



Palisades Charter High School

Board Meeting

Date and Time

Tuesday September 17, 2024 at 5:00 PM PDT

Location

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

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

SUPPORTING DOCUMENTATION:

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

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Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A.	Call the Meeting to Order	Sara Margiotta	
B.	Record Attendance and Guests		2 m
C.	Public Comment		30 m
<p><i>"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</i></p> <p>Google Form Public Comment Procedure: A Google form is available 24 hours prior to the meeting for Public Comment. Please refer to the Dewey Dolphin email or copy/paste this link https://forms.gle/kSsxkvL6T9GgXpdEA. Your comment will be read aloud by the Board Vice Chair. Public comments submitted through the Google form will be read after the public comments presented live at the meeting. General public comments not read after 60 minutes will be included in the meeting minutes. Due to public meeting laws, the Board can only listen to your comment, not respond or take action. Comments are limited to two (2) minutes, per person and one cannot cede their time to another. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</p>			
D.	Election Committee Update Special Election	Vote Sara Margiotta	5 m
E.	Approve Minutes Approve minutes for Board Meeting on August 20, 2024	Approve Minutes Sara Margiotta	2 m
II. Organizational Reports			5:39 PM

	Purpose	Presenter	Time
A. Student Report	FYI	Charlie Speiser	3 m
B. Parent Report	FYI	Kristina Irwin, Roger Crystal, Jessica Recinos	3 m
C. Represented Classified Staff Report	FYI	Andrew Paris	3 m
D. Unrepresented Classified Staff Report	FYI	Dr. Martha Monahan	3 m
E. Faculty Report	FYI	Maggie Nance, Nicholas Albonico	3 m
F. Human Resources Director (HR) Report	Vote	Dr. Martha Monahan	5 m

Change of one (1) Tech I position to one (1) Tech II position - Vote

Local Assignment Option: Newbill, Ye - Vote

Introduction of the Fiscal Director

Presentation of job description for AD/AP Special Education

G. Director of Operations Report	FYI	Rafael Negroe	3 m
H. Director of Information Technology Report	FYI	Jeff Roepel	5 m
I. Admin. Safety and Security Team	FYI	Brooke King	3 m
J. Director of Development Report	FYI	Rene Rodman	3 m
There is nothing to report at this time.			
K. Chief Business Officer (CBO) Report	FYI	Joseph Lin	3 m
L. Executive Director/Principal (EDP) Report	FYI	Dr. Pam Magee	5 m

III. Board Committees (Stakeholder Board Level Committees) 6:21 PM

A. Academic Accountability Committee Update	FYI	Maggie Nance	5 m
B. Budget & Finance Committee Update	FYI	Sara Margiotta	5 m
C. Charter Committee Update	FYI	Sara Margiotta	5 m

	Purpose	Presenter	Time
IV. Board Committees (Board Members Only)			6:36 PM
A. Board Members Only - Committee Updates	FYI	Various	5 m
<ul style="list-style-type: none"> • Audit Committee • Grade Appeal Committee • Survey Committee 			
V. Academic Excellence			6:41 PM
A. Santa Monica College Dual Enrollment Agreement	Vote	Dr. Pam Magee	5 m
B. Virtual Options at PCHS	FYI	PCHS Administrators	5 m
VI. Athletics			6:51 PM
A. CIF Membership Renewal Application	Vote	Rocky Montz/Adam Licea	5 m
VII. Finance			6:56 PM
A. 2023-24 Unaudited Actuals Report	Vote	Joseph Lin	5 m
Board Motion: "To approve the 2023-24 Unaudited Actuals Report"			
B. 2024-25 Budget Update	FYI	Joseph Lin	5 m
C. 2024-25 EPA Budget	Vote	Joseph Lin	5 m
Board Motion: "To approve the 2023-24 Unaudited Actuals Report."			
VIII. Consent Agenda: Finance Items			7:11 PM
A. School Organized Conferences/Trips	Vote	Sara Margiotta	5 m
March 3-March 6 Attendee: Mr. Adam Licea Austin, TX SXSW Education Conference			
December 4-December 7 Attendee: Mr. David Pickard San Antonio, TX ACTE's Career Tech Vision Conference			

	Purpose	Presenter	Time
September 27-September 28 Supervising Employee: Bud Kling Sage Hill HS - New Port Beach, CA Tennis Camp			

IX. New Business / Announcements 7:16 PM

- | | | | | |
|--|--|-----|----------------|-----|
| A. | Announcements / New Business | FYI | Sara Margiotta | 1 m |
| Monthly Board Meeting: Tuesday, October 15, 2024 at 5:00pm in Gilbert Hall | | | | |
| B. | Announce items for closed session, if any. | FYI | Sara Margiotta | 1 m |

X. Closed Session 7:18 PM

- | | | | | |
|--|--|------|--------------------|-----|
| A. | Conference with Legal Counsel - Anticipated Litigation | Vote | | 5 m |
| <ul style="list-style-type: none"> • Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: (one potential cases) | | | | |
| B. | Employee complaint/Assignment/Discipline/Dismissal/Release | Vote | Dr. Martha Monahan | 5 m |
| <ul style="list-style-type: none"> • (Govt. Code section 54957) (Education Code section 44929.21) | | | | |
| C. | Potential Litigation | Vote | | 5 m |
| <ul style="list-style-type: none"> • Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9 | | | | |

XI. Open Session 7:33 PM

- | | | | | |
|-----------|---|-----|----------------|-----|
| A. | Return to Open Session | FYI | Sara Margiotta | 1 m |
| B. | Report Out on Action Taken In Closed Session, If Any. | FYI | Sara Margiotta | 1 m |

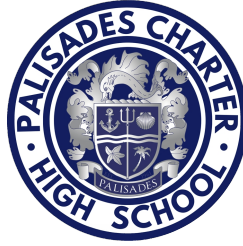
XII. Closing Items 7:35 PM

- | | | | | |
|-----------|-----------------|-----|----------------|-----|
| A. | Adjourn Meeting | FYI | Sara Margiotta | 1 m |
|-----------|-----------------|-----|----------------|-----|

Coversheet

Approve Minutes

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



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday August 20, 2024 at 5:00 PM

Location

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

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Trustees Present

Amir Ebtehadj, Andrew Paris, Jessica Recinos, Kiumars Arzani, Kristina Irwin, Maggie Nance, Martha Monahan, Nicholas Albonico, Roger Crystal, Sara Margiotta

Trustees Absent

None

Trustees who left before the meeting adjourned

Kristina Irwin

Ex Officio Members Present

Dr. Pam Magee

Non Voting Members Present

Dr. Pam Magee

Guests Present

Charlie Speiser, Jeff Roepel

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 Aug 20, 2024 at 5:12 PM.

B. Record Attendance and Guests

C. Public Comment

Anonymous commented online:

We had a lackluster meeting with my daughter's counselor last year and the same situation is playing out this year. It took months to get in and she was not responsive to email either. Once we met, it wasn't great in terms of direction, guidance or insight. I left feeling like we probably wouldn't ever meet again. With such a big school, it feels really important to have engaged, responsive counselors. I basically feel we might as well not have a counselor at all. Could you survey parents so we can anonymously share which counselors are helpful and which are not? And why is Dr Lee so committed to high standards yet hundreds of parents are furious about this on the grade-group chats? It's really frustrating. Pali needs to replace people who don't want be there anymore.

D. Approve Minutes

Kiumars Arzani made a motion to approve the minutes from Board Meeting on 06-18-24. Andrew Paris seconded the motion.

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

Roll Call

Jessica Recinos	Abstain
Roger Crystal	Abstain
Maggie Nance	Aye
Nicholas Albonico	Aye
Kristina Irwin	Aye
Martha Monahan	Abstain
Andrew Paris	Aye
Amir Ebtehadj	Abstain
Sara Margiotta	Aye
Kiumars Arzani	Aye

II. Organizational Reports

A. Student Report

Charlie Speiser

- Great first week
- Spirit week this week
- First football game this weekend

B. Parent Report

Nothing to report.

C. Represented Classified Staff Report

Andy Paris

- Great first week
- Things flowed well
- Cafeteria is serving all!

D. Unrepresented Classified Staff Report

Martha Monahan

- Great first week of school
- Maintenance staff is working like crazy with great new system

E. Faculty Report

Maggie and Nick

- Teachers want TAs back
- Good first week, great kids!

F. Human Resources Director (HR) Report

Martha Monahan:

We need to approve the Local Assignment Options for the 4 teachers that are teaching outside of their credential areas. Until a few years ago, you could teach one period outside of your credential, but now everyone needs to be credentialed unless the board approves it.

Kiumars - will this not cause problems with our authorizer?

Martha - no. This is the protocol.

Martha went through each teacher and why they need the credential.

Nicholas Albonico made a motion to approve Local Assignment Option for certificated employees to work outside their primary credential area.

Amir Ebtehadj seconded the motion.

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

Roll Call

Jessica Recinos	Aye
Kiumars Arzani	Aye
Andrew Paris	Aye
Sara Margiotta	Aye
Maggie Nance	Aye
Martha Monahan	Abstain
Kristina Irwin	Aye
Nicholas Albonico	Aye
Amir Ebtehadj	Aye
Roger Crystal	Aye

Martha introduced Joseph Lin and recommended that we approve his contract.

Maggie asked if he had been a CBO before and he has not but will be taking a CBO course this year.

Kiumars Arzani made a motion to approve CBO contract.

Roger Crystal seconded the motion.

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

Roll Call

Amir Ebtehadj	Aye
Kiumars Arzani	Aye
Sara Margiotta	Aye
Roger Crystal	Aye
Maggie Nance	Abstain
Nicholas Albonico	Aye
Andrew Paris	Abstain
Kristina Irwin	Aye
Jessica Recinos	Abstain
Martha Monahan	Abstain

Martha introduced the contract for the new Independent Director of Development, Rene Rodman.

Kiumars Arzani made a motion to approve the Director of Development contract.

