellowship Award \$13,550.00 (see attached)

Cost Estimate (if one form is being submitted for multiple people, be sure to include all costs for all individuals):

Estimated Expenditures	Pali to Pay Directly	Reimbursement Requested	Cost
Conference Registration _____ people @ \$ _____ per person			\$ 0 -
Certificated Substitute(s) _____ days @ _____ per day (sal. & stat. ben.)			\$ 0 -
Travel - Mileage _____ miles @ \$ 0.585 per mile			\$ -
Travel - Airfare _____ people @ \$ _____ per person			\$ 350 - ⁰⁰
Travel - Ride Sharing Svs/Taxi/Shuttle <u>UBER Airport - Hotel (Hotel to school)</u> Type total amount into "cost" cell <u>Hotel to Airport</u>			\$ 200 - ⁰⁰
Lodging <u>4</u> nights @ \$ <u>249 -⁰⁰</u> per night <u>(by 9/30)</u>			\$ 864 - ⁶⁰
Meals <u>4</u> Breakfasts @ \$ 10.00 per meal = <u>40 -⁰⁰</u> <u>1</u> Lunches @ \$ 10.00 per meal = <u>10 -⁰⁰</u> <u>4</u> Dinners @ \$ 20.00 per meal = <u>80 -⁰⁰</u>			\$ 130 - ⁰⁰
Other (Parking, Tolls, Conference Materials, etc.) - please list below:			\$ -
TOTAL APPROXIMATE COST			\$1674 -⁶⁰
AMOUNT APPROVED			

I understand that my request is not granted until approved by administration and that, once approved, costs may not exceed the above estimate without prior approval from an administrator. Upon returning from an approved event, attendee must submit an itemized Request for Reimbursement and/or a Mileage Report & Reimbursement Claim form with a copy of this form, the activity agenda/program, and all original itemized receipts for any out of pocket expenses to supervisor within 3 to 5 days of return. Expenses submitted without original itemized receipts will not be reimbursed.

Requestor Signature: Tammie Wilson

Executive Director Approval: Tom Mafec Date: Oct. 3, 2023

Funding Source: SELF SACS Code: _____

Will costs be reimbursed by another organization? Yes/No If so, what organization? _____

Board of Trustee/Designee Approval: _____ Date: _____

Board Approval Date (if applicable): _____ Business Office Review APM 10/2/23
 (initial) (date)