



# Palisades Charter High School

## Board Meeting

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### **Date and Time**

Tuesday March 19, 2024 at 5:00 PM PDT

### **Location**

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

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

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### **Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order	Sara Margiotta	
<b>B.</b>	Record Attendance and Guests		2 m
<b>C.</b>	Public Comment		30 m
<p><i>"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</i></p> <p><b>Google Form Public Comment Procedure:</b> A Google form is available 24 hours prior to the meeting for Public Comment. Please refer to the Dewey Dolphin email or copy/paste this link <a href="https://forms.gle/kSsxkvL6T9GgXpdEA">https://forms.gle/kSsxkvL6T9GgXpdEA</a>. Your comment will be read aloud by the Board Vice Chair. Public comments submitted through the Google form will be read after the public comments presented live at the meeting. General public comments not read after 60 minutes will be included in the meeting minutes. Due to public meeting laws, the Board can only listen to your comment, not respond or take action. Comments are limited to two (2) minutes, per person and one cannot cede their time to another. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</p>			
<b>D.</b>	Approve Minutes	Approve Minutes Sara Margiotta	2 m
Approve minutes for Board Meeting on February 20, 2024			
<b>II. Organizational Reports</b>			<b>5:34 PM</b>
<b>A.</b>	Student Report	FYI Rustin Kharrazi	3 m

	Purpose	Presenter	Time
<b>B.</b> Parent Report	FYI	Melissa Schilling, Saken Sherkhonov, Kristina Irwin	3 m
<b>C.</b> Represented Classified Staff Report	FYI	Andrew Paris	3 m
<b>D.</b> Unrepresented Classified Staff Report	FYI	Karen Ellis	3 m
<b>E.</b> Faculty Report	FYI	Maggie Nance, David Pickard, Tyler Farrell	3 m
<b>F.</b> Human Resources Director (HR) Report	Vote	Dr. Martha Monahan	5 m
"Approve the Employment Contract for the Director of Operations."			
<b>G.</b> Director of Operations Report Report Stands as Submitted	FYI	Dr. Pam Magee	3 m
<b>H.</b> Admin. Safety and Security Team	FYI	Brooke King	3 m
<b>I.</b> Director of Development Report There is nothing to report at this time.	FYI	Juan Pablo Herrera	3 m
<b>J.</b> Chief Business Officer (CBO) Report	FYI	Juan Pablo Herrera	3 m
<b>K.</b> Executive Director/Principal (EDP) Report	FYI	Dr. Pam Magee	5 m
<b>III. Board Committees (Stakeholder Board Level Committees)</b>			<b>6:11 PM</b>
<b>A.</b> Academic Accountability Committee Update	FYI	Tyler Farrell	5 m
<b>B.</b> Budget & Finance Committee Update	FYI	Sara Margiotta	5 m
<b>C.</b> Election Committee Update	FYI	David Pickard IV	5 m
<b>IV. Board Committees (Board Members Only)</b>			<b>6:26 PM</b>
<b>A.</b> Board Members Only- Committee Updates	FYI	Various	5 m
		<ul style="list-style-type: none"> <li>• Audit Committee</li> <li>• Grade Appeal Committee</li> <li>• Risk Management</li> </ul>	

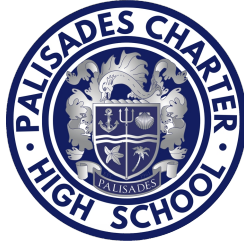
	Purpose	Presenter	Time
• Survey Committee			
<b>V. Academic Excellence</b>			<b>6:31 PM</b>
<b>A.</b> Proposed 2024-2025 School Calendar	Vote	Academic Administrators	5 m
<b>VI. Finance</b>			<b>6:36 PM</b>
<b>A.</b> 2023-24 Second Interim Financial Report	Vote	Juan Pablo Herrera	5 m
<b>B.</b> 2024-25 Food Service Management Company Contract Extension	Vote	Juan Pablo Herrera	5 m
"To approve Agreement # 2023001, Extension #2 - naming Chartwells as the Food Service Management Company (FSMC) for 2024-2025."			
<b>C.</b> 2023-24 Consolidated Application (CARS)	Vote	Juan Pablo Herrera	5 m
"To approve the 2023-2024 CARS Application"			
<b>D.</b> 2022-23 Actuarial Valuation	Vote	Juan Pablo Herrera	5 m
<b>E.</b> 2023-24 Audit Engagement Letter	Vote	Juan Pablo Herrera	5 m
<b>VII. Consent Agenda: Finance Items</b>			<b>7:01 PM</b>
<b>A.</b> School Organized Conferences/Trips	Vote	Sara Margiotta	5 m
<ul style="list-style-type: none"> <li>• March 25 - March 28   San Diego, CA - Baseball Tournament   Supervising Teacher: Mr. Voelkel</li> <li>• April 6 - April 7   Woodland Hills, CA - Political Activism Fair   Supervising Teacher: Mr. Pickard</li> <li>• April 17 - April   Pinecrest, CA - Forestry Challenge   Supervising Teacher: Mr. Engelmann</li> <li>• April 27 - April 29   San Diego, CA - Triton Mun Conference   Supervising Teacher: Mr. Sands</li> </ul>			
<b>VIII. New Business / Announcements</b>			<b>7:06 PM</b>
<b>A.</b> Announcements / New Business	FYI	Sara Margiotta	1 m

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> <li>• Date of the next regular Board Meeting: Tuesday, April 16, 2024 at 5:00pm</li> </ul>		
<b>B.</b>	Announce items for closed session, if any.	FYI Sara Margiotta	1 m
<b>IX.</b>	<b>Closed Session</b>		<b>7:08 PM</b>
<b>A.</b>	Conference with Legal Counsel - Anticipated Litigation	Vote	5 m
	<ul style="list-style-type: none"> <li>• Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: (one potential cases)</li> </ul>		
<b>B.</b>	Employee complaint/Assignment/Discipline/Dismissal/Release	Vote Dr. Martha Monahan	5 m
	<ul style="list-style-type: none"> <li>• (Govt. Code section 54957) (Education Code section 44929.21)</li> </ul>		
<b>C.</b>	Potential Litigation	Vote	5 m
	<ul style="list-style-type: none"> <li>• Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9</li> </ul>		
<b>X.</b>	<b>Open Session</b>		<b>7:23 PM</b>
<b>A.</b>	Return to Open Session	FYI Sara Margiotta	1 m
<b>B.</b>	Report Out on Action Taken In Closed Session, If Any.	FYI Sara Margiotta	1 m
<b>XI.</b>	<b>Closing Items</b>		<b>7:25 PM</b>
<b>A.</b>	Adjourn Meeting	FYI Sara Margiotta	1 m

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on February 20, 2024



# Palisades Charter High School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday February 20, 2024 at 5:00 PM

#### Location

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15777 Bowdoin Street, Pacific Palisades, CA 90272

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#### Trustees Present

Karen Ellis, Kiumars Arzani, Maggie Nance, Melissa Schilling, Robert Rene, Rustin Kharrazi, Saken Sherkhanov, Sara Margiotta, Tyler Farrell

**Trustees Absent**

Andrew Paris, David Pickard IV, Kristina Irwin

**Trustees who arrived after the meeting opened**

Robert Rene

**Trustees who left before the meeting adjourned**

Robert Rene

**Ex Officio Members Present**

Dr. Pam Magee

**Non Voting Members Present**

Dr. Pam Magee

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**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 Feb 20, 2024 at 5:07 PM.

**B. Record Attendance and Guests**

**II. Closed Session**

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

Board moved into closed session at 5:07 pm.  
Robert Rene arrived at 5:18 PM.

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

In closed session, the Board took action to issue notices of non-reelection to probationary certificated employee(s), identified by Employee ##s 71392, 110691, 51522, pursuant to Education Code Section 44929.21(b), effective at the end of the 2023-2024 school year, and directed the Executive Director/Principal or designee to send out appropriate legal notices. Resolution passed with 5 Ayes, 0 Nays, 1 Abstention.

**C.**



## Potential Litigation

### III. Open Session

#### A. Return to Open Session

Returned into open session @ 5:55 pm.

In closed session, the Board took action to issue notices of non-reelection to probationary certificated employee(s), identified by Employee ##s 71392, 110691, 51522, pursuant to Education Code Section 44929.21(b), effective at the end of the 2023-2024 school year, and directed the Executive Director/Principal or designee to send out appropriate legal notices. Resolution passed with 5 Ayes, 0 Nays, 1 Abstention.

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

### IV. Opening Items (Continued)

#### A. Public Comment

#### B. Approve Minutes

Melissa Schilling made a motion to approve the minutes from Board Meeting on 01-23-24.

Karen Ellis seconded the motion.

Student voices support.

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

#### Roll Call

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

### V. Organizational Reports

#### A. Student Report

Valentines Day was successful with many events.

Palipalooza 2/29 - Pali Music Festival coming up  
ASB elections coming up - 3/15 is election week  
St. Patrick's Day is coming up  
Spirit Week 3/15

**B. Parent Report**

Nothing to report

**C. Represented Classified Staff Report**

Nothing to report

**D. Unrepresented Classified Staff Report**

Nothing to report

**E. Faculty Report**

Faculty input on SARC report.

Feeling that the SARC report is not necessarily representative of things that are happening on the ground.

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

Stands as submitted.

**G. Director of Operations Report**

Stands as submitted.

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

Earthquake Drill tomorrow.

**I. Director of Development Report**

Nothing to report.

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

Stands as submit.

Change on page 31.

3 RFPs, transportation, security and custodial. Due 4/2, transportation due 3/15.

700 forms need to be done. Has been to us and we need to do it.

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

Stands as submitted.

We are in accreditation month.

LAUSD, WASC, SARC - we are being looked at closely.

Present ourselves in the best way possible, but data is data.

Thank you to everyone who has aggregated data and worked so hard to get ready for these visits and analyses.

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

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

Voted to approve UTLA calendar.

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

Stands as submitted.

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

Have met and have begun decision of officers of committee.

Have begun reviewing packets.

### **D. Charter Committee Update**

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

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

Updates on various committees and whether or not they have met.

## **VIII. Academic Excellence**

### **A. WASC Report**

-Report is done.

It was a lot of work done by many people.

It's on our website live.

Palihigh->about us->WASC report

March 17 is the visit.

### **B. Math Achievement: Comparison Presentation**

The BOT asked the admin to provide information about breakdown of grades versus CAASP scores and how closely they aligned to the grades given.

Any correlation has to take into account whether or not the CAASP is necessarily a reflection of their knowledge. The kids didn't always take the test seriously. How can we motivate students to do their best?

The kids in the higher-level classes did better on the test as you would expect.

Grades in math were not reliably predictive of scores.

English scores were more reliable and the kids did better overall.

A lengthy discussion ensued about how we can ensure that this data informs our decision making processes and what exactly we can glean from it.

**C. 2022-2023 SARC Report**

SARC report is done. It is available on website.

**D. Annual Performance-Based Oversight Visit**

LAUSD comes and looks at school. It is thorough and comprehensive. They look at everything. They will examine every aspect of the school to make sure everything is as it should be. They meet with people and examine files about every aspect of the school.

**IX. Finance**

**A. 2023-24 Budget vs Actuals**

Same report as last month.

Next month we will present through 1/31. We have to submit it on Monday 1/26, but this month is no different.

We're about 50% through the school year and we have gone through about 44% of our expected expenditures.

**B. 2023-24 LCAP Mid-Year Update**

First time CDE has required this. We do not have a template. No vote necessary. It's just making sure that we are on track for our end of year LCAP.

We provided updates on all of the goals.

For example #1 - fully credentialed teachers. We have 100% fully credentialed teachers who are properly assigned.

Everything else is in progress or on track.

Mr. Herrera went through the various goals and clarified how we're doing with our various goals.

First time CDE has required this. We do not have a template. No vote necessary. It's just making sure that we are on track for our end of year LCAP.

We provided updates on all of the goals.

For example #1 - fully credentialed teachers. We have 100% fully credentialed teachers who are properly assigned.

Everything else is in progress or on track.

Mr. Herrera went through the various goals and clarified how we're doing with our various goals.

Kiumars Arzani made a motion to approve the 2023/24 LCAP midyear update with the recommended revisions.

Melissa Schilling seconded the motion.

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

**Roll Call**

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

**C. Special Education Teacher Mod/Severe New-Hire Incentive**

We have been struggling to fill the position of a moderate to severe special education teacher. This is a position to support our most vulnerable students. Admin would like to implement a signing and retention bonus. \$15,000 is proposed. \$5,000 signing and \$5,000 each year for three years.

Extensive support needs credentials. Previously mod/severe disability credential. We have 11 kids.

Robert Rene made a motion to "To approve a \$15,000 employment/retention stipend for a new employee holding the education specialist instruction: extensive support needs (ESN) or equivalent credential."

Kiumars Arzani seconded the motion.

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

**Roll Call**

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

**D. Policies & Procedures Update**

FYI - No vote necessary.

We are working on revised policies and procedures for risk mitigation. We are using templates from CharterSafe. This will be pushed to Risk Management and then we'll vote.

**X. Consent Agenda: Finance Items**

**A. School Organized Conferences/Trips**

Field trip to Carnegie Hall.

Kiumars Arzani made a motion to approve the consent agenda.

Robert Rene seconded the motion.

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

**Roll Call**

Robert Rene	Aye
Kristina Irwin	Absent
Saken Sherkhanov	Aye
Kiumars Arzani	Aye
David Pickard IV	Absent

**Roll Call**

Rustin Kharrazi Aye  
Melissa Schilling Aye  
Andrew Paris Absent  
Sara Margiotta Aye  
Karen Ellis Aye  
Maggie Nance Abstain  
Tyler Farrell Aye

Kiumars Arzani made a motion to approve the consent agenda.

Robert Rene seconded the motion.

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

**Roll Call**

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

Robert Rene left at 7:15 PM.

**XI. New Business / Announcements**

**A. Announcements / New Business**

Next meeting is Tuesday, March 19, 2024 at 5:00PM.

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

No additional closed session.

**XII. Closing Items**

**A. Adjourn Meeting**

7:23 meeting adjourned.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:23 PM.

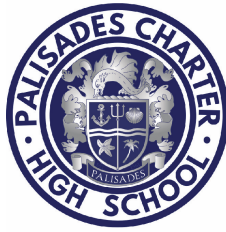
Respectfully Submitted,  
Maggie Nance

# Coversheet

## Faculty Report

**Section:** II. Organizational Reports  
**Item:** E. Faculty Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Faculty Board Report 03\_19\_2024.pdf





# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## **Faculty Report Board of Trustees Meeting March 19, 2024**

Teachers are in the thick of instruction as we push into spring break and gear up for our testing week (April 8–12). HUGE shoutout to the Tech Team (Jeff, Brian, Jaime, and Christian) for all of their help and support through the submission of Progress 1 grades. The grade passbacks are getting trickier and more time consuming, but the teachers really appreciate the efforts of the entire tech department to make it as easy as possible.

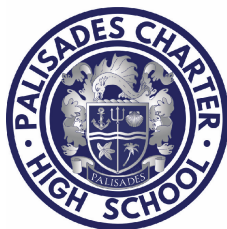
Teachers want to see the entire budget spreadsheet with a breakdown of what is and is not approved. Is there somewhere teachers can access that spreadsheet?

We are excited for Spring Break!

# Coversheet

## Human Resources Director (HR) Report

**Section:** II. Organizational Reports  
**Item:** F. Human Resources Director (HR) Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** HR Board Report 03\_19\_2024.pdf  
Administrative Director Curriculum and Instruction.pdf



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## **Human Resources Report Board of Trustees Meeting March 19, 2024**

### **Director of Operations Introduction for Confirmation**

Raphael Negroe has over 15 years management experience with large corporations including Compass Group and Kaiser Permanente. He brings a depth on knowledge in fiscal and financial operations, facilities management contract negotiations, marketing and business development. He is skilled at mentoring and managing teams and maximizing outcomes under pressure. He is a strong communicator and is excited to have an opportunity to be a part of the Pali Team. The administration recommends approval of his employment contract.