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

Roll Call

Andrew Paris	Abstain
Maggie Nance	Abstain
Jessica Recinos	Abstain
Sara Margiotta	Abstain
Kristina Irwin	Aye
Martha Monahan	Abstain
Kiumars Arzani	Aye
Amir Ebtehadj	Aye
Nicholas Albonico	Abstain
Roger Crystal	Aye

Robert Quinn has been hired as a temporary employee to take over the job of Fiscal Director as it is currently empty. He will make no more than \$10,000, and has a \$150 an hour contract.

Nick: What is a Fiscal Director?

Mr. Lin: keeps accounts, helps CBO with budgeting and reports.

Maggie: Is this job floated? If we hire will we end his contract?

Martha: He does various jobs. We will not get rid of him necessarily if we hire a Fiscal Director.

Kuimars: The contract is good to have because there is a lot of work to do.

Jessica: Do we evaluate him?

Martha: We do not do performance evaluations of contract employees.

Sara: But we check their work.

Martha presented the updated job description of the Administrative Director/Assistant Principal of Counseling and Academic Planning

There are no substantial changes to the job description, but it is a reflection of the job as it's being done.

Martha updated us on the updated Title IX policy.

Training is coming. It has been significantly updated.

The main changes are how people file and how we process a Title IX complaint. The federal government has mandated the change of terms and is requiring the laying out of a Title IX complaint. Filing, process, and appeal.

Martha shared the new employees! It was an active summer in terms of hiring and we are happy in terms of our hires.

All the employees are replacements of existing positions except the Nurse's office assistant.

G. Director of Operations Report

Stands as submitted.

H. Director of Information Technology Report

I. Admin. Safety and Security Team

Nothing to report.

J. Director of Development Report

Nothing to report. Annual fundraising was underway.

K. Chief Business Officer (CBO) Report

Joseph Lin: In process of closing the books from last year. We will have a budget to actuals report next month.

L. Executive Director/Principal (EDP) Report

Pam Magee:

1) Very exciting beginning with a lot of NEW energy. New roles, new perspectives with lots of new developments and people!

Tyler Ferrell, Diana Kim, and Joseph Lin are all new.

2) We want to celebrate Dr. Chris Lee and his transition out of Pali. We cannot overstate what Dr. Lee has done for this school. In all of his roles, he has kept students at the forefront. This and so much more! We wish him all the best. He is leaving behind a legacy.

Amir thanked him too!

3) Teacher assistants - the reason was that we had over 300 students asking to be TAs. We had under-enrolled classes that we wanted to fill and we wanted kids in places where they can learn. The priority was to put kids into classes.

III. Governance

A. Board on Track Training

Sara introduced Board on Track training. We have trainers here remotely to train us on the software.

Yuna Shin presented a platform overview of the software.

Amir: Do you share our data anywhere?

Yuna: Not at all.

Maggie: Do we have all of the capacities?

Yuna: Yes.

Kuimars: Surveys?

Yuna: Except surveys because that is a new feature.

We thanked her and she is sending us an email to follow up.

B. Election of Board Officer - Board Chair

Sara introduced the election of the Executive Board.

Kuimars and Maggie lauded Sara.

Kiumars Arzani made a motion to nominate Sara Margiotta to Chair.

Andrew Paris seconded the motion.

Sara was lauded.

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

Roll Call

Jessica Recinos	Aye
Sara Margiotta	Abstain
Kristina Irwin	Aye
Martha Monahan	Aye
Nicholas Albonico	Aye
Maggie Nance	Aye
Andrew Paris	Aye
Amir Ebtehadj	Aye
Kiumars Arzani	Aye
Roger Crystal	Aye

C. Election of Board Officer - Board Vice Chair

Sara Margiotta made a motion to elect Maggie Nance as Vice-Chair.

Amir Ebtehadj seconded the motion.

No discussion.

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

Roll Call

Amir Ebtehadj Aye
Jessica Recinos Aye
Sara Margiotta Aye
Andrew Paris Aye
Roger Crystal Aye
Martha Monahan Aye
Kiumars Arzani Aye
Maggie Nance Abstain
Kristina Irwin Aye
Nicholas Albonico Aye

D. Election of Board Officer - Board Secretary

Sara - this is not that hard of a job. She has done it. You can get a good awareness of what is happening.

You get to sit in on the agenda-setting meeting.

Sara Margiotta made a motion to nominate Amir Ebtehadj.

Andrew Paris seconded the motion.

We discussed what it entails and Amir accepted the nomination.

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

Roll Call

Martha Monahan Aye
Andrew Paris Aye
Roger Crystal Aye
Maggie Nance Aye
Jessica Recinos Aye
Amir Ebtehadj Abstain
Kristina Irwin Aye
Nicholas Albonico Aye
Kiumars Arzani Aye
Sara Margiotta Aye

IV. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

Maggie: We don't have a Board representative on the committee right now, but Maggie Nance will attend and report until someone can take her place.

Sara: The AAC could be given the responsibility of looking at instructional minutes. Should we task them with some solutions and recommendations?

Pam: It's an immediate need. We have some concerns to resolve.

Kuimars: How are we making sure teachers are following their pacing plan? How are they creating lesson plans that follow that? How are you teaching? Is the AAC looking at teachers' pacing plans? Ensuring teaching is going on?

Pam: The PLCs and administrators do that. The committee hears presentations from each department, but that oversight is happening with PLCs, SLCs, and administrators.

Kuimars: How is the committee ensuring that standards are being taught? If they aren't, perhaps they should rethink what they do. Do we have a system in place to make sure we are covering the standards?

Pam: We do have that process, but it's not that committee.

Sara Margiotta made a motion to task the AAC to review the current arrangements for instructional minutes to better address state compliance and professional development needs.

Nicholas Albonico seconded the motion.

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

B. Budget & Finance Committee Update

Sara: Everyone needs to do committee work. It's the administrative and fiscal piece of what we do. It's very detail-oriented. They are overseeing the fine details in the budget so the board can focus on the higher level oversight. We meet once a month. It takes place on a Monday, monthly. We always strive for consensus. We need board members and/or parents in general. It's a crucial piece of the work we do at this school.

It's this Monday 8/26, at 3:30 PM in the library. Everyone is welcome.

C. Election Committee Update

Sara: Nothing to report that has happened, but we need to hold a special election.

Tyler Farrell moved category from faculty to administration and needed to vacate his seat as a faculty member.

Sara and Kristina discussed the commitment. Sara is happy to sit on the committee.

We need to sit this committee so we can elect a new member.

D. Charter Committee Update

Sara: Charter renewal is 25-26. We need to get started on this.

V. Board Committees (Board Members Only)

A.

Board Members Only - Committee Updates

Nothing to report. Nothing has met.

VI. Academic Excellence

A. Independent Study Contract

Dr. Lee: Thank you for nice words about me leaving.

Independent Study Contract. Stands as submitted. It's our Virtual Academy and every year the Board needs to approve the contract.

Sara: What is the timing with doing the courses? How do you switch in and out? Entering and finishing?

Chris: If there are kids that need to move in because they are in the hospital or facilities then they could go in late. Otherwise, it matches the calendar.

Sara: It's not written that there are exceptions to who gets in mid-semester as opposed to those who are denied entry because the semester has already started. Can a full in-person student drop a class and move to virtual? I don't like my teacher, I am having a hard time, and I want to go online. Is that possible?

Chris: No. Maybe a kid with a 504 or IEP will drop a class and take a class online. It's not part of the Virtual Academy.

Kuimars: If we have a group of students that are here and we get their enrollment and can then they go online? Part time? What about a kid who goes to the hospital?

Chris: Hospitals used to have full-time schools. They don't have that anymore. We are responsible to provide them an education if they stay at Pali.

I think there is some confusion.

Kuimars: No. Can a kid go to Virtual Academy for one class?

Chris: No. If a kid is in a full-time program, he cannot just go to Virtual Academy. To be a virtual student a majority of their classes must be taken in virtual.

Kuimars: Asked and got answers about how we serve kids in special ed.

Jessica: How many kids are in Virtual Academy?

Chris: 200 right now. We have caps. We cannot have more than 10% and we have to have teachers to teach it.

Chris - I advocate that the Board look into School refusal.

Amir - How many online kids have 504 or IEPs?

Chris - Not sure. Would have to look.

Kuimars - Do we get SB 740 money at Pali? We are a Prop 39 school so we may not qualify. Please look into it. Who is getting that money?

Chris - this contract has been vetted by the legal team.

Maggie - there is great concern from the faculty regarding academic integrity in the Virtual Academy.

Sara would like to see the rules of timing.

Sara Margiotta made a motion to approve the 2024-25 Independent Study Contract and the revised independent study policy with the caveat that it be revised to outline the times at which and the circumstances under which a student is allowed to enter the independent study program.

Kiumars Arzani seconded the motion.

Chris and Tyler gave additional information about kids returning to in-person classes.

Kuimars asked about kids coming back into in-person. Virtual Students are Pali students. They can go in and out of Virtual, but they are Pali students.

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

Roll Call

Amir Ebtehadj	Aye
Andrew Paris	Aye
Sara Margiotta	Aye
Roger Crystal	Aye
Maggie Nance	Aye
Kiumars Arzani	Aye
Martha Monahan	Aye
Kristina Irwin	Absent
Jessica Recinos	Aye
Nicholas Albonico	Aye

B. FCMAT Study Presentation

Pam introduced Tammie Wilson and Dr. Carolynne Beno and their report.

This process was school-initiated and this report will be public.

Dr. Beno - FCMAT came and interviewed people. Their recommendations were based on onsite research.

They use a deficit model. They speak to places we need to be better. We have a few standouts, but by design they only address the negative.

Our continuum of services - Do we have kids in the LRE? Kids in general ed do much better. There are three metrics we use and we met them all.

Collaborative Teaching Program - Recommend that we expand that collaborative teaching program and we train teachers and create a master schedule that allows that.

Pull-Out academic courses - We could strengthen this. We have pull-out courses that are only for Special Ed. The tendency statewide is to phase this out. We have the special ed kids together in a support class as opposed to having those kids in a regular ed class, close the support classes, and put the special ed teacher in the regular ed classes to support.