### **Presentation of Updated Job Description for the Administrative Director of Academic Achievement**

#### **Human Resources Activity**

##### New Employees

Jonathan Recalde-Quishpe Copy Clerk

##### Resignations, Releases & Leaves

Resignation: Employee #148295	Math Teacher
Retirement: Employee #623897	Math Teacher
Retirement: Employee #971012	Unrepresented Management
Retirement: Employee #611828	English Teacher
Retirement: Employee #100247	World Language Teacher

### **Closed Session**

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

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

## **PALISADES CHARTER HIGH SCHOOL**

**CLASS TITLE:**           **Administrative Director, Academic Achievement**

**BASIC FUNCTION:**

Under the supervision of the Executive Director/Principal, the Administrative Director, Curriculum and Instruction will provide critical leadership to carry out the school's mission, goals, and educational programs. Primary responsibilities include the research, planning, development, implementation, and evaluation of curriculum and instruction with an emphasis on special populations represented within the Local Control and Accountability Plan (LCAP). The Administrative Director of Academic Achievement will frequently participate in and facilitate meetings with a broad range of certificated and classified staff, students, and community members to influence, motivate, and monitor the objectives of the School.

A large responsibility within the position is coordinating programs guided through the supplemental funding of the LCAP with a focus on English Learners and in facilitating data and instruction to promote the success of all students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides leadership to develop, coordinate, and evaluate curriculum;
- Develops and implements an ongoing procedure and analysis for curriculum review and/or revision;
- Manages and controls the examination, evaluation, and adoption, of instructional resources;
- Interprets the curriculum programs to the Board, community and staff;
- Confers with, counsels, and advises management and instructional personnel concerning instructional methods, techniques, and strategies;
- Plans and implements professional development activities for teachers, coaches and math para-professionals, including research-based instructional practices as the primary director of PD;
- Plans and facilitates faculty, curriculum council, and department chair meetings;
- Develops and coordinates a system of monitoring the implementation of staff development;
- Supports and guides site administrators and teachers in developing a four-year college going culture K-12, particularly increasing A-G completion rates;
- Works with site administrators, counselors, and teachers in coordinating the continuity and articulation of various assessment measures;
- Carries out community advisory and parent advisory groups related to curriculum, instructional materials, digital citizenship, and/or technology;
- Establishes lines of communication with staff and community regarding curriculum and instruction;
- Coordinates the ELD Program;
- Assists teachers and administrators in analyzing their school data to identify low-achieving students;
- Provide support for RTI including instruction, data analysis, and resources, in collaboration with the Academic Director of Student Support Services;

- Collaborates with administrators to plan and coordinate academic support programs including programs within the school day, extending the school day, and the Dolphin Leadership Academy in the summer.
- Assists in analyzing data from, local, state and national assessments to drive academic improvement;
- Work with staff in organizing and coordinating grade level and department meetings to affect and continuity and articulation of the instructional program;
- Coordinates Ed Tech instruction in collaboration with CTE coordinator;
- Responsible for oversight of assigned academic departments;
- Serves as class sponsor for one grade level;
- Evaluates certificated and classified employees;
- Serves as Title IX coordinator;
- Assists the Executive Director/Principal in carrying out other duties and responsibilities as directed.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### Knowledge of :

- Leadership development
- Curriculum planning and development
- Essential components of school innovation
- Instructional techniques, methods and materials
- Coaching strategies
- California Common Core Standards and CAASPP
- LCFF and LCAP
- Professional Learning Communities

### Ability to:

- Manage multiple projects, prioritize work, keep and maintain accurate records, and meet deadlines
- Communicate well, both orally and in writing
- Interpret data
- Exercise leadership to improve focused collaboration and cooperative planning, for professional learning communities;
- Evaluate instructional program effectiveness;
- Work cooperatively with other staff members, community, and parents

## **EDUCATION:**

Master's Degree required; Doctorate degree preferred.

## **EXPERIENCE:**

- Any combination equivalent to:
- Master's Degree in Education or related field
- Seven years of increasing responsibility in the administration of educational programs, including three years of teaching or working directly with students, preferably at the high school level
- Site leadership experience

- Work history demonstrating dependability, reliability, excellent attendance, and positive evaluations
- Training beyond credential requirement in curriculum, supervision, methods and materials, organization, and administration.

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Administrative Credential
- Valid California Teaching Credential
- English Language Learner Authorization
- Valid driver's license

### **WORK ENVIRONMENT:**

Employees regularly work in an indoor office environment, a classroom environment, and occasionally, an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under typical office conditions which are moderately quiet, but will encounter a loud, noise level both indoors and outdoors, occasionally. The employee is subject to constant interruptions.

### **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 advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with school administrators, managers, staff, vendors, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

### **PHYSICAL DEMANDS:**

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 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.

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

**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

## Director of Operations Report

**Section:** II. Organizational Reports  
**Item:** G. Director of Operations Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Operations Board Report 03\_19\_2024.pdf





## Board of Trustees Meeting - Operations Report March 19, 2023

### Transportation/Buses:

- 24-25 Registration window opened 3/6 and runs through 4/8@7AM. The number of busses and routes is the same and the monthly estimated cost is \$300.
- All Transportation Programs (Regular Bus, Late Bus, Comp Bus, SPED, Public) operating as needed
- All (200) Student Parking Permits have been sold and distributed
- TAP Cards being given out upon request

### Information Technology:

- Provided setups for 36 scheduled student & faculty events and closed 283 tickets
- Repaired 57 Student Devices
- IT supported PaliPalooza, a student favorite event
- Supporting the AA Office with State and NWEA training for Faculty
- Assisted teachers with gradebook support for Progress 1 grades
- Provided a 30-phone call center and support for the annual Pali Phone-a-thon event.
- IT is pushing forward the adoption of Performance Matters, a PowerSchool Assessment Management and reporting platform.
- Preparation work for the e-Rate Category 2 replacement of our wireless infrastructure is commencing over Spring Break. The project is expected to conclude in mid-late June.

### Permits & Setups:

- Permit Revenue for February 2024 is: \$41,344.75
  - \$32,603.00 from Facility Rentals
  - \$1,000.00 from Facility Parking Rental
  - \$1,141.75 from One-Time Rentals
  - \$7,600.00 from Banner Rentals
- Banner demand continues to be strong.
- Permits– Steady use into the Spring Season. PCHS currently has Winter and Spring sports simultaneously in season. Must adjust permits to account for their need of facilities in order to practice or to host playoff games. This will affect revenue until winter sports wrap.
- Booked Filming for March. –Daily Drill Still Photo (Mar 6th).
- Potential Filming for March/April/May – Still Photo (2 day – March 23rd and 24th), Back to School Still Photo (Multi-Day, range April 1st-8th), Short Film w/ Jenifer Lewis (May 25th-May 27th)
- Current Hollywood Climate –VERY SLOW, spoke with Location Scout who said they are barely getting back to usual production numbers. However, we can expect Back to School ads on the horizon, have already gotten 2 requests.

### MGAC/Pool:

- ARC Lifeguard training will be conducted April
- Staff training regarding “Dealing with Difficult Issues While Providing Safety Service” conducted.
- Preventative maintenance underway
- Reviewing small pool plaster quotes, as will be necessary soon per current conditions
- Lifeguards delivering Learn to Swim modules for PCHS PE students

### Safety & Security:

- Safety Committee endorsing classroom safety protocols such as keeping a locked door, and researching additional measures to simplify safety procedures in the event of an emergency



- Attendance at ADL Never is Now Summit and Bystander Intervention. Upcoming training for Security re special needs students scheduled.
- New classroom safety backpack program to be implemented Fall 2024 semester to replace classroom poles
- Updating alternate evacuation and investigating rally point locations procedure
- Energy audit may be helpful information for future power outage emergencies and contact with LAUSD/LADWP regarding battery storage or other community partnership measures

# 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 03\_19\_2024.pdf



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

**CBO Report**  
**Board of Trustees Meeting**  
**March 19, 2024**

## **2023-2024 SECOND INTERIM FINANCIAL REPORT**

- Per our recent First Interim Report (July 1, 2023 – 10/31/2023), our ending balance was: \$2,492,856.
- The Second Interim Report, which covers the period of 07/01/2023-01/31/2024, reflects an ending balance of \$2,519,355.
- The report is covered as a separate agenda item.

## **2023-2024 DEVELOPMENT UPDATE**

- As of 1/31/2024, EdFund donations total \$275,215. As a reminder, during First Interim, we reduced the fundraising target from \$450,000 to \$400,000.
  - YTD thru 1/31/2024: \$275,215
  - Unrestricted: 262,715
  - Restricted: \$12,500
- A PCHS Phone-a-thon was hosted on Wednesday 3/13/2024. As of 03/18, the campaign fundraised over \$9,500 (not reflected in the YTD amount referenced above). Additional pledges should come through shortly.

## **2024-2025 BUDGET DEVELOPMENT PROCESS**

- Department budgets are due by April 5, 2024
- Thank you to those departments who have already submitted their 2024-25 budgets

## **COMPLIANCE**

- **Audit:** We would like to extend to year #3 with Christy White audit firm. An audit engagement letter will be presented to the Board for approval.
- **CSD Review:** The CSD fiscal team was on site to host a Segregation of Duties interview on 3/14. PCHS has provided all the requested samples and follow-up requests. Preliminary feedback from the CSD focused on improved fiscal policies and procedure:
  - Aging warrant (180 days) procedures
  - Meal/Refreshment Policy (PD, planning, schoolwide, etc.)
  - Bank Reconciliation & Approval timeline
- While we are in compliance, CSD recommended that we implement these procedures in writing.
- **Risk Management:** Executive Director, CBO and Director of Human Resources are working on compiling revised policies and procedures. As policies are revised, we will share them with members of the Risk Management committee for review. Once ready, they will be presented at future board meetings. Doing so establishes best practices across PCHS.
- **Insurance:** PCHS is working with our insurance broker to determine our liability/property/worker's compensation insurance needs for 2024-25. The insurance application is due to CharterSAFE by 3/31/2024.



# PALISADES CHARTER HIGH SCHOOL

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## **REQUEST FOR PROPOSALS (RFP)**

- On Monday February 12, PCHS published 3 RFPs
  - Transportation services
  - Janitorial services
  - Security services
- The RFPs will likely be reviewed at the Budget & Finance committee meeting. The Board will vote on RFP winning bids at the April 2024 Board meeting.
- The transportation RFP has closed, while the Janitorial and Security services RFP closes on April 2, 2024.

## **RETIREMENT PLAN REVIEW**

- Although not an official RFP, our insurance broker (AJ Gallagher) is helping us review our current retirement plan (SchoolsFirst).
- Gallagher Fiduciary Advisors will review the current retirement plan and present us with more robust retirement solutions for our employees. We believe this will be a cost savings for our employees and will add value.
- We have a preliminary proposal that could offer a new plan (457 plan) to our employees at a much lower cost (lower fees). The Gallagher team is working on providing a 457 vs 403B plan comparison and will provide us with more information before we make a decision to move forward.
- There will be no obligation to transition to the new plan should employees want to stay in the current 403B plan. However, many employees will opt to roll over due to the newer plan having lower costs.

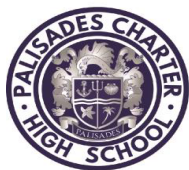
## **LOOKING AHEAD**

- March 31<sup>st</sup>: Insurance Proposal/Questionnaire due 3/31/24
- April 16<sup>th</sup>: Vote on 3 RFP bids
  - Transportation Services
  - Janitorial Services
  - Security Services
- May 6<sup>th</sup>: Draft Budget
- June 2024: Adopt 2024-25 LCAP and Budget

# 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 03\_19\_2024.pdf



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## **Executive Director/Principal Report Board of Trustees Meeting March 19, 2024**

*Our mission: PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.*

**Schoolwide goals addressed in this month's report:** [Academic Achievement](#), [Communication](#), [Diversity](#), [Student Socioemotional Well-being](#), and [Health](#)

### **Student Culture and Climate Updates**

- **Student Voices: Listening sessions with student groups**

PCHS Administrators and the ASB President have been meeting with student groups and their faculty sponsors during lunch listening sessions to learn about each group's campus needs and ideas regarding the reorganization of the cultural advisory position. To date the following groups have provided invaluable feedback for strategic planning: Asian Student Union, Black Student Union, Disabled Student Union, Jewish Student Coalition, Latinx Student Union, Queer Student Union, and Trans Awareness Club. Student organization listening sessions will continue throughout the month of April. The PCHS Equity Task Force will review input and the proposed strategic action plan for equity.

### **Community Collaboration to Address Behavior Incidents**

- Reports of aggressive behavior involving students in the community have been reported to school officials. PCHS administrators are working with law enforcement to identify offenders and in some cases issue citations, notify parents, counsel students, and assign consequences when appropriate. Training for students in strategies targeting de-escalation and conflict resolution will be provided when school resumes after Spring Break. PCHS continues to provide a variety of student supports including Peer Mediation, mental health resources and counseling, and Schoology behavior intervention courses focused on a variety of topics including substance abuse cessation and anger management. In addition, we are reaching out local schools and agencies to form collaborative partnerships focused on addressing current concerns and preventing future occurrences.

- **Invitation to Palisades Community Zoom Meeting with Officer Brian Espin**

*Due to the recent activity regarding juvenile behavior in Pacific Palisades, we would like to host a community meeting to disseminate and share information to dispel any rumors and clarify what actions have been taken and what we can facilitate for the future. For the purposes of time, please send me specific questions that I can answer in the meeting. We will be limited on time for Q&A during the meeting.*

LAPD West LA CRO is inviting you to a scheduled Zoom meeting.

Topic: Palisades Community Meeting  
Time: Mar 20, 2024 18:00 Pacific Time (US and Canada)  
Join Zoom Meeting  
<https://lapd.zoom.us/j/2087969708?omn=87623556007>  
Meeting ID: 208 796 9708

### **Emergency: 911**

Non-Emergency : [877-275-5273](tel:877-275-5273) (877-ask-lapd)

Brian Espin #37430  
Senior Lead Officer (Pacific Palisades)  
Los Angeles Police Department  
West Los Angeles Area  
310-444-0737  
[37430@lapd.online](mailto:37430@lapd.online)

### **Ethnic Studies Curriculum Update**

The PCHS Ethnic Studies Team visited El Rancho High School, part of the El Rancho Unified School District to learn more about their model Ethnic Studies program implementation. The team will debrief on the March 12 visit and share findings during the April Board of Trustees meeting. California legislation requires all students to complete a course in Ethnic Studies starting with the graduating class of 2029-2030; schools must begin offering the course in 2025-2026. Assembly Bill 101 requires curriculum that more closely reflects the history, culture, and struggles of California's diverse population. The legislation focuses on four ethnic and racial groups who have traditionally been underrepresented in educational materials: Blacks, Latinx, Native Americans, and Asian Americans. The revised state model curriculum also includes units on Sikh, Jewish, Arab and Armenian Americans. PCHS has formed an Ethnic Studies Team that is reviewing the state model curriculum and visiting school districts with strong Ethnic Studies programs to determine the best model for PCHS students. A goal of the team is to pilot select ethnic studies units in the coming school year.

**Palisades Charter High School is constantly engaged in analysis and reflection to guide continuous improvement and increase student achievement. In support of this objective, PCHS is preparing for multiple compliance and self-review visits during March:**

- March 13 - LAUSD Charter School Division Oversight Visit
- March 15 - Special Education Leadership Fellowship (SELF) Visit
- March 17-20 - Accrediting Commission for Schools Western Association of Schools and Colleges (ACS WASC) Visit

### **LAUSD Charter School Division (CSD) Oversight Visit**

- **Thursday, March 7, 2024** - Virtual meeting for Every Student Succeeds Act (ESSA) Grid Review



- **Wednesday, March 13, 2024** - In-person campus visit with a Fiscal Separation of Duties Review and Special Education Review
  - **Opening Meeting:** Discussion of guiding and special education questions. Board members (as long as the number of members present does not reach quorum) are welcome to participate in this meeting, as well as the other activities of the visit.
  - **Classroom Observations:** School administrators accompany the CSD Team members on the classroom observations. During the opening meeting the CSD team will determine the classrooms to observe. Classroom observations will ideally include a variety of grade levels and content areas.
  - **Special Education Review:** The CSD Team member conducting this review will meet with the Executive Director and SPED Director to engage in a discussion about the school's systems and procedures for ensuring compliance with special education requirements, including a review of the school's current Welligent reports for services and IEP meeting timelines.
  - **Document Review/Clarifying Questions:** The CSD Team will review the school's documents in Dropbox folders in addition to the ESSA Grid review of any staff member/vendor/volunteer added, or with updated information, after the initial (tri-annual) submission of the ESSA Grid along with all accompanying/supporting documentation. CSD may also engage the school leader(s) with clarifying questions regarding the document review during this time.
  - **Visit Debrief:** At the end of the visit day, the CSD Team will meet with the school's leadership team to debrief the activities of the day, including the results of the document and website reviews, and identify follow-up action items, as applicable.