Tammie discussed our planned roll-out.

Dr. Beno
Staffing.

- Looked at administration and administrative support. (Tammie and administrative coordinator.)
- Staffing is about right administratively.
- Teacher staffing is slightly higher but that will be needed as we move to collaboration. We already have more staff, but we can use it as we move to new model.
- Instructional aide staffing - most of them are one-on-one. Instructional aides are very hard to find. Kids are coming in with existing plans that need one-on-one aides. The aides could be providing support in the general ed class if you shifted that model. When a kid has an aide, parents don't want to remove it. But it should be looked at.
- The hiring of a school psychologist hire is a good idea. That person can help with assessment to reduce one-on-one aides.
- Related service provider staffing - we have an appropriate number of contracts.
- School nurse staffing - Nurses are very hard to find and we're lucky to have one. We need more nurse full time. We have less than normal. The assistant is a best practice. Our plan is a good one.

IEP related suggestions

- We need more people trained to sit in IEPs
- We need a special place
- They need to be more efficient
- Training on agenda

How much money does the general fund contribute to special ed?

- Special ed is unfunded, so the general fund has to contribute.
- We are efficient and spend less than most places, but the school psychologist will offset that.

Questions:

Andy - don't we have a school psychologist?

Tammie - yes, and now we have another one.

Kuimars: How many kids are receiving services.

8-12% of kids are receiving services.

A discussion ensued about our levels of kids receiving services and how it will look at charter renewal.

C. College Course Weighting Policy Proposal

Chris proposes to have a Community College course weighted twice on a students' transcript so the kids' GPAs will be higher if they take classes at Community Colleges.

We discussed the pros and cons.

Jessica Recinos made a motion to Approve the policy.

Nicholas Albonico seconded the motion.

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

Roll Call

Maggie Nance	No
Roger Crystal	Aye
Nicholas Albonico	Aye
Kiumars Arzani	Aye
Jessica Recinos	Aye
Martha Monahan	Aye
Amir Ebtehadj	Aye
Sara Margiotta	Abstain
Andrew Paris	Abstain
Kristina Irwin	Absent

VII. Finance

A. Form 130-Cal OES (for FEMA Grant)

We reviewed and discussed the Form 130 Cal OES (for FEMA grants.)

This is for disaster grants such as fire mitigation, California state-only disasters, hazard mitigation, flood mitigation, etc. as outlined on the form presented.

We need to sign it and file it with the minutes.

Nicholas Albonico made a motion to approve the form 130-CalOES (Fema Grant).

Martha Monahan seconded the motion.

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

Roll Call

Jessica Recinos	Aye
Nicholas Albonico	Aye
Martha Monahan	Aye
Kristina Irwin	Absent
Kiumars Arzani	Aye
Andrew Paris	Aye
Roger Crystal	Aye
Maggie Nance	Aye
Amir Ebtehadj	Aye
Sara Margiotta	Aye

B. 2023-24 Prop 28 Annual Report

Joseph Lin

-Approve the Prop 28 annual report.

-It's how much we spent on the Arts, Music, and Schools funding. It was \$380,000 and we spent none of it. We have three years to spend and are working on a plan with the VAPA department and other qualifying departments for those funds.

Kuimars:

How can it be spent?

Joseph:

80% on certificated and classified staff

20% supplies

1% indirect costs

Kiumars Arzani made a motion to approve the 2023-24 Prop 28 annual report.

Martha Monahan seconded the motion.

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

Roll Call

Amir Ebtehadj	Aye
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Roll Call

Martha Monahan Aye
Roger Crystal Aye
Kristina Irwin Absent
Andrew Paris Aye
Sara Margiotta Aye
Nicholas Albonico Aye
Maggie Nance Aye
Kiumars Arzani Aye
Jessica Recinos Aye

C. 2024-2025 CharterSAFE Insurance Renewal

Joseph Lin

The CharterSAFE Insurance Policy

It increased by 15% on one side, and 11% on the other side.

Kuimars:

Do we share any of this cost with the district?

Joseph:

No.

Sara:

Did we look at other providers?

Joseph:

I wasn't here.

Kuimars:

There will be no cheaper insurance.

Kiumars Arzani made a motion to Approve the 2024-25 CharterSAFE Insurance Renewal.

Roger Crystal seconded the motion.

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

Roll Call

Maggie Nance Aye
Roger Crystal Aye
Sara Margiotta Aye
Nicholas Albonico Aye
Andrew Paris Aye
Amir Ebtehadj Aye
Martha Monahan Aye
Kristina Irwin Absent
Jessica Recinos Aye
Kiumars Arzani Aye

D. Updated Certificate of Signatures

Joseph Lin:

We need to update the authorized signature for contracts, and other checks.

The recommendation is to remove Chris Lee, Monica Iannessa, and Juan Pablo Herrera.

We are adding Joseph Lin, Jeff Roepel, and Tyler Farrell.

A majority of the Board needs to sign it tonight.

Sara: Do I need a backup? I am the only Board signator.

Joseph: No.

Sara Margiotta made a motion to Approve the updated signatures.

Kiumars Arzani seconded the motion.

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

Roll Call

Andrew Paris	Aye
Martha Monahan	Aye
Kristina Irwin	Aye
Amir Ebtehadj	Aye
Roger Crystal	Aye
Jessica Recinos	Aye
Maggie Nance	Aye
Kiumars Arzani	Absent
Sara Margiotta	Aye
Nicholas Albonico	Aye

E. 2022-2023 Form 990 & Tax Return

Joseph Lin:

This is our tax return. It will published on website.

Amir Ebtehadj made a motion to Approve the 2022-2023 Form 990 and Tax Return.

Nicholas Albonico seconded the motion.

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

Roll Call

Amir Ebtehadj	Aye
Martha Monahan	Aye
Kristina Irwin	Absent
Nicholas Albonico	Aye
Roger Crystal	Aye
Sara Margiotta	Aye
Andrew Paris	Aye
Kiumars Arzani	Aye

Roll Call

Maggie Nance Aye
Jessica Recinos Aye

VIII. Consent Agenda: Finance Items

A. School Organized Conferences/Trips

Sara:

Trip for Dr. Magee

Kiumars Arzani made a motion to approve the consent agenda.

Nicholas Albonico seconded the motion.

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

Roll Call

Roger Crystal Aye
Amir Ebtehadj Aye
Andrew Paris Aye
Maggie Nance Absent
Jessica Recinos Aye
Kristina Irwin Aye
Kiumars Arzani Aye
Sara Margiotta Aye
Martha Monahan Aye
Nicholas Albonico Aye

IX. New Business / Announcements

A. Announcements / New Business

Annual goal setting retreat is Saturday, September 14, 2024 at 10:00 AM
It will be in the Swarthmore room at Palisades Village.

The next regular meeting will be on Tuesday September 17, at 5:00 PM.

B. Announce items for closed session, if any.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:01 PM.

Respectfully Submitted,

Maggie Nance

Kristina Irwin left at 7:00 PM.

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 09_17_2024.pdf
Board Motion - Tech I to II 09_17_2024.pdf
Board Motion - LAO 09_17_2024.pdf
AD Student Support Services Final.pdf



**Human Resources Report
 Board of Trustees Meeting
 September 17, 2024**

Commission on Teacher Credentialing (CTC) Declaration of Need

Education Code (EC) and Title 5 Regulations (T5) provide local educational agencies (LEAs) with educator assignment options that can be used when an LEA is unable to assign a certificated employee with the appropriate credential. These options, known as Local Assignment Options (LAOs), allow flexibility at the local level and are used solely at the discretion of the LEA. governing board approval is required annually. This is intended to guarantee transparency in assignments, as board agendas are public and accessible to parents and stakeholder groups.

Local Assignment Approval is recommended for the following credentialed employees who work outside their primary credential area:

Peter Ye has a single subject credential in Music. He teaches the Marching Band class. Authorization is required for our students to receive Physical Education credit for this course.

Karen Newbill has a single subject credential in Biological Science. She teaches one elective class in Knitting/hobbies. Authorization is required for our students to receive elective credit for this course.

Tech I to Tech II

Due to the increasing tech needs at Pali and the dedication and expertise of our two current Tech I employees, PCHS administration recommends increasing the Tech II positions to two (2) and decreasing the Tech I positions by one (1). Employees at a Tech II level provide more advanced skills and expertise, allowing for greater efficiency and faster problem resolution, which ultimately reduces downtime and increases productivity as they can address more complex technical challenges. The Budget and Finance Committee has approved this request.

The following table illustrates the difference in cost of this change at each step.

Tech I vs Tech II Variances:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Hourly Wage	\$ 6.52	\$ 6.88	\$ 7.24	\$ 7.65	\$ 8.07	\$ 8.53	\$ 8.98	\$ 9.25	\$ 9.52
Annual Wage	\$ 13,556	\$ 14,309	\$ 15,069	\$ 15,921	\$ 16,784	\$ 17,734	\$ 18,688	\$ 19,234	\$ 19,810
Benefits	\$ 3,667	\$ 3,870	\$ 4,076	\$ 4,307	\$ 4,540	\$ 4,797	\$ 5,055	\$ 5,203	\$ 5,359
Total	\$ 17,223	\$ 18,179	\$ 19,146	\$ 20,228	\$ 21,324	\$ 22,531	\$ 23,744	\$ 24,437	\$ 25,169

Introduction of Fiscal Director

We are pleased to introduce Ms. Alexis Duston as our new fiscal director. Ms. Duston brings expertise in financial reporting, analysis, and reconciliation, managing and collecting accounts receivable, including credit analysis and customer communication. She is skilled in processing invoices, reconciling accounts, and managing vendor relationships, managing large datasets, including inventory and purchasing data. She is dedicated to process improvement and has demonstrated the ability to streamline financial operations and implement new systems and has knowledge of financial regulations and procedures. She is excited to join the Pali fiscal team.

Director/AP of Special Education

The job description for the Director/Assistant Principal of Special Education has been updated and is attached in the board meeting documents for your review.

Director/AP of Student Support Services

The job description for the Director/Assistant Principal of Student Support Services has been updated and is attached in the board meeting documents for your review.

Human Resources Activity

New Employees

Alexis Duston	Fiscal Director
Syr Riley	Special Education Instructional Assistant

July/August 2024 Releases, Resignations & Leaves

Dawn Pellerin	Special Education Teacher
Chris Lee	Director/AP of Academic Planning
Melodi Johnson	Special Education Coordinator
Tammie Wilson	Director/AP of Special Education

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

DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR TECH I TO TECH II CLASSIFICATION CHANGE

September 17, 2024

TOPIC/ AGENDA ITEM:

Approval of change of classification of a Tech I position to a Tech II position

PERSONNEL INVOLVED:

One IT Classified Employee

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The change of classification for this position will have an annual cost in the range of \$17,223 to \$25,169 including wages and benefits for one employee.

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

OPTIONS OR SOLUTIONS:

PCHS administration wishes to promote an employee from a Tech I to a Tech II position due to increased skills and expertise. Retention of employees with more advanced skills and expertise, allows for greater efficiency and faster problem resolution, which ultimately reduces downtime and increases productivity as they can address more complex technical challenges

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Board approve the classification change.

RECOMMENDED MOTION:

“To approve the change of classification of one Tech I position to a Tech II position”

Martha Monahan, Ed.D.
Director of Human Resources



PALISADES

CHARTER HIGH SCHOOL

DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR LOCAL ASSIGNMENT OPTIONS

September 17, 2024

TOPIC/ AGENDA ITEM:

Authorization of Local Assignment Options for employees who are working outside of their primary credential area.

PERSONNEL INVOLVED:

Four PCHS Certificated Staff Members

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

Education Code (EC) and Title 5 Regulations (T5) provide local educational agencies (LEAs) with educator assignment options that can be used when an LEA is unable to assign a certificated employee with the appropriate credential. These options, known as Local Assignment Options (LAOs), allow flexibility at the local level and are used solely at the discretion of the LEA. governing board approval is required annually. This is intended to guarantee transparency in assignments, as board agendas are public and accessible to parents and stakeholder groups.

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

The action requested of the Board today will allow PCHS to maintain compliance with California Statewide Assignment Accountability System (CalSAAS) requirements.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the Local Assignment Option for the following certificated employees:

Peter Ye

Karyn Newbill

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

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

RECOMMENDED MOTION:

“To approve Local Assignment Option for certificated employees, Peter Ye and Karyn Newbill, to work outside of their primary credential area.”

Martha Monahan, Ed.D.
Director of Human Resources

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: Director/Asst. Principal – Student Support Services

BASIC FUNCTION:

Under the direction of the Executive Director/Principal, the Director/Assistant Principal of Student Support Services works collaboratively with the principal in providing schoolwide leadership and promoting the success of all students. This position assumes leadership and responsibility for planning, organizing, directing the programs, activities, and operations of Student Support Services, including its subdivisions such as the Counseling Office, Health Office, Mental Health Team, and College and Career Center.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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

Plan, organize, and direct the programs, activities and operations of the Counseling and Academic Planning Department, Health Office and psychiatric social workers, as well as the alternative programs subdivisions such as Pali Academy, Virtual Academy, Credit Recovery and Independent Study, and manage intervention programs for the school

Direct the counseling office and the functions of the counseling office; supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary action

Set and ensure compliance with standards/policies for teachers, counselors, and classified staff performance, including response times for student/parent inquiries, attendance procedures, meeting attendance, work hours, etc., for assigned departments and divisions

Design and coordinate master schedule and programming; direct, plan, and organize the issuance of transcripts; communicate and oversee communications with parents and mediate issues related to classroom instruction for assigned departments and create room assignments for faculty

Plan, organize, and direct communications and information to meet student needs and assure smooth and efficient Independent Study program operations; provide consultation and assistance to administrators and staff regarding the placement, education, and follow-up of students enrolled in the Independent Study program; follow up on individual cases, as needed

Plan, organize, and direct the programs, activities and operations of the Health Office; promote health services and education and ensure that students reach their optimum physical, mental, emotional, and social capabilities; direct activities to ensure compliance with established policies, procedures, rules, and regulations

Maintain a variety of reports and files related to assigned activities. Maintain knowledge of current laws, regulations, and trends in the fields of counseling, guidance, planning and education; prepare comprehensive narrative and statistical reports; oversee counselor and SIS coordinator/SIS computer system for SST and 504s

Oversee the Work Experience Program in collaboration with faculty; and direct the college center and its staff to ensure proper support and guidance of matriculating students

Direct and support counseling staff, students, and teachers regarding grade appeals; plan, organize, and direct communications and information to meet student needs and ensure smooth and efficient academic counseling program operations; provide consultation and assistance to administrators and staff regarding the placement, education, and follow-up of students enrolled in PCHS programs; follow up on individual cases

Plan, conduct, and direct new student orientations in conjunction with the Attendance, Admissions, and Compliance administrator; support new students; provide technical expertise, information, and assistance to faculty and parents regarding assigned functions; assist in the formulation and development of policies, procedures, and programs to aide in the transition to high school

Plan, organize, and direct the programs, activities and operations of the Health Office; promote health services and education and ensure that students reach their optimum physical, mental, emotional, and social capabilities; direct activities to ensure compliance with established policies, procedures, rules, and regulations.

Coordinate and oversee Academic Decathlon

Communicate with administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; communicate and maintain contacts with parents, district, and community agencies. Serve on the Long-Term Strategic Planning Committee. Represent administration on school/board committees

Communicates regularly and works collaboratively with Director of Educational Services and Director of Special Education in developing programs and interventions to serve all students

Plan, organize, and direct Intervention Summer School

Develop and prepare a preliminary budget for assigned offices and departments, including all relevant subdivisions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; control and direct the department budget

Attend and conduct a variety of meetings, as assigned; serve on assigned committees; serve as representative at local and State meetings, conferences, and workshops

Serves as the Section 504 administrator: providing support, training and consultation to staff coordinating Section 504 plans

Assure compliance with applicable laws and regulations; maintain programs to comply with State and federal laws and programs including Title IX compliance

Plan, organize, and direct Study Center operations, activities, and development functions in support of students; coordinate and direct operations and activities to provide students with equal access to educational opportunities

Evaluate certificated and classified staff as assigned

Supervise senior activities and coordinate meetings with the senior class moderator

Revised 2024

Attends Board meetings and presents reports as requested by the Executive Director/Principal; reviews and presents Board items

Assists the Executive Director/Principal in carrying out other duties and responsibilities as directed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of counseling, academic planning, health and wellness, and other assigned departments and all relevant subdivisions
- Applicable laws, codes, regulations, policies, and procedures related to Education in general and other assigned areas.
- Due process in terms of student/parent/teacher conflict resolution
- Policies, goals, and objectives of the Counseling and Academic Planning program
- Budget preparation and control
- Oral and written communication skills
- Principles and practices of administration, supervision, and training
- Interpersonal skills using tact, patience, and courtesy
- Understand and use methods of collecting and organizing data and information

ABILITY TO:

- Plan, organize, and direct the programs, activities, and operations of the Student Support Services Department
- Assure compliance with applicable laws and regulations
- Assure fiscal stability of the Student Support Services programs
- Provide instructional leadership
- Train and evaluate the performance of assigned certificated and classified staff
- Communicate effectively both orally and in writing
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer, assigned office equipment, and software programs
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned activities
- Maintain knowledge of current laws, regulations, and trends in the fields of Counseling, Health and Wellness, and Education
- Provide opportunities for staff to develop and use skills in collaboration, leadership, and shared responsibility
- Promote equity, fairness, and respect among all staff members
- Attend and participate in student, staff, and school related functions
- Supervise students and spectators at athletic events and/or extra-curricular activities
- Create and support a positive and productive school climate for students, staff, parents, and community members
- Build a sense of teamwork, maintain high standards, demonstrate a positive attitude, and be relentless in the pursuit of excellence
- Demonstrate skills in decision-making, problem-solving, and conflict management

- Establish and maintain effective and cooperative relationships with management, other employees and persons contacted through the course of work; serve as part of the PCHS management team, maintaining effective and productive relationships with team members
- Maintain confidentiality
- Be visible on campus before, during, and after school
- Provide administrative oversight and supervision at IEP team meetings, as assigned.
- Provide the first level of intervention in employee discipline
- Practice the proper professional use of email and other communications

EDUCATION AND EXPERIENCE:

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Services Credential
- Valid California Driver's License
- Valid Teaching and/or PPS Credential
- Master's Degree Required

EXPERIENCE:

Any combination equivalent to:

- 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.
- Work history demonstrating dependability, reliability, excellent attendance, and positive evaluations

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

Executive Director/Principal (EDP) Report

Section: II. Organizational Reports
Item: L. Executive Director/Principal (EDP) Report
Purpose: FYI
Submitted by:
Related Material: EDP Board Report 09_17_2024 .pdf
2024_2025 Schoolwide Goals Draft .pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Executive Director/Principal Report Board of Trustees Meeting September 20, 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: Academic Achievement, Communication, Diversity, Student Socioemotional Well-being, and Health

2024-2025 Schoolwide Goals

The PCHS Board of Trustees, administrators, and student representatives from Pali Ambassadors, ASB Leadership, and various Student Unions met on Saturday, September 14 to review progress and provide feedback on the schoolwide goals for the coming year. This annual exercise included a summary of the guiding plans that are currently in place including the Local Control and Accountability Plan/Learning Continuity and Attendance Plan, Western Association of Schools and Colleges Action Plan (2024-2030), LAUSD Charter Authorization (2020-2026), and Annual 2023-2024 LAUSD Charter School Division Compliance Review. Each of these plans requires feedback from and vetting with educational partners. PCHS has established a clear vision and focus in each of these plans by layering common goals. Each plan reinforces the others by addressing similar areas which include academic achievement, communication, diversity, budget/development, and socioemotional well-being.

A working draft of the 2024-2025 Schoolwide Goals is included in the meeting materials.