### **Accrediting Commission for Schools Western Association of Schools and Colleges (ACS WASC) Visit Sunday, March 17- Wednesday, March 20**

PCHS will host the visiting WASC Team for a three-day observation visit. The purpose of the visit is to validate the school's self-study report and provide constructive feedback for the school's action plan.

ACS WASC accreditation is a process schools use to monitor student learning and set school improvement goals. ACS WASC accreditation is an ongoing cycle of quality. Schools assess their program and the impact on student learning with respect to the ACS WASC criteria and other accreditation factors.

Every six years, \* accredited schools conduct a self-study and host a self-study visit. The self-study process culminates in the refinement of a schoolwide action plan. Throughout the accreditation cycle, schools are expected to address the schoolwide action plan and demonstrate evidence of acceptable student achievement and school improvement. Appropriate reports and reviews throughout the six-year cycle of accreditation support this process.

<https://www.acswasc.org/acs-wasc-school-process-overview/>

ACS WASC report and action plan highlights include:

- School Community
- Academic Support
- Growth Areas
- Reflection questions

Special thanks to Tyler Farrell and Monica Iannessa, primary writers and visit coordinators as well as the Academic Achievement Team, Department Chairs, Instructional Coaches, Coordinators, Long Term Strategic Planning meeting participants, and all PCHS community members who provided input for the self-study.

### **Special Education Leadership Fellowship (SELF) Visit Friday, March 15**

The purpose of the Special Education Leadership Fellowship (SELF) visit is to support Special Education Leaders through workshops, trainings, national school visits, partnerships with other Special Education Leaders in the field, and individual supports for Special Education Leaders in their current environment. This visit is designed to help develop a Special Education vision that aligns PCHS mission, visions, and demographics.

The visit will include the following:

1. 20-30-minute meet and greet with Leadership Team
2. Classroom Visits
  - Inclusion classrooms
    - RSP- Study Seminar Classes
    - SDP classes
    - Moderate Severe classes

3. Meeting with Special Education Teachers and Leadership

The SELF Group will provide feedback and recommendations to help improve program and services in alignment with the PCHS school vision.

# Coversheet

## Academic Accountability Committee Update

**Section:** III. Board Committees (Stakeholder Board Level Committees)  
**Item:** A. Academic Accountability Committee Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** AAC Meeting Minutes 02\_29\_2024.pdf  
AAC Board Report 03\_19\_2024.pdf

## ACADEMIC ACCOUNTABILITY COMMITTEE

### Regular Meeting

February 29, 2024

Room D204

3 pm

#### I. PRELIMINARY – 5 minutes

A. Call to Order and Roll Call Klima and Tenansnow

**Attendance:** Michael Friedman, Randy Tenansnow, Paul Mittelbach, Stephen Klima, Nicole Newble, Chris Lee, Rebecca Houriani, Melissa Harris, Taylor Regen, Casey Scaduto, Stewart Wilson-Turner, Ghazal Yashouafar

B. Approval of Minutes: 2/29/2024

Motion to Approve the minutes after the correction to unlink Chris Lee under

Attendance in the 1/25/2024 minutes: Taylor Regen

Seconded by: Casey Scaduto

Minutes approved by all in attendance.

#### II. PUBLIC COMMENTS – max 16 minutes

A. Since we will be implementing regular NWEA testing for all of our students, concerns were expressed about how we will look at and analyze the data to help promote student achievement. To help support student achievement, there may be some support for re-envisioning the bell schedule process.

#### III. Advanced Placement Program

A. AP is an Advanced Placement program. The College Board develops courses

B. Many colleges will accept a passing score on the AP Exams in place of a course in their college, which is a cost-saving for students

C. Students need time management. Students go into further content depth

D. AP courses make students more selective about college.

E. It creates a GPA boost for Pali's students

F. Pali offers 25 AP courses

G. The College Center is in charge of all the testing and AP student College Board exam sign-ups

H. In March of the prior year, students sign up and request an AP course in different subjects. Departments have different avenues for AP enrollment

J. Students pay for the AP exam by mid-October through the Student Store. Late fee registration occurs for the following two months through January.

K. College Center, from February through April, begins ordering tables, working to accommodate individual accommodations with timing and different needs with a proctor. There is a need for proctors. They all need to be live-scanned and trained. Sometimes, there are three rooms for the larger APs

L. Data: Seen across departments, there is growth in diversity but an

underrepresentation of Black students. Most students remain in their courses throughout the year. The percentage of students passing the AP exam is over 90%. AP. Test scores by subject are exceptionally high.

M. Concerns:

1. Underrepresentation of Black and Latino students
2. Facilities Space
3. Proctor Recruitment
4. College Center Time Allocation- Hoping for an AP Coordinator to allow the College Center to continue working with Juniors and Scholarships as well Request to suggest to the Board

5. Mental Health of Students

6. Student Commitment

7. Gatekeeping Perceptions-

N. Future Considerations

1. New Courses- AP African American Studies
2. Student Recruitment
3. Facilities Space
4. Monitor 1:1 Program
5. Staffing

IV. Dual Enrollment

A. Students earn college credit and graduation credits

B. It is free

C. Opportunities for high school faculty to teach college courses at their high school

D. Equity Focus opens doors to students of color who can earn college credit while having the guidance of being in high school.

E. Gives a GPA Boost

F. Colleges see AP courses and Dual Enrollment courses the same because these are college courses.

G. We partner with West LA College and one course with Santa Monica City College.

H. Courses are asynchronous and solve the problem of low enrollment and opportunities for extra classes while students may be in athletics, music, or other after-school commitments.

I. Courses are worth ten credits for one semester and are all A-G courses

J. Enrollment Process through the Counseling Office

K. Does not affect PCHS ADA

L. Only specific courses are offered for dual enrollment and approved, put on the PCHS transcript, and count as a Pali GPA.

M. Concurrent courses can be posted if they meet the minimum graduation requirement.

N. Current courses include Work Experience, ASL, Real Estate, Cinema, and Computer Systems.

O. Strengths: Increase in student enrollment, offerings, and positive feedback, coordinated by Jean Maninger

P. Helps our CCI college career indicator

Q. Concerns: Lack of community awareness, difficult enrollment process, need for more staffing, and current schedule does not optimize opportunities for students. It is only sometimes transferable to other community colleges.

R. Future Considerations: Improve communication with parents and students, partner with key student organizations such as BSU and LSU, explore funding options for staffing and support, and explore other community college partners. Incentivize with possible cords at graduation.

V. March Presentations will be: Testing Program and Counseling

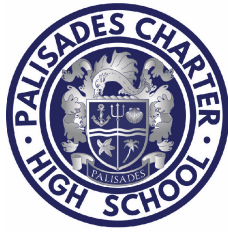
VI. The Board will discuss the 2024-2025 schedule at the next meeting  
The teachers voted to begin Winter Break on Dec. 20 and begin the Spring Semester on Jan. 13

VII. Pali Period Discussion- Question about what else the Board would like us to explore

VIII. Online Learning Discussion: Presentation to the Board was given without any directive for more exploration

IX. Next Meeting is Thursday, March 21st, at 3pm

DRAFT



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## **Academic Accountability Report Board of Trustees Meeting March 19, 2024**

### **February 29, 2024 Meeting Recap**

The AA Committee continued its cycle of department and program presentations this month with representatives from the following programs speaking to the group: Advanced Placement Program (AP) and Dual-Enrollment Meeting minutes and copies of the presentations can be found on the AAC's page on PCHS website.

As the Pali Period Taskforce continues to research and prepare their report, they are wondering what specifics the board is interested in hearing in a report.

The Testing Program and Counseling Department will be presenting at the next meeting.

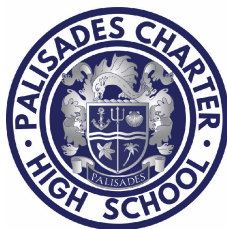
Next Meeting: March 21, 2024

# Coversheet

## Budget & Finance Committee Update

**Section:** III. Board Committees (Stakeholder Board Level Committees)  
**Item:** B. Budget & Finance Committee Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Budget Com Meeting Minutes 03\_11\_2024.pdf





# PALISADES CHARTER HIGH SCHOOL

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## REGULAR MEETING AGENDA - BUDGET/FINANCE COMMITTEE MONDAY, MARCH 11, 2024 3:30-5:00 PM, Library

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

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

*ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.*

### **I. PRELIMINARY:**

A. Call to Order & Roll Call - R Rodman called the meeting to order at 3:41 pm. In attendance: R Rodman, S Margiotta, S Sherkanov, J Lande. Non-voting members in attendance: P Magee, JP Herrera. Please see original sign in sheet for list of guests.

B. Public Comments – No public comments were made.

C. Approval of Minutes from

1. S Sherkanov made a motion to approve the February 12, 2024 meeting minutes as submitted. J Lande seconded the motion. Motion passed unanimously with no abstentions.

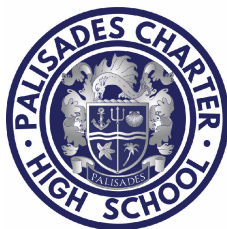
### **III. REPORTS** (5 minutes each):

A. Executive Director - P Magee reported that the school is preparing for LAUSD Charter School visit on Wed and Sunday, WASC will be coming and will be at the school through Wed. 3/20/24. The school has been preparing for these visits. She also discussed POWERS School Performance Matters and said that Dept. Chairs and PLCs have been experimenting with it. The plan is to begin to use this by the end of the year. \$ has been budgeted for this and it will be helpful with accreditations moving forward. There is value for teachers as well as AI and Valuebank.

B. CBO Report-Discussion - JP Herrera reports that RFPs are going well. Security has one bid and 1-2 other inquiries. Janitorial has 6-7. But are due April 2, 2024. Transportation there are a few interested parties. The school's deadline for responses is Marh 11, 2024 and bids are due March 15, 2024. He also confirmed that Power School implementation cost will be covered by \$ already budgeted.

C. Fundraising & Development – R Rodman reported that the Phon-a-Thon is on Wednesday and will be held to raise funds for the PCHS Fund. Email, and robo call reminders are scheduled.

D. ASB Treasurer Report – J Lande reported that they are getting ready for prom and are sellint Grad Night tickets. Prom ticket sales will start after Spring Break. He also reported that ASB was looking for advice of the ticket prices. Last year the price was \$140 and they were thinking of increasing price to add additional entertainment/etc. to event. Committee suggested raising price to \$145 would be reasonable and hopefully would not be a price that would exclude potential students from attending. It was also noted that Sr. Funds are at \$30K but that doesn't cover these event expenses.



# PALISADES CHARTER HIGH SCHOOL

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- E. Booster Club - R Rodman reported that Boosters has hit their \$350K goal and still has the upcoming auction as a source of revenue. Auction is on April 13, 2024. She laos reported that they had a big meeting last month and that grant requests continue to come in.
- F. Credit Card Purchases-Discussion/Recommend - JP Herrera requested that this item be tabled until the April 2024 meeting.

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

- A. 2023-24 Second Interim Financial Report – JP Herrera reviewed and it stands as submitted. He noted that ADA was down to 2800 due to several closed days. He will be filing J13 waivers due to these storm cancellations and virtual school but monies will not be received until the next school year if approved because it has to be approved by LAUSD and CDE. He also reported that 2023-2024 Interim was submitted to LAUSD in February. He also noted IMA is down \$40K because spending is capped on April 2, 2024. Spending on travel/conference is also down. Currently, Attendance Office is trying to bring kids in off the waiting list for the remainder of this school year to help try to offset ADA. S Margiotta made a motion to approve the 2023/2024 Second Interim Financial Report as submitted. S Sherkhanov seconded the motion. Motion passed unanimously.
- B. 2024-25 Food Service Management Company Contract Extension – JP Herrera reviewed this and the current CPI of 5.5% was discussed. Chartwells is currently offering 5.09% which JP Herrera is recommending we accept. R Rodman made a motion to approve 2024/2025 Food Service Management Company Contract extension with increase of 5.09% with a contract correction to adjust for the 2:1 breakfast meals. S Margiotta seconded the motion. Motion passed unanimously with no abstentions.
- C. 2023-24 Consolidated Application (CARS) – JP Herrera reviewed the Spring certification and it stands as submitted. S Margiotta made a motion to approve the 2023/2024 Spring CARS application as submitted to California Department of Education (CDE). R Rodman seconded the motion. Motion passed unanimously with no abstentions.
- D. 2022-23 Actuarial Valuation – JP Herrera reviewed and stands as submitted. It was noted that the previous annual funding recommendation was approximately \$800,000 and the new recommended future funding is approximately \$900,000.

#### V. OTHER:

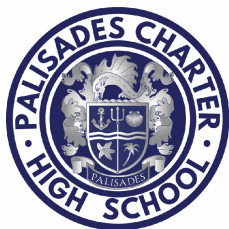
Date of Next Regular Meeting: April 15, 2024.

Meeting was adjourned at 4:38 pm.

# Coversheet

## Election Committee Update

**Section:** III. Board Committees (Stakeholder Board Level Committees)  
**Item:** C. Election Committee Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Election Committee Meeting Minutes 03\_13\_2024.pdf



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

MEETING MINUTES - ELECTION COMMITTEE  
WEDNESDAY, MARCH 13, 2024  
3:00 PM, F106

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

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

*ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.*

## **I. PRELIMINARY:**

- A. Call to Order & Roll Call – D Pickard called the meeting to order at 3:04 pm  
In attendance: S Margiotta, S Klima, S Berukhim, R King and D. Pickard.
- B. Public Comments – No public comments made.

## **II. APPROVAL OF MEETING MINUTES**

- A. S Berukhim made a motion to approve the meeting minutes from 2/28/24. R King seconded the motion.  
Motion passed unanimously with S Margiotta abstaining.

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

- A. D Pickard announced that there are currently 2 candidates for the Management/Admin trustee seat, 1 application for the Parent seat and 1 application for the Traveling Parent seat. In addition, N Albinaco is considering running for the faculty seat (2 years). There is no community candidate thus far. Committee discussed extending the application deadline to ensure there are applicants for all Trustee seats.

R King made a motion to extend the application period to Friday, March 15, 2024 @ 3:00 pm and authorized Election Committee Chair and Recording Secretary to vet ballots (applications) for qualifications. Faculty member R King to serve as alternate for vetting process if needed. D Pickard seconded the motion. Motion passed unanimously with no abstentions.

As an alternate, S Margiotta made a motion that if recruitment through March 15, 2024 is unsuccessful, the election application deadline will be extended again to March 20, 2024 with the election being held March 21, 2024-March 22, 2024. R King seconded the motion. The motion passed unanimously with no abstentions.

Meeting was adjourned at 3:43 pm.