Academic Achievement: Student Assessments - NWEA (Northwest Evaluation Association) MAP (Measures of Academic Progress)

PCHS is preparing to administer NWEA MAP assessments that will help us get to know our students so we can best encourage their strengths and fill any gaps in learning that may have occurred in the past few years. The NWEA MAP is an assessment tool used to measure achievement and growth in math, reading, and language use. This test helps educators know students' current academic levels and helps inform instructional strategies moving forward. Students will take the second round of NWEA MAP tests during second semester. This will provide important data to make informed decisions regarding areas of growth and areas where intervention is needed. As a public charter school, PCHS is required to show student academic growth. NWEA provides data to monitor student progress, quantify student achievement, and ensure that Pali students are progressing academically.

September 16-19 Test administration training for all teachers

September 24-26 NWEA Test Administration - Revised Bell Schedule

Day 1 – Science and Language Arts
 Day 2 – Reading
 Day 3 – Math

2023-2024 NWEA Results

MATH	LANGUAGE	READING	SCIENCE
71st percentile	74th percentile	62nd percentile	66th percentile
National median percentile based on US students.			
PCHS 11 th graders did not take Science; 12 th graders did not take Language and Science			

Department Data Analysis – Each Professional Learning Community (PLC) is engaged in analyzing a variety of data points to best assesses student progress, academic needs, and teacher training requests. Prompts and guiding questions include:

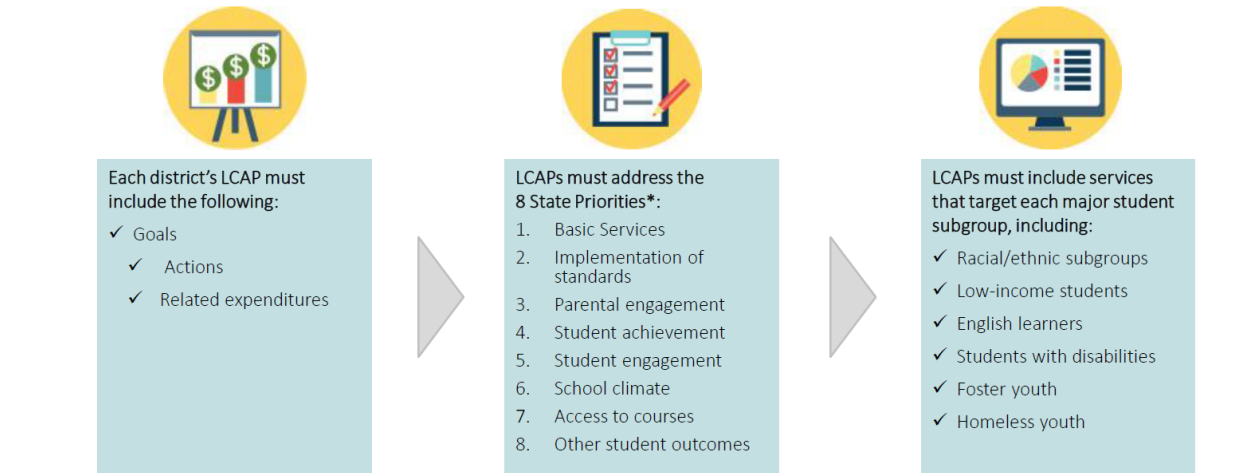
- Analyze CAASPP Data by grade level and ethnicity
- Which subgroups increased? Decreased? Why?
- Identify what strategies were effective and what needs to be improved.
- As a department/PLC, what training(s) are you interested in? (Examples: Collaborative Grouping, Feedback to Students, Differentiated Instruction, Student Engagement, Re-teaching a standard, 21st Century Skills, Culturally Responsive lessons, Depth & Complexity, etc.)

Long Term Strategic Planning (LTSP) - Long Term Strategic Planning meetings resumed on August 28. Representatives from each academic department, staff, administrators, students and parents participate in the monthly meetings which are open to all educational partners. Participants collaborate in monitoring five areas of strategic planning: Academic Achievement & Innovation; Development & Fundraising; Family & Community; Facilities & Modernization, and Technology. The focus of the first meeting was identification of actionable items that support the current Local Control Accountability Plan (LCAP) Goals and 2024-2030 WASC Action Plan. Essential documents and goals from the WASC Action Plan and LCAP are provided below. For more information about LTSP, look [HERE](#).

Next meeting - September 25 at 3:30PM (new time) in the PCHS library

The Local Control & Accountability Plan (LCAP)

All school districts must adopt a Local Control & Accountability Plan (LCAP), a **3-year plan** for how we will use state funds to serve all students (2024-2027).



2024-2025 LCAP Goals

Our educational partners provided input to develop 4 new LCAP goals for 2021-2024, in 2024-25 ,we are maintaining those goals

Identifying Action Items

Local Control and Accountability Plan

Feb LTSP: Preliminary LCAP Goal Development

Recap of PCHS Fiscal Priorities

WASC Goals

1. Increase Proficiency & Academic Achievement
2. Prepare graduates for post-secondary experiences
3. Safe & Positive School Environment
4. Modernization

The 2024-25 LCAP Goals also aligns with WASC Goals

ACTION PLAN GOAL #1: School Culture To establish steps and initiatives that support a positive school culture and climate, PCHS will foster positive student-peer relationships and prioritize mental wellness initiatives, as evidenced by improved student attendance rates, enhanced self-efficacy, increased sense of belonging, and broader participation and collaboration among student clubs.	ACTION PLAN GOAL #2: Student Academic Progress PCHS will ensure all students make sufficient progress by utilizing relevant academic data to track academic progress and plan and deploy appropriate interventions and enrichments. This could include differentiated in-class supports, SST, IEP and 504 accommodations, and Pali Period offerings.
<p>Specific Objectives to Achieve Overarching Goal</p> <p>PCHS will:</p> <ol style="list-style-type: none"> Promote regular attendance by creating a school-based Student Wellness Center and increasing communication with the parents /guardians of chronically absent students. Improve campus culture by increasing student awareness of safety procedures, conflict-resolution skills, digital citizenship, media literacy skills, and the importance of personal and academic integrity. Improve student access to curriculum that will allow them to hone skills needed to negotiate real-life challenges and achieve the aspirations spelled out in the PCHS mission statement. Cultivate Media Literacy skills needed to access, analyze, evaluate, and create messages for learning and effective communication. Train teachers in positive behavioral supports and strategies for positive classroom climate 	<p>Specific Objectives to Achieve Overarching Goal</p> <p>PCHS will:</p> <ol style="list-style-type: none"> Provide academic support for all students by utilizing relevant student academic data to identify, implement, and enhance intervention programs as measured by improved student academic progress and outcomes. Therefore, students will receive more timely and focused intervention when both staff and students can access assessment results in a centralized data system. Create pathways for advanced course enrollment in Math and Science by aligning the math curriculum with state standards and blueprints, and aligning the Science Curriculum with NCSS Standards and CAST blueprint, enhancing the curriculum with engaging, real-world relevance.
<p>Alignment with LCAP/SPSA Goals:</p> <p>LCAP Goal #3 Safe and Positive School Environment LCAP Goal #4 Modernization</p>	<p>Alignment with LCAP/SPSA Goals:</p> <ul style="list-style-type: none"> LCAP Goal #1 Increase Proficiency & Academic Achievement LCAP Goal #2 Prepare Graduates for Post-Secondary Experiences LCAP Goal #3 Safe & Positive School Environment Charter Renewal: For the 2020-2025 Charter Term, the LAUSD Board of Education approved renewal with the following benchmark: The Charter School shall demonstrate at least one performance level growth per academic year, as reported on the California School Dashboard, for "Students with Disabilities" in Math and as measured by CAASPP (SBAC) Assessment at a rate equal to or greater than the Resident Schools, to achieve and maintain the "Green" performance level or higher by the end of the charter term. In 2022, the Students with Disabilities student group Dashboard Math Indicator Status is Very Low, with an average DFS of -186.4, which is above the "Resident Schools" average DFS of -209.6 for the same student group. CSD will continue to monitor through oversight.

WASC Action Plan Goals

1. School Culture

PCHS will establish steps and initiatives that support a positive school culture and climate. PCHS will foster positive student-peer relationships and prioritize mental wellness initiatives, as evidenced by improved student attendance rates, enhanced self-efficacy, increased sense of belonging, a broader participation and collaboration among student clubs.

2. Student Academic Progress

PCHS will ensure all students make sufficient progress by utilizing relevant academic data to track academic progress and plan and deploy appropriate interventions and enrichments. This could include differentiated in-class supports, SST, IEP and 504 accommodations, and Pali Period offerings.

3. Professional Development

PCHS will provide consistent and embedded professional development scheduled throughout the year, that addresses an evolving and diverse school culture by implementing further culturally responsive teaching protocols, supports student academic needs, and regularly engages teachers in the school curricular and technological updates.

National Hispanic American Heritage Month

September 15 to October 15 is **National Hispanic American Heritage Month**. PCHS *Fuerza Unida*-LSU will join The Library of Congress and The Smithsonian among other nationally recognized public institutions to pay tribute to the generations of Hispanic Americans who have positively influenced and enriched our nation and society. PCHS will kickoff this celebration with an event in the Quad on September 23. *Fuerza Unida*-LSU will be celebrating the month with different activities over the next four weeks.

Professional Development for the Executive Director/Principal – Due to schedule conflicts, the EDP will be attending the ACSA Leadership Summit in San Diego rather than the CSDC

Conference in Saramento approved by the Board of Trustees in June 2024. Registration and travel costs are very similar (\$1844 Sacramento/\$1868 San Diego).

PALISADES CHARTER HIGH SCHOOL



STAFF 2024-25



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

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.

2024- 2025 Schoolwide Goals

Academic Achievement

PCHS will:

- Continue to focus on its educational program by re-evaluating and updating existing courses and instructional practices to include innovative and relative content.
- Endeavor to improve outcomes through providing relevant professional development in the best practices and latest research of instructional methodology.
- Utilize data from CAASP, NWEA, and Performance Matters common assessments to measure student growth and inform instruction, with the goal of improvements across all subgroups.

Student Socioemotional Well-Being

PCHS will:

- Limit social media usage at school.
- Phase 1: Create a mental health/wellness center (a part of the new WASC 6-year action plan).
- Publicize and advertise the Mental Health Team (signage, posting, etc.).
- Make the Mental Health Team more accessible for students.
- Explore hiring retired psychologists to directly support students.

Communication

PCHS will:

- Research appropriate resources to increase student access to pertinent information through consistent use of a single platform for student communication, which utilizes brief, colorful, easy to read information.

The goal for parent communication has been met through ParentSquare.

Budget/Development

PCHS will:

- Prioritize modernization.
- Increase enrollment and evaluate the expansion of facilities (long term).
- Align purchasing procedures and revise the purchase approval process.
- Maximize economies of scale for purchasing when possible.

Diversity and Culture

PCHS will:

- Ensure information accessibility for all students and involve students in creating student-focused messages.
- Push out resources to students frequently and consistently (Leadership Show, Schoology updates, classroom visits, etc.).
- Provide anti-bullying campaigns through social media, videos, and other platforms.
- Make sure students can reach out for support and know how to do so.
- Provide surveys for students that measure needs and success of efforts (pre-survey, mid-semester survey, and end of semester survey)
- Involve teachers in campaigns and activities to increase understanding and buy-in.
- Promote the relevance for improving mental health, reducing stigma, and increasing well-being.
- Monitor progress each semester.

DRAFT

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 08_29_2024.pdf
AAC Board Report 09_17_2024.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

ACADEMIC ACCOUNTABILITY COMMITTEE

Regular Meeting

August 29, 2024

Room D204

3 pm

I. PRELIMINARY – 5 minutes

A. Call to Order and Roll Call M Ngo

Attendance: Michael Friedman, Randy Tenansnow, Minh Ha Ngo, Nicole Newble, Melissa Harris, Taylor Regen, Stewart Wilson-Turner, Casey Scaduto, Tyler Farrell, Rebecca Houriani

B. Approval of Minutes: 4/29//2024

Motion to Approve the minutes: Melissa Harris

Seconded by: Casey Scaduto

Minutes approved by all in attendance.

Abstained

II. PUBLIC COMMENTS – max 16 minutes

No public comment

III. Meeting Time and Date

A. Agreement on meeting time and date. Last Thursday of each month. November will be the last Thursday of the working month on November 21. The meeting time is 3 pm

III. Member Composition of meeting. Voting new representatives September 2024 meeting

- A. Seven teachers, 3-4 parents, two students, one administrator
- B. Teachers must be the plus-one representation
- C. Casey and Ji-Woon will be our student representatives
- D. Tyler Farrell administrator representative
- E. Parent Interest: to be determined in October
- F. Teacher Composition: UTLA representative and six other teacher members

IV. Newsletter Communication will be sent for Parents and Faculty to join the AAC committee

V. Goals

A. Bell Schedule and Instructional Minutes



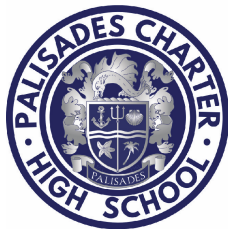
PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

- B. Communication between athletics/academics and eligibility
- C. Pali Period
- D. Course Options and T.A.'s

VII. Next Meeting is September 26, 2024

DRAFT



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Academic Accountability Report Board of Trustees Meeting September 17, 2024

August 29, 2024 Meeting Recap

The AA Committee met for the first time for the 2024-25 school year. No department/program presentations were scheduled.

Committee Membership:

- 7 Faculty Members (Counselors and/or Teachers)
- 3 Parent Seats
- 2 Students
- 1 Administrator

The committee will solidify its membership at the next meeting on September 25 so anyone interested in serving on the committee will need to be in attendance. The committee would like faculty representation from all departments. Past members have largely been from the English and Math departments.

Meeting minutes and copies of the presentations can be found on the AAC's page on the PCHS website.

Next Meeting: September 25, 2024

Coversheet

Santa Monica College Dual Enrollment Agreement

Section: V. Academic Excellence
Item: A. Santa Monica College Dual Enrollment Agreement
Purpose: Vote
Submitted by:
Related Material: CCAP-Yearly Certification-Aug 2024.pdf
SMC-Palisades Appendix 2024-2025.pdf

COLLEGE AND CAREER ACCESS PATHWAYS

YEARLY CERTIFICATION

This is a College and Career Access Pathway Partnership Agreement (CCAP) Appendix hereinafter known as “Yearly Certification” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Palisades Charter High School hereinafter known as “SCHOOL DISTRICT”.

1. The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
2. COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
3. The SCHOOL DISTRICT agrees and acknowledges that COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
4. This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
5. This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
6. This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
7. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.
8. The COLLEGE certifies that:
 - a. A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
 - b. A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
 - c. The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

- 9. This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)
- 10. This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

REIMBURSEMENT

The COLLEGE will reimburse the SCHOOL DISTRICT at the rates below for every Dual Enrollment course taught by a SCHOOL DISTRICT employee under an Instructional Services Agreement (ISA).

\$2,000 dollars for classes that have an enrollment of 10-20 students.

\$2,500 dollars for classes that have an enrollment of 21 or more students.

The COLLEGE expects that the SCHOOL DISTRICT will provide the instructor under the ISA agreement with a stipend for their work.

AUTHORIZATION

The COLLEGE certifies that it meets the above requirements.

By: _____

Print Name: Jason Beardsley

Title: Vice President of Academic Affairs

Date: August 26, 2024

The SCHOOL DISTRICT certifies that it meets the above requirements.

By: _____

Print Name: Dr. Pam Magee

Title: Executive Director/Principal

Date: August 26, 2024

This certification shall be in effect for the 2024-2025 fiscal year.

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

APPENDIX

PALISADES CHARTER HIGH SCHOOL 2024-2025

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Palisades Charter High School hereinafter known as “SCHOOL DISTRICT”.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Dr. Chris Lee, Assistant Principal	310-230-7224	clee@palihigh.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

Note: All referenced Sections from AB 288 (Education Code § 76004)

3. **CCAP AGREEMENT PROGRAM YEAR FALL 2024-SPRING 2025** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2024-2025 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Palisades Charter High School

EDUCATIONAL PROGRAM: Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 50 per semester	TOTAL PROJECTED FTES: 5.48
--	----------------------------

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Photography	Photo 1	Fall	TBD	TBD	Steil, Rick	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Basic Photography Lab Techniques	Photo 2	Spring	TBD	TBD	Steil, Rick	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students; educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. **BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Photo 1	Short Course in Photography: Digital 4 th Edition	\$67.75	N/A	

Note: All referenced Sections from AB 288 (Education Code 76004)

Photo 2	Film Processing Handbook	\$1.25	N/A	
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5. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

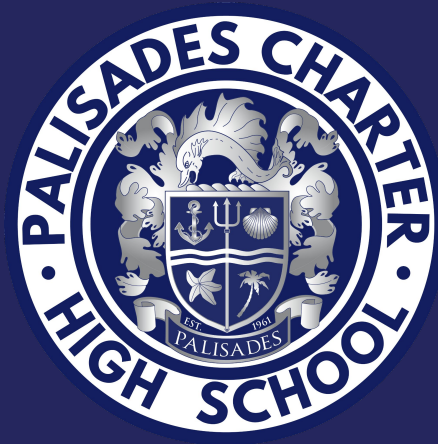
BUILDING	CLASSROOM	DAYS	HOURS
Palisades Charter HS	TBD	See days above	See hours above

Note: All referenced Sections from AB 288 (Education Code 76004)

Coversheet

Virtual Options at PCHS

Section: V. Academic Excellence
Item: B. Virtual Options at PCHS
Purpose: FYI
Submitted by:
Related Material: Online Program Board Presentation-2024.pdf
PCHS Online Programs at a Glance.pdf



PCHS Online Programs

September 2024

HISTORY

- 2009 – Online curriculum implemented with IEP students
- 2010-2011 – Board Request & Approval
 - Need for alternative learning program to meet attendance & student needs
 - Exploration
- 2011-2012 – LAUSD removed Adult School
- 2012 – First Independent Study Program Summer School 2012-2013 School Year
- 2012 – Independent Study Program opens
- 2014 – PA adopted online curriculum
- 2014 – Credit Recovery and 504
- 2023 – World Language Spoken Assignment required in real time

VIRTUAL ACADEMY

ABOUT

- Hybrid Opportunities
- Homerooms to Work On Campus
- Teacher Intervention
- Pali Teachers
- Academic Support
- Counselor Support
- College Center Support
- Communication
- Proctored Exams
- Attendance
- PLC Aligned
- Legal Requirements

PLATFORMS/COURSES

- Currently:
APEX & UC Scout
core courses-A-G,
NCAA, Rigor
- Aligns with
Common Statewide
Standards
- Common Statewide
IS Program
Practices
- Asynchronous
Courses

PROCESS

- Families communicate with counselor to discuss and determine need
- Students take a majority of courses or more in VA. **This does not satisfy the student wanting to take one course online.**
- Enrollments in the program are based of State and PCHS policies

VIRTUAL ACADEMY Requirements

In the event pupil's educational progress falls below satisfactory levels which is indicated by failing to earn a passing grade in any course in which the pupil is enrolled and/or as determined by the assigned supervising teacher which considers ALL of the following indicators, the principal/executive director or designee will conduct an evaluation to determine if the program is in the best educational interest of the student

- The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
- The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
- Learning required concepts, as determined by the supervising teacher.
- Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

504 & IEP Online Program

WHO

- Students whose disabilities impact their learning in a specific classroom setting/environment
- Medical/Mental Health issues
- Students with 504s were granted access to the online classes to provide for a different learning environment
- Accommodations embedded within online program (Visuals, Audio, Large print/font,etc.)