# Coversheet

## Proposed 2024-2025 School Calendar

**Section:** V. Academic Excellence  
**Item:** A. Proposed 2024-2025 School Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2024-25 Proposed Calendar.pdf

### 2024-25 School Year Important Dates

August 12:	First day for teachers (Professional Development)
August 13:	Professional Development
August 14:	First day for students ALL CLASSES MEET DAY
August 30:	Admissions Day (Unassigned Day)
Sept. 2:	Labor Day (Holiday)
Oct. 3:	Rosh Hashanah (Unassigned Day)
Nov. 11:	Veteran's Day
Nov. 25-29:	Thanksgiving Break
Dec. 16:	All Classes Meet Day
Dec. 17-19:	Finals
Dec. 19:	Last day of first semester
Dec. 20:	Last day for teachers (Pupil Free Day)
Dec. 23-Jan.10	Winter Break
Jan. 13:	First day of second semester (teacher's only/prof. development)
Jan. 14:	First day of second semester for students ALL CLASSES MEET DAY
Jan. 20:	MLK Day (Holiday)
Feb. 17:	President's Day (Holiday)
March 31:	Cesar Chavez Day (Unassigned Day)
April 14-18:	Spring Break
May 23:	Unassigned Day
May 26:	Memorial Day
June 2-4:	Finals
June 4:	Last day of second semester
June 5:	Last day for teachers (Pupil Free Day)/Graduation Day

# Coversheet

## 2023-24 Second Interim Financial Report

**Section:** VI. Finance  
**Item:** A. 2023-24 Second Interim Financial Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023-24 Second Interin Report - Workook & SACS.pdf

Palisades Charter High School - 2023-2024 Second Interim Actuals to Date - January 31, 2024

ADA	2023-2024 Adopted Budget, Approved June 2023			2023-2024 First Interim Projections, 10/31/23			2023-2024	2023-2024	2023-2024 2nd Interim Projections, 1/31/24			% of Budget Received/Spent	Comments	
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Actuals to Date, 12/31/23	Actuals to Date, 1/31/24	Unrestricted	Restricted			Total
<b>A. Revenues</b>													\$ 12,008.00	
LCFF/Revenue Limit Sources														
State Aid	8011	16,191,849		16,191,849	16,252,102		16,252,102	7,200,054	8,608,760	15,613,270		15,613,270	55%	ADA estimate at 2800 for 23/24 FY, per FCMAT Calc 1/31/24
Education Protection Act	8012	10,932,076		10,932,076	10,338,879		10,338,879	4,981,737	4,981,737	10,320,450		10,320,450	48%	ADA estimate at 2800 for 23/24 FY, per FCMAT Calc 1/31/24
State Aid (Prior Years)	8019			-			-					-		
In Lieu of Property Tax	8096	9,316,331		9,316,331	9,838,902		9,838,902	4,740,825	5,499,357	9,821,364		9,821,364	56%	calculated at \$3507.63/ADA per LAUSD RSA
<b>Total, LCFF/Revenue Limit Resources</b>		<b>36,440,256</b>	<b>-</b>	<b>36,440,256</b>	<b>36,429,883</b>	<b>-</b>	<b>36,429,883</b>	<b>16,922,616</b>	<b>19,089,854</b>	<b>35,755,084</b>	<b>-</b>	<b>35,755,084</b>	<b>53%</b>	
<b>Federal Revenues</b>														
Special Education - IDEA	8181		685,262	685,262		682,428	682,428	328,825	381,437		681,212	681,212	56%	\$243.29/ADA
Child Nutrition - Federal	8220		200,000	200,000		200,000	200,000	540	16,834		200,000	200,000	8%	
Other Federal				-			-					-		
Title I	8290		300,803	300,803		248,551	248,551	-			255,285	255,285	0%	per CDE 1/31/24
Title II	8290		60,677	60,677		49,740	49,740				49,690	49,690	0%	per CDE 1/31/24
Title III - English Learners (4203)	8290		3,069	3,069		2,849	2,849				2,849	2,849	0%	per CDE 1/31/24
Title III - Immigrant (4201)	8290		5,150	5,150		-	-				-	-	0%	per CDE 1/31/24
Title IV	8290		23,591	23,591		21,409	21,409				21,409	21,409	0%	per CDE 1/31/24
Perkins	8290		40,728	40,728		40,728	40,728	85	85		40,728	40,728	0%	
Dept of Rehab	8290			-			-					-		
Child Nutrition - Supply Chain (5466)	8220		-	-		95,569	95,569	95,569	95,569		95,569	95,569	100%	
ELC COVID Testing Award	8290			-			-					-		
ESSR I (COVID-19 Grant)	8290			-			-					-		
ESSR II (COVID-19 Grant)	8290			-			-					-		
ESSR III (COVID-19 Grant) (3213)	8290			-		665,752	665,752	221,454	221,454		665,752	665,752	33%	recognizing total allocation, must be spent by 9/30/2024
ESSR III - Learning Loss (3214)	8290			-		442,909	442,909				442,909	442,909	0%	recognizing total allocation, must be spent by 9/30/2024
Expanded Learning Opportunity (ELO): ESSER II (3216)	8290			-			-					-		
Expanded Learning Opportunity (ELO): GEER II (3217)	8290			-			-					-		
Expanded Learning Opportunity (ELO): ESSER III (3218)	8290			-		16,578	16,578	16,578	16,578		16,578	16,578	100%	Remaining amount in grant
Expanded Learning Opportunity (ELO): ESSER III State (3219)	8290			-		339,839	339,839	84,960	84,960		339,839	339,839	25%	recognizing total allocation, must be spent by 9/30/2024
American Rescue Plan - Homeless Children & Foster Youth (5634)	8290			-		1,368	1,368	1,368	1,368		1,368	1,368	100%	
Learning Loss & Mitigation (CRF)	8290			-			-					-		
Learning Loss & Mitigation (GEER)	8290			-			-					-		
<b>Total, Federal Resources</b>		<b>-</b>	<b>1,319,279</b>	<b>1,319,279</b>	<b>-</b>	<b>2,807,720</b>	<b>2,807,720</b>	<b>749,380</b>	<b>818,285</b>	<b>-</b>	<b>2,813,188</b>	<b>2,813,188</b>	<b>29%</b>	
<b>Other State Revenues</b>														
Child Nutrition - State	8520		400,000	400,000		400,000	400,000	51,252	51,252		400,000	400,000	13%	
Mandated Cost Reimbursement	8550	154,752		154,752	154,752		154,752	148,426	148,426	148,426		148,426	100%	\$55.17/ADA
State Lottery (Non Prop 20)	8560	476,850		476,850	496,485		496,485	268,311	268,311	495,600		495,600	54%	\$177/ADA
State Lottery (Prop 20)	8560		187,935	187,935		201,960	201,960	38,139	38,139		201,600	201,600	19%	\$72/ADA
CTE	8590		328,096	328,096		458,967	458,967	458,967	458,967		458,967	458,967	100%	includes carryover from 21/22 FY
Student ID/CAHSEE/Charter School ADA	8590			-			-					-		
In-Person Instruction Grant	8590			-		410,084	410,084	410,084	410,084		410,084	410,084	100%	Remaining amount of IPI Grant
Expanded Learning Opportunities Grant	8590			-			-					-		
Child Nutrition - Kitchen Infrastructure Upgrade	8590			-			-					-		
Child Nutrition - Kitchen Infrastructure Training	8590			-			-					-		part of restricted beginning balance
A-G Completion Grant: Access/Success	8590			-			-					-		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			-			-					-		part of restricted beginning balance
Arts, Music & Instructional Materials Block Grant (6762)	8590			-		859,896	859,896	859,896	859,896		859,896	859,896	100%	Recognize allocation - unspent revenue part of restricted ending fund balance (per cde)
Learning Recovery Emergency Block Grant (7435)	8590			-		(264,144)	(264,144)	(264,144)	(264,144)		(264,144)	(264,144)	100%	Negative revenue adjustment by the state
Special Ed - Mental Health (65460)	8590			-		200,558	200,558	100,616	120,302		200,200	200,200	60%	\$71.50/ADA, New for 23/24
<b>Total, State Revenues</b>		<b>631,602</b>	<b>916,031</b>	<b>1,547,633</b>	<b>651,237</b>	<b>2,267,321</b>	<b>2,918,557</b>	<b>2,071,546</b>	<b>2,091,233</b>	<b>644,026</b>	<b>2,266,603</b>	<b>2,910,629</b>	<b>72%</b>	



Palisades Charter High School - 2023-2024 Second Interim Actuals to Date - January 31, 2024

ADA	2023-2024 Adopted Budget, Approved June 2023			2023-2024 First Interim Projections, 10/31/23			2023-2024	2023-2024	2023-2024 2nd Interim Projections, 1/31/24			% of Budget Received/Spent	Comments	
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Actuals to Date, 12/31/23	Actuals to Date, 1/31/24	Unrestricted	Restricted			Total
<b>Other Local Revenues</b>														
	8311		2,745,310	2,745,310		2,704,301	2,704,301	1,303,054	1,511,543		2,699,480	2,699,480	56%	\$964.10/ADA
	8634		50,000	50,000		50,000	50,000	15,745	15,746		35,000	35,000	45%	Reduced as a result of lower a la carte sales
	8650	976,000		976,000	976,000		976,000	322,557	416,571		976,000	976,000	43%	
	8660	150,000		150,000	100,000		100,000	121,098	121,977		200,000	200,000	61%	
	8679	-	-	-			-		120,666		120,666	120,666	100%	Increased interest due to higher rates at county treasury
	8699	450,000		450,000	400,000		400,000	242,552	275,215		400,000	400,000	69%	Reduced fundraising revenue by \$50k
	8699	-	-	-			-				-	-		
	8980	-	-	-			-				-	-		
		<b>1,576,000</b>	<b>2,795,310</b>	<b>4,371,310</b>	<b>1,476,000</b>	<b>2,754,301</b>	<b>4,230,301</b>	<b>2,005,006</b>	<b>2,461,718</b>		<b>4,431,146</b>	<b>4,431,146</b>	<b>56%</b>	
		<b>38,647,858</b>	<b>5,030,619</b>	<b>43,678,477</b>	<b>38,557,120</b>	<b>7,829,341</b>	<b>46,386,461</b>	<b>21,748,548</b>	<b>24,461,089</b>	<b>36,399,110</b>	<b>9,510,937</b>	<b>45,910,047</b>	<b>53%</b>	
<b>B. Expenditures</b>														
<b>Certificated Salaries</b>														
	1110	11,569,469	1,700,134	13,269,603	12,379,331	1,819,143	14,198,475	5,915,710	5,891,244	12,259,331	1,819,143	14,078,475	42%	
	1130	134,024		134,024	165,024		165,024	47,406	75,392	165,024		165,024	46%	
	1160	395,000		395,000	470,000		470,000	210,359	210,784	470,000		470,000	45%	Board approved sub rate increase on 9/19 - increased by \$75,000
	1210	942,528		942,528	1,008,505		1,008,505	397,713	397,713	1,008,505		1,008,505	39%	Includes additional hours for counseling staff
	1310	909,644	143,142	1,052,786	973,319	153,162	1,126,481	359,778	378,452	893,319		893,319	42%	
	1330	128,755		128,755	128,755		128,755			128,755		128,755	0%	
	1930			-			-					-		
				-			-					-		
		129,000		129,000	129,000		129,000					-		
				-			-					-		
				-			-					-		
				-			-					-		
	1110	98,000		98,000	98,000		98,000			98,000		98,000	0%	Estimated additional PD expense for 2023-24 (ELO)
		<b>14,306,420</b>	<b>1,843,276</b>	<b>16,149,696</b>	<b>15,351,935</b>	<b>1,972,305</b>	<b>17,324,240</b>	<b>6,930,966</b>	<b>6,953,585</b>	<b>15,022,935</b>	<b>1,819,143</b>	<b>16,842,078</b>	<b>41%</b>	
<b>Classified Salaries</b>														
	2110	-	913,047	913,047	-	913,047	913,047	322,373	344,383		858,047	858,047	40%	
	2210	209,662		209,662	209,662		209,662	97,257	103,146	209,662		209,662	49%	
	2310	458,369		458,369	490,455		490,455	237,318	249,042	449,955		449,955	55%	
	2410	1,914,135		1,914,135	1,914,135		1,914,135	720,095	759,181	1,914,135		1,914,135	40%	
	2430	-	62,000	62,000	-	62,000	62,000	29,015	36,077		66,340	66,340	54%	Includes additional hours for summer: free/reduced outreach, orientation & Universal meal implementation
	2460	-	60,000	60,000	-	60,000	60,000	-	-		30,000	30,000	0%	Accounts for 2 clerical subs per day (6 hrs) - attendance/absenteeism outreach and library support/textbook distribution/repair
	2920	1,018,259	100,000	1,118,259	1,018,259	100,000	1,118,259	472,121	487,933	860,259	100,000	960,259	51%	
	2920	-	166,783	166,783	-	166,783	166,783	104,226	111,443		210,783	210,783	53%	
				-			-					-		
				-			-					-		
				-			-					-		
	2920			-			-					-		
		<b>3,600,425</b>	<b>1,301,830</b>	<b>4,902,255</b>	<b>3,632,511</b>	<b>1,301,830</b>	<b>4,934,341</b>	<b>1,982,405</b>	<b>2,091,204</b>	<b>3,434,011</b>	<b>1,265,170</b>	<b>4,699,181</b>	<b>45%</b>	
<b>Employee Benefits</b>														
	3111	2,732,526	352,066	3,084,592	2,932,220	376,710	3,308,930	1,284,471	1,288,490	2,991,066	362,191	3,353,258	38%	STRS Employer contribution rate increases from 16.92% (2021-22) to 19.1% (2022-23). Remained flat at 19.1% for 2023-24.
	3112	59,824	-	59,824	59,824		59,824	28,550	30,316	59,824		59,824	51%	
	3211	79,045	-	79,045	49,045		49,045	13,912	13,931	37,045		37,045	38%	
	3212	960,593	347,328	1,307,922	969,154	347,328	1,316,482	366,841	388,357	916,194	337,547	1,253,741	31%	PERS employer contribution rate increases from 22.91% (2021-22) to 25.37% (2022-23) to 26.68% in 2023-24.
	3311	33,263		33,263	33,263		33,263	8,405	8,605	23,263		23,263	37%	
	3312	223,226	80,713	303,940	225,216	80,713	305,929	109,097	114,742	212,909	78,441	291,349	39%	
	3331	207,443	26,728	234,171	222,603	28,598	251,201	100,021	100,429	217,833	26,378	244,210	41%	
	3332	52,206	18,877	71,083	52,671	18,877	71,548	28,339	29,929	49,793	18,345	68,138	44%	

Palisades Charter High School - 2023-2024 Second Interim Actuals to Date - January 31, 2024