TYPES OF CLASSES

- Study Seminar on campus course supports APEX or any online learning platform for IEP students
- Academic subjects as needed
- Need determined by Counselor/504 Coordinator/Case Manager
- 504 does not include World Languages, Upper Level Math Courses, AP Courses, and Other Specialty Courses

PALI ACADEMY – Hybrid Program

WHO

- Students that are deficient 30 or more credits- in danger of not meeting graduation requirements.
- Students that need a smaller environment to overcome obstacles, recover academic credit, graduate, and develop a postsecondary plan.

COURSES

- Pali Academy students take APEX/online credit recovery courses, science classes with labs, English in person, mathematics courses, and electives.
- Pali Academy students take traditional courses and at least 2 to 3 APEX courses at a time.

CREDIT RECOVERY- Online Program

WHO

- Students who need to make up credits for courses they did not pass
- Students who are deficient in required credits for graduation

PROCESS

- Counselors refer students to Academic Intervention Counselor who enrolls students in an APEX course and supports them through the completion of the course.
- Courses are limited to those needed for Graduation

SUMMER SCHOOL Online Courses

- Credit Recovery Focus
- Uses Online Platform (A-G approved)
- 600-700 students
- Pali Teachers
- In Person and Virtual Opportunities
- IEP and 504 Support
- Science Labs Provided and World Language Spoken Support
- LCAP Goal and Support
- Proctored Exams

Students enroll in the Spring semester with their counselors. Students that have not passed a class should check their email/ Schoology to check on their enrollment in Summer School.

OUTSIDE ONLINE PROGRAMS

- PCHS will only post courses which satisfy graduation or minimum A-G requirements (not Honors or AP level)
 - Courses above and beyond minimum requirements will not be posted on the PCHS transcript & often these programs do not require PCHS permission
- Transcripts for courses not posted may be submitted with PCHS transcript directly to colleges, however these courses are not factored in to the PCHS GPA

PCHS Online Programs at a glance



September 2024

VIRTUAL ACADEMY

ABOUT

- Hybrid Opportunities
- Homerooms to Work On Campus
- Teacher Intervention
- Pali Teachers
- Academic Support
- Counselor Support
- College Center Support
- Communication
- Proctored Exams
- Attendance
- PLC Aligned
- Legal Requirements

PLATFORMS/COURSES

- Currently: APEX & UC Scout core courses - A-G, NCAA, Rigor
- Aligns with Common Statewide Standards
- Common Statewide IS Program Practices

PROCESS

- Asynchronous Courses
- Families communicate with counselor to discuss and determine need
- Students take a majority of courses or more in VA. This does not satisfy the student wanting to take one course online
- Enrollments in the program are based of State and PCHS policies

504 & IEP ONLINE PROGRAM

WHO

- Students whose disabilities impact their learning in a specific classroom setting/environment
- Medical/Mental Health issues
- Students with 504s were granted access to the online classes to provide for a different learning environment
- Accommodations embedded within online program (Visuals, Audio, Large print/font,etc.)

TYPES OF CLASSES

- Study Seminar on campus course supports APEX or any online learning platform for IEP students
- Academic subjects as needed
- Need determined by Counselor/ 504 Coordinator/Case Manager
- 504 does not include World
- Languages, Upper Level Math
- Courses, AP Courses, and Other
- Specialty Courses

PALI ACADEMY HYBRID PROGRAM

WHO

- Students that are deficient 30 or more credits - in danger of not meeting graduation requirements
- Students who are deficient in required credits for graduation

COURSES

- Pali Academy students take APEX/online credit recovery courses, science classes with labs, English in person, mathematics courses, and electives
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SUMMER SCHOOL ONLINE COURSES

- Credit Recovery Focus
- Uses Online Platform
- (A-G approved)
- 600-700 students
- Pali Teachers
- In-Person and Virtual
- Opportunities
- IEP and 504 Support
- Science Labs Provided and World
- Language Spoken Support
- LCAP Goal and Support
- Proctored Exams

CREDIT RECOVERY ONLINE PROGRAM

WHO

- Students who need to make up credits for courses they did not pass
- Students who are deficient in required credits for graduation

PROCESS

- Counselors refer students to Academic Intervention Counselor who enrolls students in an APEX course and supports them through the completion of the course
- Students who are deficient in required credits for graduation

Coversheet

CIF Membership Renewal Application

Section: VI. Athletics
Item: A. CIF Membership Renewal Application
Purpose: Vote
Submitted by:
Related Material: CIF Renewal Application.pdf



2024-2025
CALIFORNIA INTERSCHOLASTIC FEDERATION
LOS ANGELES CITY SECTION

REQUEST FOR CONTINUING MEMBERSHIP AND AGREEMENT
TO CONDITIONS OF MEMBERSHIP
DUE ON OR BEFORE AUGUST 14, 2024

The superintendent and board of trustees of the school district/private school/charter organization identified below renew its application for voluntary membership in the California Interscholastic Federation – Los Angeles City Section (CIFLACS) and affirm and agree as follows:

1. That membership in the CIFLACS is voluntary and conditioned upon actual compliance with the conditions of membership as set forth at Article 2 Section 22 of the State CIF Constitution and Bylaws and the CIFLACS application for membership;
2. That the superintendent, board of trustees and each school in the district/organization accept and adopt the "Sixteen Principles of Pursuing Victory with Honor" as operating principles;
3. That membership in the CIFLACS is a privilege, not a right;
4. That student participation in interscholastic athletics is a privilege, not a right;
5. That participation by member schools in the CIFLACS playoffs is a privilege, not a right;
6. That the CIFLACS will adopt bylaws, policies and procedures in accordance with its governance and will enforce those bylaws, policies and procedures consistently and in accordance with the operating principles;
7. That the superintendent, board of trustees, each school in the district/organization **and its employees, to include but not limited to, its coaches, volunteers, team attendants or the like, and booster organizations** for each school will abide by the decisions of the CIFLACS and seek redress of any grievance only through the adopted procedures of the CIFLACS;
8. That the superintendent, board of trustees, school administration, and coaches (**including booster organizations and team attendants and volunteers**) of each school in the district/organization will not take an adverse position to the CIFLACS at any time; or encourage, expressly or impliedly, that a party take any adverse action against the CIFLACS; or benefit from any adverse decision imposed on the CIFLACS that contravenes a bylaw, or the spirit of a bylaw, adopted by the membership;
9. That a failure by the district/charter organization, site administration or coaching staff to abide by the current rules, regulations, or decisions of the CIF or CIFLACS may cause the school district/charter organization or one of its schools to be subject to discipline up to and including exclusion from membership in the CIFLACS.

AGREED AND ACCEPTED:

Name of Public School District/Private School/Charter Organization: _____

Reviewed by Governing Board

Date

Signature of Superintendent

Date

Signature of Superintendent

Date

Coversheet

2023-24 Unaudited Actuals Report

Section: VII. Finance
Item: A. 2023-24 Unaudited Actuals Report
Purpose: Vote
Submitted by:
Related Material: 2023-24 Unaudited Actuals Report.pdf

2023-2024 Unaudited Actuals Report

PALISADES CHARTER HIGH SCHOOL

SEPTEMBER 9, 2024

Presentation

- Executive Summary
- Budget Evolution
- Adopted Budget → Revised Budget → First Interim → Second Interim → Estimated Actuals → Unaudited Actuals
- Revenues
- Expenditures

2023-24 Unaudited Actuals Executive Summary

Unaudited Actuals Net Income of \$5,710,192 is +\$3,721,652 better than estimated actuals:

Revenue:

- LCFF funding increased \$728,561
- Federal Café Revenue and utilization of ESSER III grants increased \$604,059
- State Café and State Revenues increased \$1,308,670

Expenditures:

- Employee Benefit Expense decreased \$987,444
- Supplies Cost decreased \$332,866
- Offset by increased staffing costs \$712,377

Purpose of Unaudited Actuals

The purpose of the Unaudited Actuals report is to provide all stakeholders, along with the State of CA with a snapshot of PCHS' financial condition for the fiscal year 2023-2024.

The report covers the period of July 1, 2023 through June 30, 2024

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

2023-2024 Budget Evolution

	2023-24 Adopted Budget 6/5/23	2023-2024 First Interim 10/31/23	2023-2024 Second Interim 01/31/24	2023-2024 Estimated Actuals (EA) 05/13/24	2023-2024 Unaudited Actuals (UA) 8/15/24	2023-2024 UA vs EA
Total Revenues	43,678,477	46,386,461	45,910,047	45,824,117	48,662,303	2,838,186
Total Expenses	41,855,132	43,893,606	43,390,692	43,835,577	42,952,111	(883,466)
Net Balance	1,823,345	2,492,855	2,519,355	1,988,540	5,710,192	3,721,652

Revenues: Unaudited Actuals vs Estimated Actuals

LCFF:

- Increased LCFF: **\$728,561** was driven by slight increase in ADA compared to Estimated Actuals (May 2024). This was the result of revenue from the revised P2 from 2023-24 reflecting revenue for an additional 60+ students.
- **Federal:**
 - The increase of **\$604,059** is largely attributed to obligating and additional \$321,186 of ESSER III funds and \$177,026 in additional Federal Nutrition
- **State:**
 - The increase of **\$1,308,670** is attributed to increases of \$570,887 in State Nutrition, \$251,445 in Lottery, and \$388,392 in Arts and music in Schools revenue.
- **Local:**
 - The increase of \$196,896 was driven by Interest revenue. Given that rates continued to rise, PCHS generated \$345,176 of additional interest earned offset by a decrease of **\$102,997** in Permit Revenue.

Expenditures: Unaudited Actuals vs Estimated Actuals

Certificated/Classified Expense: Increased by \$712,377

- Increased Certificated salaries by **\$304,727** due to increased sub usage
- Classified salaries increased by **\$407,651** due to additional maintenance staff and math paraprofessionals

Benefits decreased by \$987,444

- STRS/PERS & Payroll taxes decreased by **-\$523,151** due to 7% off schedule payment
- Health Benefits decreased by **-\$389,669** due to higher medical deductions and lower billing costs
- **Capital Outlay: -\$2,104,708**
- \$440,500 in CAPEX and \$1,664,208 in Technology projects deferred to 2024-25
- **Depreciation: -\$210,650**
- Depreciation expense decreased by \$210k due to some capital projects fully depreciating and certain capital projects were funded via one-time grants (not depreciated).