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	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Actuals to Date, 12/31/23	Actuals to Date, 1/31/24	Unrestricted	Restricted			Total
Hlth & Wlfr Benefits, Cert	3411	2,411,840	295,897	2,707,737	2,411,840	295,897	2,707,737	1,244,248	1,463,073	2,396,840	295,897	2,692,737	54%	Rate increase of approximately 8.1%
Hlth & Wlfr Benefits, Class	3412	974,025	355,320	1,329,345	974,025	355,320	1,329,345	581,288	683,548	944,025	355,320	1,299,345	53%	Rate increase of approximately 8.1%
State Unemploy Insur, Cert Pos	3511	7,153	922	8,075	7,676	986	8,662	23,758	28,044	47,517		47,517	59%	Rate returns to 0.050% by state of CA (compared to 0.50% in 22-23)
State Unemploy Insur, Clas Pos	3512	1,800	651	2,451	1,816	651	2,467	10,182	12,019	20,364		20,364	59%	Rate returns to 0.050% by state of CA (compared to 0.50% in 22-23)
Worker Comp Insur, Cert Pos	3611	143,460	-	143,460	143,460		143,460	96,310	108,265	143,460		143,460	75%	Based on 2023-24 insurance rates.
Worker Comp Insur, Class Pos	3612	61,483	-	61,483	61,483		61,483	41,465	46,587	61,483		61,483	76%	Based on 2023-24 insurance rates.
Lifetime Retiree Benefits, Cert	3911	553,000	-	553,000	553,000		553,000	244,381	287,408	553,000		553,000	52%	must fund at this level per actuary & LAUSD recommendation
Lifetime Retiree Benefits, Class	3912	237,000	-	237,000	237,000		237,000	47,915	56,405	237,000		237,000	24%	must fund at this level per actuary & LAUSD recommendation
<b>Total, Employee Benefits</b>		<b>8,737,889</b>	<b>1,478,501</b>	<b>10,216,390</b>	<b>8,934,296</b>	<b>1,505,081</b>	<b>10,439,377</b>	<b>4,229,184</b>	<b>4,660,149</b>	<b>8,911,616</b>	<b>1,474,119</b>	<b>10,385,735</b>	<b>45%</b>	
<b>Supplies</b>														
Textbooks	4100	75,725	9,520	85,245		85,245	85,245	73,137	84,486		87,745	87,745	96%	Pending final textbook invoices to clear
Instructional Materials	4300		270,848	270,848	-	270,848	270,848	120,695	134,384	230,848		230,848	58%	IMA expense on track - usually expends by May 2024
Instructional Materials - CTE	4300		184,405	184,405		184,405	184,405	99,107	103,394		184,405	184,405	56%	CTE Expenses
Office (Tech) Supplies	4350	142,305	11,000	153,305	142,305	11,000	153,305	38,859	45,591	142,305	11,000	153,305	30%	
Other Supplies	4390	63,000	7,000	70,000	63,000	7,000	70,000	29,175	37,864	63,000	7,000	70,000	54%	
Non-Capitalized Equipment	4400	530,136	116,742	646,878	530,136	650,000	1,180,136	1,073,917	1,079,404	575,136	650,000	1,225,136	88%	Includes \$300k of non-cap for future tech projects in 2024-25 and beyond
Food Service Supplies	4700		231,897	231,897	231,897		231,897	167,981	187,288		321,897	321,897	58%	Increase in number of meals served, resulting in increased food service supplies needed.
<b>Total, Supplies</b>		<b>811,165</b>	<b>831,412</b>	<b>1,642,578</b>	<b>735,441</b>	<b>1,440,395</b>	<b>2,175,836</b>	<b>1,602,871</b>	<b>1,672,411</b>	<b>1,011,289</b>	<b>1,262,047</b>	<b>2,273,336</b>	<b>74%</b>	
<b>Services</b>														
Mileage & Car Allowances	5210	2,000	1,000	3,000	2,000	1,000	3,000	2,155	3,829	4,000	1,000	5,000	77%	Not tracking - reduced mileage
Travel and Conferences	5220	50,000	80,000	130,000	40,000	60,000	100,000	44,206	54,486	15,000	60,000	75,000	73%	Not tracking - reduced by \$30k
Dues and Memberships/Subscriptions	5310	512,353	27,240	539,593	512,353	27,240	539,593	440,198	445,090	512,353	27,240	539,593	82%	
Insurance	5400	443,820		443,820	443,820		443,820	342,305	379,290	443,820		443,820	85%	Based on 2023-24 insurance rates.
Operations & Housekeeping Supplies	5510	251,700	-	251,700	271,700		271,700	174,231	196,182	311,700		311,700	63%	Increased by \$20k
Utilities	5520	445,222		445,222	445,222		445,222	63,573	125,207	445,222		445,222	28%	
Rentals/Leases/Repairs	5610	338,500	-	338,500	374,500		374,500	256,007	302,868	393,500		393,500	77%	Increased by \$36k based on unforeseen repairs
Transportation	5811/5812	310,306	167,700	478,006	310,306	185,700	496,006	351,424	467,725	320,306	240,700	561,006	83%	Offset of \$29K for parent payment in Feb 24
Oth Contracted Services	5800	38,298		38,298				10,737	16,430	38,298		38,298	43%	
STRS Int & Penalties	5803	1,200		1,200	1,200		1,200	647	699	1,200		1,200	58%	
Contracted Services	5810	1,842,095	2,180,046	4,022,140	1,842,095	2,180,046	4,022,140	1,752,016	2,110,729	1,762,095	2,180,046	3,942,140	54%	
Legal, Audit, & Election Costs	5821	123,367	262,891	386,258	123,367	332,891	456,258	222,919	269,598	111,367	332,891	444,258	61%	Increased by \$70k to account for prior year invoices
Advertisement	5831	1,500		1,500	1,500		1,500	-	-	1,500		1,500	0%	
Computer/Techlgy Related Serv	5840	18,900		18,900	18,900		18,900	-	5,750	18,900		18,900	30%	
Consl/Ind Contractors(NonEmp)	5850	150,000		150,000	150,000		150,000	105,724	115,855	200,000		200,000	58%	Teachers on Reserve - Sub teacher backfill
Fingprpt,Phys, XRY&Oth Emp Cst	5860	16,483		16,483	16,483		16,483	6,463	7,788	16,483		16,483	47%	Hiring costs significantly exceeded prior years - higher staff turnover (FTEs & contractors) resulted in more background clearances/checks, etc.
Other Services	5890	114,500	-	114,500	114,500		114,500	139,579	141,611	194,500		194,500	73%	
Communications Services	5910	60,690		60,690	60,690		60,690	27,375	28,362	60,690		60,690	47%	
<b>Total, Services</b>		<b>4,720,934</b>	<b>2,718,877</b>	<b>7,439,811</b>	<b>4,728,635</b>	<b>2,786,877</b>	<b>7,515,512</b>	<b>3,939,559</b>	<b>4,671,498</b>	<b>4,850,934</b>	<b>2,841,877</b>	<b>7,692,811</b>	<b>61%</b>	
<b>Capitol Outlay</b>														
Sites & Improvement	6100													
Buildings & Improvement	6200	440,500		440,500	440,500		440,500	94,236	98,236	440,500		440,500	22%	\$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	1,664,208		1,664,208	601,864	1,235,998	1,664,208		1,664,208	74%	
Equipment/Furniture Replacement	6500													
<b>Total, Capitol Outlay</b>		<b>2,104,708</b>	<b>-</b>	<b>2,104,708</b>	<b>2,104,708</b>	<b>-</b>	<b>2,104,708</b>	<b>696,101</b>	<b>1,334,234</b>	<b>2,104,708</b>	<b>-</b>	<b>2,104,708</b>	<b>63%</b>	
Depreciation Expense (Financial Reporting Basis)	6900	1,140,000	-	1,140,000	1,042,930	97,070	1,140,000		665,000	1,042,930	97,070	1,140,000	58%	
<b>Other Outgo</b>														
Indirect Cost (LAUSD)	7299	364,403		364,403	364,299		364,299	162,157	188,102	357,551		357,551	53%	Calculated at a rate of 1% of LCFF revenue
Interest	7438	-		-	-		-							
Fund 09 to Fund 20 Payment (Unaudited Only)														
<b>Total, Other Outgo</b>		<b>364,403</b>	<b>-</b>	<b>364,403</b>	<b>364,299</b>	<b>-</b>	<b>364,299</b>	<b>162,157</b>	<b>188,102</b>	<b>357,551</b>	<b>-</b>	<b>357,551</b>	<b>53%</b>	

ADA	Obj Code	2023-2024 Adopted Budget, Approved June 2023			2023-2024 First Interim Projections, 10/31/23			2023-2024	2023-2024	2023-2024 2nd Interim Projections, 1/31/24			% of Budget Received/Spent	Comments
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Actuals to Date, 12/31/23	Actuals to Date, 1/31/24	Unrestricted	Restricted	Total		
		33,681,235	8,173,897	41,855,132	34,790,047	9,103,559	43,893,606	18,847,141	20,901,949	34,631,265	8,759,427	43,390,692	48%	
		34,645,944	8,173,897	42,819,840	35,851,825	9,006,489	44,858,314	19,543,242	21,571,184	35,693,043	8,662,357	44,355,400	49%	
		4,966,623	(3,143,277)	1,823,345	3,767,073	(1,274,218)	2,492,856	2,901,406	3,559,140	1,767,845	751,510	2,519,355		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
		4,001,914	(3,143,277)	858,637	2,705,295	(1,177,148)	1,528,147	2,205,306	2,889,905	706,067	848,580	1,554,646		(Revenue - Expenses: Cash Reporting Basis)
		4,966,623	(3,143,277)	1,823,345	3,767,073	(1,274,218)	2,492,856	2,901,406	3,559,140	1,767,845	751,510	2,519,355		

Charter Number: \_\_\_\_\_ 037 \_\_\_\_\_

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

2023-24 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

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

Charter School Official  
 (Original signature required)

Printed Name: Juan Pablo Herrera Title: Chief Business Officer

For additional information on the interim report, please contact:

Charter School Contact:  
Juan Pablo Herrera  
 Name  
Chief Business Officer  
 Title  
310-230-7238  
 Telephone  
jherrera@palhigh.org  
 E-mail Address

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	36,440,256.00	36,429,883.00	19,089,854.00	35,755,084.00	(674,799.00)	-1.9%
2) Federal Revenue		8100-8299	1,319,280.00	2,807,720.00	818,285.23	2,813,188.00	5,468.00	0.2%
3) Other State Revenue		8300-8599	1,547,633.00	2,918,558.00	2,091,232.11	2,910,629.00	(7,929.00)	-0.3%
4) Other Local Revenue		8600-8799	4,371,310.00	4,230,301.00	2,461,717.55	4,431,146.00	200,845.00	4.7%
5) TOTAL, REVENUES			43,678,479.00	46,386,462.00	24,461,088.89	45,910,047.00		
<b>B. EXPENSES</b>								
1) Certificated Salaries		1000-1999	16,149,696.00	17,324,240.00	6,953,584.93	16,842,078.00	482,162.00	2.8%
2) Classified Salaries		2000-2999	4,902,255.00	4,934,341.00	2,091,204.38	4,699,181.00	235,160.00	4.8%
3) Employee Benefits		3000-3999	10,216,390.00	10,439,377.00	4,660,149.22	10,385,735.00	53,642.00	0.5%
4) Books and Supplies		4000-4999	1,642,578.00	2,175,836.00	1,672,410.82	2,273,336.00	(97,500.00)	-4.5%
5) Services and Other Operating Expenses		5000-5999	7,439,811.00	7,515,513.00	4,671,498.19	7,692,810.00	(177,297.00)	-2.4%
6) Depreciation and Amortization		6000-6999	1,140,000.00	1,140,000.00	665,000.00	1,140,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	364,403.00	364,299.00	188,102.00	357,551.00	6,748.00	1.9%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			41,855,133.00	43,893,606.00	20,901,949.54	43,390,691.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			1,823,346.00	2,492,856.00	3,559,139.35	2,519,356.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			1,823,346.00	2,492,856.00	3,559,139.35	2,519,356.00		
<b>F. NET POSITION</b>								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	9,809,202.07	9,809,202.07		9,809,202.07	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			9,809,202.07	9,809,202.07		9,809,202.07		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			9,809,202.07	9,809,202.07		9,809,202.07		
2) Ending Net Position, June 30 (E + F1e)			11,632,548.07	12,302,058.07		12,328,558.07		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	3,535,028.48	3,920,780.48		3,884,185.48		
c) Unrestricted Net Position		9790	8,097,519.59	8,381,277.59		8,444,372.59		
<b>LCFF SOURCES</b>								
Principal Apportionment								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
State Aid - Current Year		8011	16,191,849.00	16,252,102.00	8,608,760.00	15,613,270.00	(638,832.00)	-3.9%
Education Protection Account State Aid - Current Year		8012	10,932,076.00	10,338,879.00	4,981,737.00	10,320,450.00	(18,429.00)	-0.2%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	9,316,331.00	9,838,902.00	5,499,357.00	9,821,364.00	(17,538.00)	-0.2%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>36,440,256.00</b>	<b>36,429,883.00</b>	<b>19,089,854.00</b>	<b>35,755,084.00</b>	<b>(674,799.00)</b>	<b>-1.9%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	200,000.00	295,569.00	112,403.00	295,569.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	685,262.00	682,428.00	381,437.00	681,212.00	(1,216.00)	-0.2%
Title I, Part A, Basic	3010	8290	300,803.00	248,551.00	0.00	255,285.00	6,734.00	2.7%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	60,677.00	49,740.00	0.00	49,690.00	(50.00)	-0.1%
Title III, Part A, Immigrant Student Program	4201	8290	5,150.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	3,069.00	2,849.00	0.00	2,849.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	23,591.00	21,409.00	0.00	21,409.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	40,728.00	40,728.00	85.00	40,728.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	1,466,446.00	324,360.23	1,466,446.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>1,319,280.00</b>	<b>2,807,720.00</b>	<b>818,285.23</b>	<b>2,813,188.00</b>	<b>5,468.00</b>	<b>0.2%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	400,000.00	400,000.00	51,252.08	400,000.00	0.00	0.0%
Mandated Costs Reimbursements		8550	154,752.00	154,752.00	148,426.00	148,426.00	(6,326.00)	-4.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Lottery - Unrestricted and Instructional Materials		8560	664,785.00	698,445.00	306,449.62	697,200.00	(1,245.00)	-0.2%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	328,096.00	458,967.00	458,966.57	458,967.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	1,206,394.00	1,126,137.84	1,206,036.00	(358.00)	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>1,547,633.00</b>	<b>2,918,558.00</b>	<b>2,091,232.11</b>	<b>2,910,629.00</b>	<b>(7,929.00)</b>	<b>-0.3%</b>
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	50,000.00	50,000.00	15,745.50	35,000.00	(15,000.00)	-30.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	976,000.00	976,000.00	416,571.13	976,000.00	0.00	0.0%
Interest		8660	150,000.00	100,000.00	121,977.19	200,000.00	100,000.00	100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	2,745,310.00	2,704,301.00	1,632,208.61	2,820,146.00	115,845.00	4.3%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	450,000.00	400,000.00	275,215.12	400,000.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>4,371,310.00</b>	<b>4,230,301.00</b>	<b>2,461,717.55</b>	<b>4,431,146.00</b>	<b>200,845.00</b>	<b>4.7%</b>
<b>TOTAL, REVENUES</b>			<b>43,678,479.00</b>	<b>46,386,462.00</b>	<b>24,461,088.89</b>	<b>45,910,047.00</b>		
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	14,154,382.00	15,189,254.00	6,177,420.00	14,940,254.00	249,000.00	1.6%
Certificated Pupil Support Salaries		1200	942,528.00	1,008,505.00	397,713.35	1,008,505.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	1,052,786.00	1,126,481.00	378,451.58	893,319.00	233,162.00	20.7%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			16,149,696.00	17,324,240.00	6,953,584.93	16,842,078.00	482,162.00	2.8%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	913,047.00	913,047.00	344,382.70	858,047.00	55,000.00	6.0%
Classified Support Salaries		2200	271,662.00	271,662.00	103,145.63	276,002.00	(4,340.00)	-1.6%
Classified Supervisors' and Administrators' Salaries		2300	458,369.00	490,455.00	249,042.01	449,955.00	40,500.00	8.3%
Clerical, Technical and Office Salaries		2400	1,974,135.00	1,974,135.00	795,257.94	1,944,135.00	30,000.00	1.5%
Other Classified Salaries		2900	1,285,042.00	1,285,042.00	599,376.10	1,171,042.00	114,000.00	8.9%
<b>TOTAL, CLASSIFIED SALARIES</b>			4,902,255.00	4,934,341.00	2,091,204.38	4,699,181.00	235,160.00	4.8%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	3,144,416.00	3,368,754.00	1,318,805.44	3,413,082.00	(44,328.00)	-1.3%
PERS		3201-3202	1,386,967.00	1,365,527.00	402,288.04	1,290,786.00	74,741.00	5.5%
OASDI/Medicare/Alternative		3301-3302	642,456.00	661,942.00	253,705.93	626,961.00	34,981.00	5.3%
Health and Welfare Benefits		3401-3402	4,037,082.00	4,037,082.00	2,146,621.47	3,992,082.00	45,000.00	1.1%
Unemployment Insurance		3501-3502	10,526.00	11,129.00	40,062.36	67,881.00	(56,752.00)	-509.9%
Workers' Compensation		3601-3602	204,943.00	204,943.00	154,852.78	204,943.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	790,000.00	790,000.00	343,813.20	790,000.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			10,216,390.00	10,439,377.00	4,660,149.22	10,385,735.00	53,642.00	0.5%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	85,245.00	85,245.00	84,485.66	87,745.00	(2,500.00)	-2.9%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	494,153.00	678,558.00	295,459.09	638,558.00	40,000.00	5.9%
Noncapitalized Equipment		4400	831,283.00	1,180,136.00	1,105,177.77	1,225,136.00	(45,000.00)	-3.8%
Food		4700	231,897.00	231,897.00	187,288.30	321,897.00	(90,000.00)	-38.8%
<b>TOTAL, BOOKS AND SUPPLIES</b>			1,642,578.00	2,175,836.00	1,672,410.82	2,273,336.00	(97,500.00)	-4.5%
<b>SERVICES AND OTHER OPERATING EXPENSES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	133,000.00	103,000.00	58,314.66	80,000.00	23,000.00	22.3%
Dues and Memberships		5300	539,593.00	539,593.00	445,089.82	539,593.00	0.00	0.0%
Insurance		5400-5450	443,820.00	443,820.00	379,290.00	443,820.00	0.00	0.0%
Operations and Housekeeping Services		5500	696,922.00	716,922.00	303,063.14	756,922.00	(40,000.00)	-5.6%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	338,500.00	374,500.00	321,193.57	393,500.00	(19,000.00)	-5.1%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	5,227,286.00	5,276,988.00	3,136,185.23	5,418,285.00	(141,297.00)	-2.7%
Communications		5900	60,690.00	60,690.00	28,361.77	60,690.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENSES</b>			7,439,811.00	7,515,513.00	4,671,498.19	7,692,810.00	(177,297.00)	-2.4%
<b>DEPRECIATION AND AMORTIZATION</b>								
Depreciation Expense		6900	1,140,000.00	1,140,000.00	665,000.00	1,140,000.00	0.00	0.0%
Amortization Expense—Lease Assets		6910	0.00	0.00	0.00	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Amortization Expense—Subscription Assets		6920	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			1,140,000.00	1,140,000.00	665,000.00	1,140,000.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	364,403.00	364,299.00	188,102.00	357,551.00	6,748.00	1.9%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			364,403.00	364,299.00	188,102.00	357,551.00	6,748.00	1.9%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			41,855,133.00	43,893,606.00	20,901,949.54	43,390,691.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%

Palisades Charter High  
 Los Angeles Unified  
 Los Angeles County

2023-24 Second Interim  
 Charter Schools Enterprise Fund  
 Expenditures by Object

19647331995836  
 Form 621  
 E8295RW2BP(2023-24)

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Palisades Charter High  
 Los Angeles Unified  
 Los Angeles County

2023-24 Second Interim  
 Charter Schools Enterprise Fund  
 Restricted Detail

19647331995836  
 Form 621  
 E8295RW2BP(2023-24)

Resource	Description	2023-24 Projected Totals
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	.92
6266	Educator Effectiveness, FY 2021-22	210,503.00
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	1,785,532.00
7412	A-G Access/Success Grant	244,290.56
7413	A-G Learning Loss Mitigation Grant	62,636.00
7435	Learning Recovery Emergency Block Grant	1,581,223.00
Total, Restricted Net Position		3,884,185.48

# Coversheet

## 2024-25 Food Service Management Company Contract Extension

**Section:** VI. Finance  
**Item:** B. 2024-25 Food Service Management Company Contract Extension  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** FSMC 2024-25 Contract - Board Materials.pdf



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## CHIEF BUSINESS OFFICER

### COVER SHEET FOR AGENDA ITEMS

**March 19, 2024**

#### TOPIC/ AGENDA ITEM:

VI. FINANCE

B. 2024-2025 Food Service Management Company Contract Extension

#### PERSONNEL INVOLVED:

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

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

The purpose of this action is to approve the contract extension for our Food Service Management Company. We completed a formal RFP process in May of 2022, to award a new four-year contract to Chartwells. Last year, the Board voted to offer extension #1 to Chartwells. This year, we are recommending to move forward with contract extension #2.

Per the CDE guidelines, we are not required to conduct a formal bid. We only need Board approval to extend the contract.

The cost increase (per meal) for 2024-25 is 5.099%. That is below the current CPI of 5.5% (Food Away from Home – Los Angeles Index).

#### 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 supports the LCAP.

#### CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2024-2025 FSMC contract extension.

#### RECOMMENDED MOTION:

“To approve Agreement # 2023001, Extension #2 - naming Chartwells as the Food Service Management Company (FSMC) for 2024-2025.”

---

Juan Pablo Herrera  
Chief Business Officer

**CONTRACT EXTENSION (#1)**

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

Pages

Renewal (Extension Number) <b>2</b>	Agreement Number (Base year) <b>2023001</b>
--	--

1. This Extension Agreement is entered into between the School Food Authority and Contractor named below:

**SCHOOL FOOD AUTHORITY'S NAME**

Palisades Charter High School

**FOOD SERVICE MANAGEMENT COMPANY'S NAME**

**Compass Group USA, Inc., by and through its Chartwells Division**

2. Base year contract term: Effective date: **July 1, 2022** Expiration date: **June 30, 2023**  
 Extension year: Effective date: **July 1, 2024** Expiration date: **June 30, 2025**

3. The maximum dollar amount of this contract is equal to the fixed cost per meal multiplied by the number of meals:  
 \$ 550,536.48 (maximum dollar amount)

4. The parties mutually agree to this extension as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein: **(Note: This section is used to indicate the current cost per meal. Please include your cost per meal table.)**

The parties have agreed to the following updated costs per meal:

**Cost Per Meal**

Note: Prices must **not** include values of USDA Foods, and must include all meal programs.  
 All costs are based on the average daily participation of 900 students in the district and 175 days.

LINE ITEM	UNIT*	RATE	TOTAL
Breakfast	69,000	\$ 4.8187 (2:1)	\$ 166,245.15
Lunch	78,000	\$ 4.8187	\$ 375,858.60
Ala Carte	1,750	\$ 4.8187	\$ 8,432.73
<b>Total</b>	<b>148,750</b>		<b>\$ 550,536.48</b>

\*Units provided by SFA

**FOOD SERVICE MANAGEMENT COMPANY**

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

**Compass Group USA, Inc., by and through its Chartwells Division**

BY (Authorized Signature) 	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Amy Shaffer, Chief Executive Officer</b>	
ADDRESS 2400 Yorkmont Road, Charlotte, NC 28217	
<b>SCHOOL FOOD AUTHORITY</b>	
SCHOOL FOOD AUTHORITY NAME <b>Palisades Charter High School</b>	
BY (Authorized Signature) 	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Juan Pablo Herrera, Chief Business Officer</b>	
ADDRESS 15777 Bowdoin St., Pacific Palisades, CA 90272	

**INSTRUCTIONS FOR USE:**

1. Enter renewal number (also known as extension number). The contract can only be extended four times. Indicate the extension by entering 1 for year 1 of the extension from the base year or 2, 3 or 4.
2. Enter agreement number. Every agreement (contract) should have a number assigned to identify that contract. If there is not an agreement number, identify the contract by the year of the contract also known as base year.
3. Item 1: Enter the contractor's and the school food authority's name.
4. Item 2: Enter the base year terms and the current extension terms. The term is the effective and expiration dates
5. Item 3: Enter the maximum dollar amount.
6. Item 4: Indicate **the current cost per meal**. Include the cost per meal table.
7. The contractor's and school food authority's authorized signer should be identified, and signatures provided.



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## RECOMMENDATION

- Continue with Chartwells for year #3.
- In past years, we used the January CPI data as the basis for potential rate changes.
- However, after looking at the contract, we are now using the March CPI data.
- Unfortunately, the current CPI (Los Angeles Index – food away from home) is tracking at +5.5%
- This exceeds the proposed COLA (cost of living adjustment) that the Governor proposed in January of 2024.
- Chartwells has offered an increase of 5.099%

2023-2024				2024-2025				2024-25 vs 2023-24	
	Units	Rate	Rate Total		Units	Rate	Rate Total	\$ Difference	% Difference
Breakfast	69000	\$4.5849 (2:1)	\$158,179.05	Breakfast	69000	\$4.8187 (2:1)	\$166,245.15	\$0.2338	5.099%
Lunch	78000	\$4.5849	\$357,622.20	Lunch	78000	\$4.8187	\$375,858.60	\$0.2338	5.099%
A-la-Carte	1750	\$4.5849	\$8,023.58	A-la-Carte	1750	\$4.8187	\$8,432.73	\$0.2338	5.099%
Total			\$523,824.83	Total			\$550,536.48		

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

Los Angeles-Long Beach-Anaheim (1982-84=100 unless otherwise noted)

Item and Group	Indexes				Percent change from-		
	Historical data	Nov. 2023	Dec. 2023	Jan. 2024	Jan. 2023	Nov. 2023	Dec. 2023
Expenditure category							
All items		323.341	323.456	326.640	2.5	1.0	1.0
All items (1967=100)		955.292	955.632	965.040	-	-	-
Food and beverages		331.608	333.802	335.312	3.4	1.1	0.5
Food		333.581	335.923	337.261	3.4	1.1	0.4
Food at home		318.650	319.805	321.664	2.2	0.9	0.6
Cereals and bakery products		345.380	351.146	349.337	0.1	1.1	-0.5
Meats, poultry, fish, and eggs		348.506	349.043	348.207	2.5	-0.1	-0.2
Dairy and related products		297.787	302.927	302.835	-0.9	1.7	0.0
Fruits and vegetables		413.305	415.278	419.481	1.1	1.5	1.0
Nonalcoholic beverages and beverage materials(1)		306.209	300.440	308.219	3.1	0.7	2.6
Other food at home		258.159	258.853	260.755	4.4	1.0	0.7
Food away from home		345.277	349.499	350.233	5.5	1.4	0.2
Alcoholic beverages		283.023	283.123	287.206	3.6	1.5	1.4
Housing		371.772	372.378	375.856	2.4	1.1	0.9



## Attachment I: Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters

### CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.


Organization: Compass Group USA, Inc., by and through its Chartwells Division

Street address: 2400 Yorkmont Road

City, State, Zip: Charlotte, NC 28217

CERTIFIED BY: (Type or Print)


TITLE: Amy Shaffer, CEO, Chartwells K12

 1/18/2024  
(Signature) (Date)

# NOT APPLICABLE

## Disclosure Of Lobbying Activities and Instructions

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1 Approved by  
(See next page for public burden disclosure) OMB

<p>1. Type of Federal Action:</p> <p>a. Contract</p> <p>b. Grant</p> <p>c. Cooperative agreement</p> <p>d. Loan</p> <p>e. Loan guarantee</p> <p>f. Loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. Bid/Offer/Application</p> <p>b. Initial Award</p> <p>c. Post-Award</p>	<p>3. Report Type:</p> <p>a. Initial filing <input type="checkbox"/></p> <p>b. Material change</p> <p>For Material Change Only:</p> <p>Year _____ Quarter _____</p> <p>Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p><input type="checkbox"/> Tier, if known</p> <p>Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>
<p>6. Federal Department/Agency:</p>		<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable:</p>
<p>8. Federal Action Number, if known:</p>		<p>9. Award Amount, if known:</p> <p>\$</p>
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>		<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</p>
<p>11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: </p>
		<p>Print Name:</p> <p>Amy Shaffer</p>
		<p>Title:</p> <p>CEO, Chartwells K12</p>
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"> <p>Telephone No:</p> <p>704-328-4000</p> </td> <td style="width: 30%;"> <p>Date:</p> <p>1/18/2024</p> </td> </tr> </table>
<p>Telephone No:</p> <p>704-328-4000</p>	<p>Date:</p> <p>1/18/2024</p>	
<p>FEDERAL USE ONLY:</p>		<p><i>Authorized for Local Reproduction</i> Standard Form (SF—LLL (Rev. 7-97)</p>

## INSTRUCTIONS

### Disclosure Of Lobbying Activities (SF-LLL)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, U.S. Department of Agriculture, Food and Nutrition Service.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., RFP number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name, and middle initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and phone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

### Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 7 CFR Section 3017.510, for prospective participants in primary covered transactions, as defined at 7 CFR Section 3017.200:

- A. The contractor certifies that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Compass Group USA, Inc., by and through its Chartwells Division  
 Contractor/Company Name Award Number, Contract Number, or Project Name

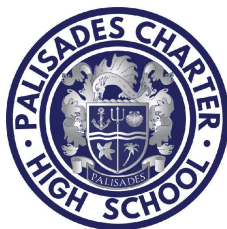
Amy Shaffer, CEO, Chartwells K12  
 Name(s) and Title(s) of Authorized Representatives

 1/18/2024  
 Signature(s) Date

# Coversheet

## 2023-24 Consolidated Application (CARS)

**Section:** VI. Finance  
**Item:** C. 2023-24 Consolidated Application (CARS)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023-24 CARS App - Spring Release.pdf



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## CHIEF BUSINESS OFFICER

### COVER SHEET FOR AGENDA ITEMS

**March 11, 2024**

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

VI. FINANCE  
B. 2023-2024 Consolidated Application (CARS Application)

#### **PERSONNEL INVOLVED:**

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

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

The purpose of this action is to approve the 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. The Spring release was certified on 2/25/2024.

#### **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

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](mailto: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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Report Date:3/11/2024

R02

Page 1 of 12

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](mailto: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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## 2023–24 LCAP Federal Addendum Certification

**CDE Program Contact:**

Local Agency Systems Support Office, [LCAPAddendum@cde.ca.gov](mailto: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.

<b>County Office of Education (COE) or District</b> 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	
<b>Direct Funded Charter</b> 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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Palisades Charter High (19 64733 1995836)

Status: Certified  
Saved by: Juan Herrera  
Date: 9/30/2023 4:02 PM**2023–24 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto: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
---	-----

**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.

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

**\*\*\*Warning\*\*\***

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Palisades Charter High (19 64733 1995836)

Status: Certified  
Saved by: Juan Herrera  
Date: 2/15/2024 2:20 PM**2023–24 Federal Transferability**

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and/or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Fund Use Authority (AFUA) governed by ESEA Section 5211.

**Note:** Funds utilized under Title V, Part B AFUA are not to be included on this form.

**CDE Program Contact:**

Lisa Fassett, Professional Learning Support & Monitoring Office, [LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov), 916-323-4963  
Kevin Donnelly, Rural Education and Student Support Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), 916-319-0942

**Title II, Part A Transfers**

2023–24 Title II, Part A allocation	\$49,690
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2023–24 Title II, Part A allocation after transfers out	\$49,690

**Title IV, Part A Transfers**

2023–24 Title IV, Part A allocation	\$21,409
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$0
2023–24 Title IV, Part A allocation after transfers out	\$21,409

**\*\*\*Warning\*\*\***

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**California Department of Education****Consolidated Application**

Palisades Charter High (19 64733 1995836)

Status: Certified  
Saved by: Juan Herrera  
Date: 2/15/2024 2:20 PM**2023–24 Title I, Part A LEA Allocation and Reservations**

To report LEA required and authorized reservations before distributing funds to schools.

**CDE Program Contact:**Sylvia Hanna, Title I Policy, Program, and Support Office, [SHanna@cde.ca.gov](mailto:SHanna@cde.ca.gov), 916-319-0948Rina DeRose, Title I Policy, Program, and Support Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

2023–24 Title I, Part A LEA allocation (+)	\$255,285
Transferred-in amount (+)	\$0
Nonprofit private school equitable services proportional share amount (-)	\$0
2023–24 Title I, Part A LEA available allocation	\$255,285

**Required Reservations**

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$7,500
Local neglected institutions Does the LEA have local institutions for neglected children?	
Local neglected institutions reservation	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	
Local delinquent institutions reservation	
Direct or indirect services to homeless children, regardless of their school of attendance	\$1

**Authorized Reservations**

Public school Choice transportation	\$0
Other authorized activities	\$0
2023–24 Approved indirect cost rate	8.30%
Indirect cost reservation	\$19,565
Administrative reservation	\$18,728

**Reservation Summary**

Total LEA required and authorized reservations	\$45,794
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$209,491

**\*\*\*Warning\*\*\***

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**2023–24 Title II, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

**CDE Program Contact:**

Alice Ng (Fiscal), Division Support Office, [ANg@cde.ca.gov](mailto:ANg@cde.ca.gov), 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, [LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov), 916-323-4963

2023–24 Title II, Part A allocation	\$49,690
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
2023–24 Total allocation	\$49,690
Administrative and indirect costs	\$0
Reservation for equitable services for nonprofit private schools	\$0
2023–24 Title II, Part A adjusted allocation	\$49,690

**\*\*\*Warning\*\*\***

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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](mailto:AAbreuPark@cde.ca.gov), 916-319-9620  
Geoffrey Ndirangu, Language Policy and Leadership Office, [GNdirang@cde.ca.gov](mailto: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](mailto:AAbreuPark@cde.ca.gov), 916-319-9620  
Geoffrey Ndirangu, Language Policy and Leadership Office, [GNdirang@cde.ca.gov](mailto: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 Title IV, Part A LEA Allocations**

The purpose of this data collection is to calculate the allocation available to the local educational agency (LEA) and report reservations of Title IV, Part funds.

**CDE Program Contact:**

Kevin Donnelly, Rural Education and Student Support Office , [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), 916-319-0942

2023–24 Title IV, Part A LEA allocation	\$21,409
Funds transferred-in amount	\$0
Funds transferred-out amount	\$0
2023–24 Title IV, Part A LEA available allocation	\$21,409

**Reservations**

Indirect cost reservation	\$0
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2023–24 Title IV, Part A LEA adjusted allocation	\$21,409

**\*\*\*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](mailto: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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### 2023–24 Consolidation of Administrative Funds

A request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

**CDE Program Contact:**

Hilary Thomson, Fiscal Oversight and Support Office, [HThomson@cde.ca.gov](mailto:HThomson@cde.ca.gov), 916-323-0765

Title I, Part A Basic SACS Code 3010	Yes
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	Yes
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	Yes
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

**\*\*\*Warning\*\*\***

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# Coversheet

## 2022-23 Actuarial Valuation

**Section:** VI. Finance  
**Item:** D. 2022-23 Actuarial Valuation  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2023 ASC 715-60 Report - Palisades Charter High School (draft).pdf



February 15, 2024

Juan Pablo Herrera  
Chief Business Officer  
Palisades Charter High School (PCHS)  
15777 Bowdin Street  
Pacific Palisades, CA 90272

Re: ASC 715-60 Retiree Medical Final Disclosures for June 30, 2023 and Net Postretirement Benefit Cost for Fiscal Years Ending June 30, 2023 and June 30, 2024

Dear Juan Pablo:

This report sets forth the results of our actuarial valuation of the PCHS's post-retirement medical plan as of June 30, 2023.

Enclosed are the following exhibits that develop our results:

- Executive Summary
- Postretirement Benefit Obligations and Funded Status
- Net Periodic Benefit Cost and Changes in Unrestricted Net Assets
- Changes in Accrued Cost and Unrecognized Items
- Accumulated Postretirement Benefit Obligation
- Additional Information
- Funding Schedule
- Benefit plan provisions
- Valuation data
- Actuarial assumptions
- Actuarial certification.

We appreciate the opportunity to be of service to PCHS and are available to answer any questions you may have regarding this report.

Sincerely,  
Foster & Foster Consulting Actuaries, Inc.

Carlos Diaz, ASA, EA, MAAA  
Senior Consulting Actuary



## Executive Summary

The purpose of this report is to assist PCHS in complying with the accounting and disclosure requirements of ASC 715-60 for the 2022-2023 fiscal year and determine PCHS's annual expense for the 2023-2024 fiscal year.

Some of the highlights of our findings are as follows:

- The postretirement benefit obligations and annual expense under the accrual accounting standards of ASC 715-60, using a valuation date of June 30, 2023, are as follows:

Expected Postretirement Benefit Obligation	\$18,618,814
Accumulated Postretirement Benefit Obligation	16,982,950
Fair Value of Plan Assets	4,983,286
Funded Status (Liability)	(11,999,664)
Net Periodic Benefit Cost for 2022-2023	\$1,186,499
Total Recognized in CUNA for 2022-2023	(498,374)
Net Periodic Benefit Cost for 2023-2024	\$1,162,576
Total Recognized in CUNA for 2023-2024	(243,658)

- The Accumulated Postretirement Benefit Obligation increased by approximately 0.8% compared to the amount reported in PCHS's June 30, 2022 financial statement. The estimated changes are as follows:

Benefit obligation at beginning of year	\$16,849,037
Service cost	346,419
Interest cost	825,540
Benefits paid	(684,825)
Change in census	(58,397)
Change in healthcare premiums different than expected	(298,521)
Change in employer caps different than expected	3,697
Benefit obligation at end of year	\$16,982,950

- The Fair Value of Plan Assets increased by approximately 2.7% compared to the amount reported in PCHS's June 30, 2022 financial statement.

	06/30/2023	06/30/2022
Benefit obligation	\$16,982,950	\$16,849,037
Fair Value of Plan Assets	4,983,286	4,852,673

The balance of this report describes our findings in detail.



## Disclosure – Postretirement Benefit Obligations and Funded Status

	Fiscal Year End		
	06/30/2024	06/30/2023	06/30/2022
	Projected	Actual	Actual
<b>Change in Benefit Obligation</b>			
Benefit obligation at beginning of year	\$16,982,950	\$16,849,037	\$14,438,638
Service cost	333,377	346,419	431,934
Interest cost	834,705	825,540	710,371
Plan participants' contributions	0	0	0
Amendments	0	0	0
Actuarial (gains)/losses	0	(353,221)	1,736,241
Benefits paid <sup>a</sup>	(584,869)	(684,825)	(468,147)
<b>Benefit obligation at end of year</b>	<b>\$17,566,163</b>	<b>\$16,982,950</b>	<b>\$16,849,037</b>
<b>Change in Plan Assets</b>			
Fair value at beginning of year	\$4,983,286	\$4,852,673	\$0
Actual (expected) return on plan assets	249,164	130,613	(147,327)
Employer contributions <sup>a</sup>	584,869	684,825	5,468,147
Plan participants' contributions	0	0	0
Benefits paid <sup>a</sup>	(584,869)	(684,825)	(468,147)
Other disbursements	0	0	0
<b>Fair value at end of year</b>	<b>\$5,232,450</b>	<b>\$4,983,286</b>	<b>\$4,852,673</b>
<b>Funded Status</b>	<b>\$(12,333,713)</b>	<b>\$(11,999,664)</b>	<b>\$(11,996,364)</b>
<b>Amounts Recognized in Statement of Financial Position (SFP)</b>			
Non-current assets	\$0	\$0	\$0
Current liabilities	(617,109)	(584,869)	(557,329)
Non-current liabilities	(11,716,604)	(11,414,795)	(11,439,035)
<b>Total recognized in SFP</b>	<b>\$(12,333,713)</b>	<b>\$(11,999,664)</b>	<b>\$(11,996,364)</b>
<b>Amounts Recognized in Changes in Unrestricted Net Assets (CUNA)</b>			
Net transition obligation	\$3,863,690	\$4,415,646	\$4,967,602
Prior service cost (credit)	0	0	0
Net actuarial loss (gain)	(4,636,374)	(4,944,672)	(4,998,254)
<b>Total recognized in CUNA</b>	<b>\$(772,684)</b>	<b>\$(529,026)</b>	<b>\$(30,652)</b>
<b>Total Recognized in SFP and CUNA</b>	<b>\$(13,106,397)</b>	<b>\$(12,528,690)</b>	<b>\$(12,027,016)</b>
<b>Weighted Average Assumptions</b>			
Discount rate	5.00%	5.00%	5.00%
Expected return on assets	5.00%	5.00%	5.00%
<b>Assumed Healthcare Trend Rates</b>			
Initial medical/Rx rate	5.50%	6.00%	6.50%
Ultimate medical/Rx rate	4.00%	4.00%	4.00%
Year ultimate rate is reached	2070	2070	2070

<sup>a</sup> Includes adjustment for implicit subsidy credit (\$56,553, \$40,888, and \$43,754 for 2023-24, 2022-23, and 2021-22, respectively).



**Disclosure – Net Periodic Benefit Cost and Changes in Unrestricted Net Assets**

	Fiscal Year End		
	06/30/2024	06/30/2023	06/30/2022
	Projected	Actual	Actual
<b>Net Periodic Benefit Cost</b>			
Service cost	\$333,377	\$346,419	\$431,934
Interest cost	834,705	825,540	710,371
Expect return on assets	(249,164)	(242,634)	(82,888)
Amortization of transition obligation	551,956	551,956	551,956
Amortization of prior service cost	0	0	0
Amortization of net loss (gain)	(308,298)	(294,782)	(498,721)
<b>Total Net Periodic Benefit Cost (NPBC)</b>	<b>\$1,162,576</b>	<b>\$1,186,499</b>	<b>\$1,112,652</b>
<b>Other Changes Recognized in Changes in Unrestricted Net Assets (CUNA)</b>			
Prior service cost for period	\$0	\$0	\$0
Net loss (gain) for period	0	(241,200)	1,966,456
Amortization of transition obligation	(551,956)	(551,956)	(551,956)
Amortization of prior service cost	0	0	0
Amortization of net loss (gain)	308,298	294,782	498,721
<b>Total recognized in CUNA</b>	<b>\$(243,658)</b>	<b>\$(498,374)</b>	<b>\$1,913,221</b>
<b>Total Recognized in NPBC and CUNA</b>	<b>\$918,918</b>	<b>\$688,125</b>	<b>\$3,025,873</b>
<b>Weighted Average Assumptions</b>			
Discount rate	5.00%	5.00%	5.00%
Expected return on assets	5.00%	5.00%	5.00%
<b>Assumed Healthcare Trend Rates</b>			
Initial medical/Rx rate	6.00%	6.50%	6.00%
Ultimate medical/Rx rate	4.00%	4.00%	4.00%
Year ultimate rate is reached	2070	2070	2070



## Supplemental Information – Changes in Accrued Cost and Unrecognized Items

	Fiscal Year End		
	06/30/2024	06/30/2023	06/30/2022
	Projected	Actual	Actual
<b>Change in (Accrued) Benefit Cost</b>			
(Accrued) benefit cost at beginning	\$(12,528,690)	\$(12,027,016)	\$(16,382,511)
Net periodic benefit cost	(1,162,576)	(1,186,499)	(1,112,652)
Employer contributions	584,869	684,825	5,468,147
(Accrued) benefit cost at end of year	<b>\$(13,106,397)</b>	<b>\$(12,528,690)</b>	<b>\$(12,027,016)</b>
<b>Change in Net Transition Obligation</b>			
Net transition obligation at beginning	\$4,415,646	\$4,967,602	\$5,519,558
Amount recognized	(551,956)	(551,956)	(551,956)
Other adjustments	0	0	0
Net transition obligation at end of year	<b>\$3,863,690</b>	<b>\$4,415,646</b>	<b>\$4,967,602</b>
<b>Change in Unrecognized Prior Service Cost</b>			
Unrecognized prior service cost at beginning of year	\$0	\$0	\$0
Amount recognized	0	0	0
Amendments	0	0	0
Other adjustments	0	0	0
Unrecognized prior service cost at end of year	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Change in Unrecognized Net Loss (Gain)</b>			
Unrecognized net loss (gain) at beginning of year	\$(4,944,672)	\$(4,998,254)	\$(7,463,431)
Amount recognized	308,298	294,782	498,721
Actuarial losses (gains) deferred	0	(241,200)	1,966,456
Other adjustments	0	0	0
Unrecognized net loss (gain) at end of year	<b>\$(4,636,374)</b>	<b>\$(4,944,672)</b>	<b>\$(4,998,254)</b>
<b>Recognition of Cumulative Net Loss (Gain)</b>			
1. Cumulative loss (gain) at beginning of year	\$(4,944,672)	\$(4,998,254)	\$(7,463,431)
2. Greater of benefit obligation and fair value of asset	16,982,950	16,849,037	14,438,638
3. 10% corridor of (2)	1,698,295	1,684,904	1,443,864
4. Amount subject to recognition	(3,246,377)	(3,313,350)	(6,019,567)
5. Average future service	10.53	11.24	12.07
6. Amount to recognize: (4) ÷ (5)	<b>\$(308,298)</b>	<b>\$(294,782)</b>	<b>\$(498,721)</b>





## Supplemental Information – Accumulated Postretirement Benefit Obligation

### Accumulated Postretirement Benefit Obligation (APBO) by Status

	Fiscal Year End		
	06/30/2024	06/30/2023	06/30/2022
	Projected	Actual	Actual
Actives fully eligible	3,245,935	3,091,367	2,504,315
Other actives	6,983,372	6,333,327	6,501,007
Retirees	7,336,856	7,558,256	7,843,715
<b>Total</b>	<b>\$17,566,163</b>	<b>\$16,982,950</b>	<b>\$16,849,037</b>

### Effect on APBO of a 1% Increase or Decrease in Healthcare Trend Rates

As of June 30, 2023	1% Increase	1% Decrease
Accumulated postretirement benefit obligation	\$19,813,653	\$14,701,730
Amount change	2,830,703	(2,281,220)
Percent change	16.7%	-13.4%

### Implicit Subsidy and ASOP 6

When premiums charged for retiree healthcare are lower than expected claims, an implicit subsidy is realized. This occurs, for example, when pre-Medicare retirees are afforded medical coverage at the same rates as active employees.

Actuarial Standard of Practice No. 6 (ASOP 6), revised in May 2014, provides guidance in measuring OPEB obligations and determining periodic costs or actuarially determined contributions. The standard specifies that in (almost all instances), the actuary must include the value of this implicit subsidy in the liabilities.

This valuation reflects a value for the implicit subsidy equal to \$1,883,378.



## Supplemental Information – Additional Information

### Expected Benefit Payments (Based on Age-Adjusted Costs)

Fiscal Year Begin	Pay-as-You-Go	Adjustment	Age-Adjusted
2023	\$528,316	\$56,553	\$584,869
2024	559,453	57,656	617,109
2025	582,686	55,731	638,417
2026	624,064	62,164	686,228
2027	685,149	73,971	759,120
2028-2032	4,110,612	525,538	4,636,150

### Other Information

1. Amounts invested in each major category of assets, investment policy:

Equities	4.83%
Mutual Funds	25.83%
Government Securities	67.10%
Cash	2.24%

2. Best estimate of contributions to be made in the June 30, 2024 fiscal year: \$584,869.
3. Amount recognized in Statement of Financial Position as of June 30, 2023: \$(11,999,664).
4. Amounts to be recognized as components of net postretirement benefit cost over the June 30, 2024 fiscal year:

Net transition obligation	\$551,956
Net actuarial (gain)/loss	\$(308,298)
Net prior service cost/(credit)	\$0



## Funding Schedule

There are many ways to approach the pre-funding of retiree healthcare benefits. In the Disclosure section, we determined the annual expense for all PCHS-paid benefits. The expense is an orderly methodology, developed by the FASB, to account for retiree healthcare benefits. This amount will fluctuate from year to year based on the asset performance and as the population matures. However, the Net Periodic Benefit Cost (NPBC) has no direct relation to amounts PCHS may set aside to pre-fund healthcare benefits.

The table on the next page provides PCHS with three alternative schedules for funding (as contrasted with expensing) retiree healthcare benefits. The schedules assume that retiree funds are held internally and earn, or are otherwise credited with, an average of 5.00% per year on investments, and that contributions and benefits are paid mid-year.

The schedules are:

1. A level contribution amount for the next 20 years.
2. A level percent of the Unfunded Accrued Liability.
3. A constant percentage (3%) increase for the next 20 years.

We provide these funding schedules to give PCHS a sense of the various alternatives available to it to pre-fund its retiree healthcare obligation. The funding schedules are simply different examples of how PCHS may choose to spread its costs.

By comparing the schedules, you can see the effect that early pre-funding has on the total amount PCHS will eventually have to pay. Because of investment earnings on fund assets, the earlier contributions are made, the less PCHS will have to pay in the long run. Of course, the advantages of pre-funding will have to be weighed against other uses of the money.

The tables on the following pages show the required annual outlay under the pay-as-you-go method and each of the above schedules. The three funding schedules include the "pay-as-you-go" costs; therefore, the amount of pre-funding is the excess over the "pay-as-you-go" amount.

These numbers are computed on a closed group basis and assume no new entrants.

### Treatment of Implicit Subsidy

We exclude the implicit subsidy from these funding schedules because we do not recommend that the District pre-fund for the full age-adjusted costs reflected in the liabilities shown in the first section of this report. If the District's premium structure changes in the future to explicitly charge under-age 65 retirees for the full actuarial cost of their benefits, this change will be offset by a lowering of the active employee rates (all else remaining equal), resulting in a direct reduction in District operating expenses on behalf of active employees from that point forward. For this reason, among others, we believe that pre-funding of the full GASB liability would be redundant.



## Funding Schedule (continued)

**Sample Funding Schedules (Closed Group)**  
**Starting Asset Value of \$4,983,286 as of June 30, 2023**

Fiscal Year Beginning	Pay-as-you-go	Level Contribution for 20 years	Level % of Unfunded Liability	Constant Percentage Increase
2023	\$528,316	\$905,830	\$1,524,120	\$707,097
2024	559,453	905,830	1,391,153	728,310
2025	582,686	905,830	1,272,150	750,159
2026	624,064	905,830	1,165,479	772,664
2027	685,149	905,830	1,069,949	795,844
2028	727,302	905,830	984,419	819,719
2029	771,589	905,830	907,516	844,311
2030	821,997	905,830	838,214	869,640
2031	871,959	905,830	775,597	895,729
2032	917,765	905,830	718,794	922,601
2033	962,894	905,830	667,017	950,279
2034	1,016,763	905,830	619,578	978,788
2035	1,049,937	905,830	569,409	1,008,151
2036	1,071,186	905,830	509,996	1,038,396
2037	1,101,995	905,830	456,788	1,069,548
2038	1,133,100	905,830	409,138	1,101,634
2039	1,141,553	905,830	366,465	1,134,683
2040	1,163,190	905,830	328,249	1,168,724
2041	1,179,299	905,830	294,024	1,203,786
2042	1,181,158	905,830	263,375	1,239,899
2043	1,185,005	0	235,926	0
2044	1,188,367	0	211,343	0
2045	1,199,226	0	189,328	0
2046	1,188,019	0	169,612	0
2047	1,190,944	0	151,955	0
2048	1,183,676	0	136,142	0
2049	1,174,120	0	121,979	0
2050	1,128,168	0	109,295	0
2051	1,114,512	0	97,934	0
2052	1,087,920	0	87,758	0
2053	1,059,153	0	78,644	0
2054	1,028,215	0	70,480	0
2055	1,004,391	0	63,167	0
2055	1,004,391	0	63,167	0
2060	804,389	0	36,563	0
2065	568,959	0	21,195	0
2070	338,213	0	12,297	0



## Benefit Plan Provisions

PCHS provides health benefits to certain eligible employees at retirement. The retiree health benefits provided are a continuation of the medical including prescription drugs, dental and vision benefits provided to active employees. The retiree health coverage is paid for entirely by PCHS for the lifetime of the retiree except retirees electing the higher PPO plans must pay the difference in cost. Survivors of deceased retirees may continue health coverage, at their own expense.

Eligibility for retiree health benefits requires the following:

- Future retiree must be enrolled in the health plan prior to retirement date.
- Future retiree must be in receipt of monthly payment from STRS or PERS.
- Active employees must meet the following years of service requirements at retirement as described in the respective bargaining agreements.

UTLA	
Date of Hire	Service Requirement
Before March 11, 1984	Five consecutive years prior to retirement
March 11, 1984 to June 30, 1987	10 consecutive years prior to retirement
July 1, 1987 to May 31, 1992	15 consecutive years prior to retirement, or 20 with 10 consecutive years prior to retirement
June 1, 1992 to June 30, 2009	Age plus consecutive years of qualifying service greater than or equal to 80, with at least 10 consecutive years of qualifying service
On or after July 1, 2009	Not eligible for PCHS-paid health benefits

PESPU	
Date of Hire	Service Requirement
Before March 11, 1984	Five consecutive years prior to retirement
March 11, 1984 to June 30, 1987	10 consecutive years prior to retirement
July 1, 1987 to May 31, 1992	15 consecutive years prior to retirement, or 20 years with 10 consecutive years prior to retirement
June 1, 1992 to June 30, 2008	Age plus consecutive years of qualifying service greater than or equal to 80, with at least 10 consecutive years of qualifying service
July 1, 2008 to June 30, 2012	Age plus consecutive years of qualifying service greater than or equal to 80, with at least 20 consecutive years of qualifying service
On or after July 1, 2012	Not eligible for PCHS-paid health benefits

- Retirees must be enrolled in Medicare Part A if eligible; and must enroll in Part B.

Employees who defer their retirement after separation from service with PCHS are not eligible for PCHS-paid health benefits.



PCHS provides retiree health coverage through health plans available through SISC. The following table summarizes the monthly premiums for the health benefit coverage provided by PCHS. These rates went into effect as of October 1, 2022:

	Kaiser	California Care	Blue Cross 90/\$10	Blue Cross 90/\$20	Blue Cross 80/\$20	Companion Care
Retiree Only	NA	\$982.00	\$1,126.00	\$1,044.00	\$905.00	NA
Retiree Plus Spouse	NA	1,390.00	1,580.00	1,468.00	1,277.00	NA
Retiree Plus Family	NA	1,768.00	2,009.00	1,866.00	1,624.00	NA
Retiree Only - Medicare	\$193.00	\$591.00	\$516.00	\$516.00	\$516.00	\$384.00
Retiree Plus Spouse - Medicare	386.00	1,182.00	1,032.00	1,032.00	1,032.00	768.00

	Delta Premier	Delta PPO Plan	VSP Vision Plan
Retiree Only	\$50.00	\$57.80	\$12.30
Retiree Plus Spouse	100.00	116.00	24.60
Retiree Plus Family	132.00	159.60	36.90



## Valuation Data

### Age distribution of retirees included in the valuation

Age	Count
Under 55	2
55-59	1
60-64	5
65-69	11
70-74	17
75-79	10
80-84	2
85+	0
Total	48
Average Age	70.0

### Age/Years of service distribution of active employees included in the valuation

Age	Year of Service								Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35+	
<25	0	0	0	0	0	0	0	0	0
25-29	0	0	0	0	0	0	0	0	0
30-34	0	0	0	0	0	0	0	0	0
35-39	0	0	0	2	0	0	0	0	2
40-44	0	0	1	3	0	0	0	0	4
45-49	0	0	2	9	2	0	0	0	13
50-54	0	0	0	7	5	6	0	0	18
55-59	0	0	0	10	1	5	2	0	18
60-64	0	0	2	5	1	1	1	0	10
65+	0	0	0	4	4	0	0	0	8
All Ages	0	0	5	40	13	12	3	0	73

Average Age	55.1
Average Service	20.8



## Actuarial Assumptions

The liabilities set forth in this report are based on the following actuarial assumptions:

Valuation Date:	June 30, 2023
Measurement Date:	June 30, 2023
Census Date:	June 30, 2023
Discount Rate:	5.00% – based on discussions between PCHS and financial advisors and subject to auditor approval.
Return on Assets:	5.00%
Pre-retirement Turnover:	CalSTRS 2020 turnover assumption.
Mortality:	RPH2014 mortality table with generational projection scale MP-2021.

Retirement Rates:

Age	Male	Female
55	2.7%	4.5%
56	1.8%	3.2%
57	1.8%	3.2%
58	2.7%	4.1%
59	4.5%	5.4%
60	6.3%	9.0%
61	6.3%	9.0%
62	10.8%	10.8%
63	13.5%	16.2%
64	10.8%	13.5%
65	10.8%	14.4%
66	10.0%	13.5%
67	10.0%	13.5%
68	10.0%	13.5%
69	10.0%	13.5%
70	100.0%	100.0%

Medical Claim Cost:

Annual Per Retiree or Spouse:

Age	Medical	Dental/Vision
50	\$10,272	\$794
55	12,444	794
60	15,012	794
64	17,784	794
65	5,628	794
70	5,424	794
75	5,832	794





Trend Rate:

Year	Pre-Medicare	Medicare	Dental/Vision
2023	6.00%	4.50%	3.00%
2024	5.50%	4.50%	3.00%
2025-2029	5.25%	4.50%	3.00%
2030-2039	5.00%	4.00%	3.00%
2040-2049	4.75%	4.00%	3.00%
2050-2069	4.50%	4.00%	3.00%
2070+	4.00%	4.00%	3.00%

Percent of Retirees with Spouses:

Future Retirees: 50% married or with domestic partner; female spouses assumed three years younger than male spouses.

Current Retirees: Actual spousal ages used if applicable.

Amortization of unrecognized gains and losses:

Minimum method under FAS 106.



## Actuarial Certification

The results set forth in this report are based on our actuarial valuation of the health and welfare benefit plans of the Palisades Charter High School (PCHS), as of June 30, 2023.

The valuation was performed in accordance with generally accepted actuarial principles and practices. We relied on census data for active employees and retirees provided to us by PCHS. We also made use of claims, premium, expense, and enrollment data, and copies of relevant sections of healthcare documents provided to us by PCHS.

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of the actuarial costs of the program under FASB ASC 715-60, and the existing and proposed Actuarial Standards of Practice for measuring post-retirement healthcare benefits.

Throughout the report, we have used unrounded numbers, because rounding and the reconciliation of the rounded results would add an additional, and in our opinion unnecessary, layer of complexity to the valuation process. By our publishing of unrounded results, no implication is made as to the degree of precision inherent in those results. Clients and their auditors should use their own judgment as to the desirability of rounding when transferring the results of this valuation report to the clients' financial statements.

The undersigned actuary meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report.

Certified by:

Carlos Diaz, ASA, EA, MAAA  
Actuary



# Coversheet

## School Organized Conferences/Trips

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

### Palisades Charter High School

## REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

Name of School: Palisades Charter High School Employee Supervising trip: MIKE VOELKEL Certified \_\_\_\_\_ Non-Cert. \_\_\_\_\_  
Telephone Number: (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER \_\_\_\_\_

1. Destination: SAN DIEGO Are admission fees charged? Yes \_\_\_\_\_ No   
2. Dates of Trips: MARCH 25, 26, 27, 28 3. Number of Students: 19 Number of adults: 2  
4. Name and employee number of employee who will go on trip: MIKE VOELKEL

5. Substitute required? Yes \_\_\_\_\_ No  How Many? \_\_\_\_\_ Source of funds: 501C

6. Time schedule required by school: Leave School: MONDAY MARCH 25 Arrive destination: 3:00  
Leave destination: MARCH 28 Return school: \_\_\_\_\_

7. Duration of trip: Less than one day \_\_\_\_\_ One day \_\_\_\_\_ Overnight  (if overnight, how many days?) \_\_\_\_\_

8. Method of transportation: School bus (indicate number required) \_\_\_\_\_ Walking \_\_\_\_\_ Automobile   
Public Carrier: airplane \_\_\_\_\_ boat \_\_\_\_\_ bus \_\_\_\_\_ train \_\_\_\_\_ other \_\_\_\_\_ (explain) \_\_\_\_\_

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will \_\_\_\_\_  
BASEBALL TOURNAMENT

10. Source of funds for trip: 501C

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

11. Have the locations of the nearest emergency facilities been obtained? Yes  No \_\_\_\_\_

12. Have forms for parent's or guardian's permission been obtained? Yes  No \_\_\_\_\_

13. If hiking or camping activity:

a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? Yes \_\_\_\_\_ No

b. Has the area been checked for potential hazards? Yes  No \_\_\_\_\_

c. Has the School Police Department been notified of the trip? Yes \_\_\_\_\_ No

#### APPROVALS:

Principal or Asst. Principal: [Signature] Date: 3/12/24

Board of Trustees\*: \_\_\_\_\_ Date: \_\_\_\_\_

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

Request for Approval of School Organized Trip

Revised January 2012

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

Check the appropriate box: [ ] Field Trip [ ] School Journey [ ] Curricular Trip [ ] Athletic Trip [ ] Curricular Buss Tour [x] OTHER (Describe) Conference

Name of School: Palisades Charter High School Employee Supervising trip Mr. David Pickard Certified [x] Non-Cert. [ ] Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER All Grade Levels

1. Destination Warner Center Marriott, Woodland Hills Are admission fees charged? Yes [x] No [ ] 2. Dates of Trips April 6-7, 2024 3. Number of Students 20 Number of adults 2 4. Name and employee number of employee who will go on trip: Mr. David Pickard

5. Substitute required? Yes [ ] No [x] How Many? N/A Source of funds N/A 6. Time schedule required by school: Leave School N/A Arrive destination 8:00 a.m. Leave destination 4:00p.m. Return school N/A

7. Duration of trip: Less than one day [ ] One day [ ] Overnight [x] (if overnight, how many days?) 2 8. Method of transportation: School bus (indicate number required) [ ] Walking [ ] Automobile [x] Public Carrier: airplane [ ] boat [ ] bus [ ] train [ ] other [ ] (explain)

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will participate in political and social debates, take part in a political activism fair, and build relationships with students from around Southern California

10. Source of funds for trip Bowler club, parent donations, Scholarships

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

11. Have the locations of the nearest emergency facilities been obtained? Yes [x] No [ ]

12. Have forms for parent's or guardian's permission been obtained? Yes [x] No [ ]

13. If hiking or camping activity: N/A a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? Yes [ ] No [ ] b. Has the area been checked for potential hazards? Yes [ ] No [ ] c. Has the School Police Department been notified of the trip? Yes [ ] No [ ]

APPROVALS: Principal or Asst. Principal Date:

Board of Trustees\* Date:

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

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

Name of School: Palisades Charter High School Employee Supervising trip: Steve Engelmann Certified  Non-Cert.  Telephone Number: (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER \_\_\_\_\_

1. Destination: Pinecrest Are admission fees charged? Yes \_\_\_\_\_ No  2. Dates of Trips: 4/17-4/19 3. Number of Students: 8 Number of adults: 1 4. Name and employee number of employee who will go on trip: Steve Engelmann 612849-0

5. Substitute required? Yes  No \_\_\_\_\_ How Many?: 3 days Source of funds: Forestry Challenge 6. Time schedule required by school: Leave School 8 AM Arrive destination 3 PM Leave destination 12 Return school 6 PM 7. Duration of trip: Less than one day \_\_\_\_\_ One day \_\_\_\_\_ Overnight  (if overnight, how many days?): 3 8. Method of transportation: School bus (indicate number required) \_\_\_\_\_ Walking \_\_\_\_\_ Automobile  van Public Carrier: airplane \_\_\_\_\_ boat \_\_\_\_\_ bus \_\_\_\_\_ train \_\_\_\_\_ other \_\_\_\_\_ (explain) \_\_\_\_\_

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will participate in the Forestry Challenge Championship competition

10. Source of funds for trip: Forestry Challenge

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

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

APPROVALS: Principal or Asst. Principal \_\_\_\_\_ Date: \_\_\_\_\_ Board of Trustees\* \_\_\_\_\_ Date: \_\_\_\_\_

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

Submit by Email

Print Form

**Palisades Charter High School**

**REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS**

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

Name of Employee \_\_\_\_\_ Certified   
 School: **Palisades Charter High School** Supervising trip Benjamin Sands Non-Cert. \_\_\_\_\_  
 Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER \_\_\_\_\_

1. Destination UC San Diego Are admission fees charged? Yes \_\_\_\_\_ No \_\_\_\_\_  
 2. Dates of Trips 4/27/24-4/28/24 3. Number of Students 15 Number of adults 2  
 4. Name and employee number of employee who will go on trip: Benjamin Sands

5. Substitute required? Yes \_\_\_\_\_ No  How Many? \_\_\_\_\_ Source of funds \_\_\_\_\_  
 6. Time schedule required by school: Leave School \_\_\_\_\_ Arrive destination \_\_\_\_\_  
 Leave destination \_\_\_\_\_ Return school \_\_\_\_\_

7. Duration of trip: Less than one day \_\_\_ One day \_\_\_ Overnight  (if overnight, how many days?) 2 days 1 night  
 8. Method of transportation: School bus (indicate number required) \_\_\_ Walking \_\_\_ Automobile  Private transport  
 Public Carrier: airplane \_\_\_\_\_ boat \_\_\_\_\_ bus \_\_\_\_\_ train \_\_\_\_\_ other \_\_\_\_\_ (explain) \_\_\_\_\_

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will be able to debate international issues using critical thinking skills. They are learning to be solution oriented. (Model U.N.) - Triton Min

10. Source of funds for trip Donation/Booster Club

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

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

**APPROVALS:**  
 Principal or Asst. Principal \_\_\_\_\_ Date: \_\_\_\_\_  
 Board of Trustees\* \_\_\_\_\_ Date: \_\_\_\_\_

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