Coversheet

2024-25 Budget Update

Section: VII. Finance
Item: B. 2024-25 Budget Update
Purpose: FYI
Submitted by:
Related Material: 2024-25 Budget Update.pdf

Palisades Charter High School -2024-2025 Adopted Budget, Actuals to Date 8.31.24

Description	Obj Code	2023-2024	2024-2025 Adopted Budget (DRAFT)			2024		2024-2025	Comments
		Unaudited Actuals	Unrestricted	Restricted	Total	Unrestricted	Restricted	Actuals AUG 2024 (8/31/24)	
A. Revenues									
LCFF/Revenue Limit Sources									
State Aid	8011	20,614,514	15,598,494		15,598,494	3,264,456		3,264,456	ADA Estimate at 2790 for adopted, per FCMAT calc 5/12. Decrease vs 2023-24 ADA
Education Protection Act State Aid (Prior Years)	8012	5,115,989	10,385,940		10,385,940		-	-	ADA Estimate at 2790 for adopted, per FCMAT calc 5/12. Decrease vs 2023-24 ADA
In Lieu of Propety Tax	8019	8,174			-		-	-	
	8096	11,092,739	10,516,793		10,516,793	636,823		636,823	calculated at \$3769.46/ADA per LAUSD RSA (April 2024)
Total, LCFF/Revenue Limit Resources		36,831,416	36,501,227	-	36,501,227	3,901,279	-	3,901,279	
Federal Revenues									
Special Education - IDEA	8285	720,512					42,500	42,500	\$265.58/ADA (As of April RSA)
Child Nutrition - Federal	8220	377,026		740,968	740,968		-	-	Conservative EA, 2023-24 Actuals in line with annual revenues
Other Federal				200,000	200,000		-	-	
Title I	8290	255,668			-		-	-	per CDE 1/31/24
Title II	8290	50,501		255,285	255,285		-	-	per CDE 1/31/24
Title III - English Learners (4203)	8290	-		49,690	49,690		-	-	per CDE 1/31/24
Title III - Immigrant (4201)	8290	-		2,849	2,849		-	-	per CDE 1/31/24
Title IV	8290	21,866		-	-		-	-	per CDE 1/31/24
Perkins	8290	38,821		21,409	21,409		-	-	per CTE Budget
Dept of Rehab	8290	-		40,695	40,695		-	-	
Child Nutrition - Supply Chain (5466)	8220	181,328			-		-	-	
ELC COVID Testing Award	8290	-			-		-	-	
ESSR I (COVID-19 Grant)	8290	-			-		-	-	
ESSR II (COVID-19 Grant)	8290	-			-		-	-	
ESSR III (COVID-19 Grant) (3213)	8290	1,088,338			-		-	-	recognizing total allocation, must be spent by 9/30/2024
ESSER III - Learning Loss (3214)	8290	442,909			-		-	-	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			-		-	-	Remaining amount in grant
Expanded Learning Opportunity (ELO): ESSER III State (3219)	8290	238,439			-		-	-	recognizing total allocation, must be spent by 9/30/2024
American Rescue Plan - Homeless Children & Foster Youth (5634)	8290	1,368			-		-	-	
Learning Loss & Mitigation (CRF)	8290	-			-		-	-	
Learning Loss & Mitigation (GEER)	8290	-			-		-	-	
Total, Federal Resources		3,433,354	-	1,310,896	1,310,896	-	42,500	42,500	
Other State Revenues									
Child Nutrition - State	8520	720,887		400,000	400,000		-	-	Conservative EA, 2023-24 Actuals in line with annual revenues
Mandated Cost Reimbursement	8550	148,426	153,924		153,924		-	-	\$55.17/ADA
Supplemental Block Grant	8590	32,063	493,830		493,830		-	-	
State Lottery (Non Prop 20)	8560	619,655		200,880	200,880		-	-	\$177/ADA

11%

3%

Description	Obj Code	2023-2024	2024-2025 Adopted Budget (DRAFT)			2024	2024-2025		Comments
		Unaudited Actuals	Unrestricted	Restricted	Total	Unrestricted	Restricted	Actuals AUG 2024 (8/31/24)	
State Lottery (Prop 20)	8560	323,761			-		-	-	\$72/ADA
CTE	8590	501,404			-		1	1	per CTE Budget
Student ID/CAHSEE/Charter School ADA	8590	-			-		-	-	
In-Person Instruction Grant	8590	410,084			-		-	-	Remaining amount of IPI Grant
Expanded Learning Opportunities Grant	8590	-			-		-	-	
Child Nutrition - Kitchen Infrastructure Upgrade	8520	-			-		-	-	
Child Nutrition - Kitchen Infrastructure Training	8520	4,635			-		-	-	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 and Music in Schools (AMS)	8590	388,392			-		38,014	38,014	Recognize allocation - unspent revenue part of restricted ending fund balance (per cde)
Arts, Music & Instructional Materials Block Grant (6762)	8590	859,896			-		-	-	Recognize allocation - unspent revenue part of restricted ending fund balance (per cde)
Learning Recovery Emergency Block Grant (7435)	8590	(264,144)			-		-	-	Negative revenue adjustment by the state
Special Ed - Mental Health (65460)	8590	222,401		199,485	199,485		23,060	23,060	\$71.50/ADA, New for 23/24
Total, State Revenues		3,967,460	647,754	1,142,365	1,790,119	-	61,075	61,075	
Other Local Revenues									
Special Education - AB602	8677	2,667,711		2,562,615	2,562,615		149,797	149,797	\$918.50/ADA
Food Service Sales	8634	42,560		50,000	50,000		-	-	Reduced as a result of lower a la carte sales
Leases & Rentals	8650	847,003		950,000	950,000		-	-	
Interest	8660	545,176		200,000	200,000		-	-	Increased interest due to higher rates and greater funds at county treasury
LAUSD SpEd Option 3 Grant	8697	-		100,000	100,000		-	-	
Fundraising	8699	327,623		450,000	450,000		-	-	Lower as a result of limited development involvement, Development Director vacancy.
LAUSD SpEd Option 3 Learning Recovery Grant	8699	-		-	-		-	-	
General Fund Contribution (unaudited only)	8980	-		-	-		-	-	
Total, Other Local Revenues		4,430,074	-	4,312,615	4,312,615	-	149,797	149,797	
Total Revenues		48,662,303	37,148,982	6,765,876	43,914,858	3,901,279	253,372	4,154,651	
B. Expenditures									
Certificated Salaries									
Teachers' Salaries-Full-Time	1110	14,542,828	12,320,628	1,828,239	14,148,867	138,331	741,996	880,327	
Teachers Salaries-Librarian	1130	152,657	165,849		165,849	152,657	-	152,657	
Teachers' Salaries-Substitute	1160	575,145	472,350		472,350	-	-	-	High substitute usage (illness, leaves, PD, etc.)
Cert Pupil Supp Sal-Counselors	1200	928,480	1,013,547		1,013,547	81,514	-	81,514	
Cert Administrators	1310	907,695	897,786		897,786	82,589	-	82,589	
Other Support/Step& Column Impact	1330		129,399		129,399				
Auxiliaries/Periods/Net	1930				-				
FTEs Increase/Decrease					-				
Impact of Tentative UTLA Agreement					-				
Certificated Off-Schedule Pay					-				
ESSER II/III funded certificated time					-				
ELO Related Certificated Time	1110				-				Estimated additional PD expense for 2023-24 (ELO). None planned yet for 2024-25

3%

3%

9%

Description	Obj Code	2023-2024	2024-2025 Adopted Budget (DRAFT)			2024		2024-2025	Comments
		Unaudited Actuals	Unrestricted	Restricted	Total	Unrestricted	Restricted	Actuals AUG 2024 (8/31/24)	
Total, Certificated Salaries		17,106,805	14,999,560	1,828,239	16,827,799	455,091	741,996	1,197,086	
Classified Salaries									
Instruct Aide	2110	859,610		862,337	862,337	-	17,108	17,108	
Maint/Operations	2210	250,780	210,710		210,710	14,278	5,908	20,185	
Classified Administrators	2310	481,755	452,205		452,205	27,271	-	27,271	
Cler Tech Office Staff Sal-FT	2410	1,931,659	1,923,706		1,923,706	129,918	-	129,918	
Food Services	2130	56,423	-	66,672	66,672	-	-	-	Includes additional hours for summer: free/reduced outreach, orientation & Universal meal implementation
Cler Tech Off Staff Sal-Sub	2460	-	-	40,000	40,000	-	-	-	Accounts for 2 clerical subs per day (6 hrs) - attendance/absenteeism outreach and library support/textbook distribution/repair
Other Classified	2910	1,178,199	1,103,750	100,500	1,204,250	37,670	28,151	65,821	Under estimated at EA, Payroll JE not entered for April, May, June.
Math Paraprofessionals	2920	308,405		211,837	211,837	-	-	-	
Impact Step & Column/Prposed New Positions/Hours					-				
Classified Retro					-				
Classified Additional Time					-				
ELO Related Classified Time	2920				-				
Total, Classified Salaries		5,066,832	3,690,371	1,281,346	4,971,717	209,136	51,167	260,303	
Employee Benefits									
State Teachers Retirement System (STRS) , Certificated Positions	3111	3,142,721	2,864,916	349,194	3,214,110	84,711	141,693	226,404	STRS Employer contribution rate increases from 16.92% (2021-22) to 19.1% (2022-23). Remained flat at 19.1% for 2023-24 and 2024-25.
State Teachers Retirement System (STRS), Classified Positions	3112	76,434	60,123		60,123	1,900	2,636	4,536	
Public Employees Retirement System (PERS), Certificated Positions	3211	31,373	37,230		37,230	2,413	-	2,413	
Public Employees Retirement System (PERS), Classified Positions	3212	941,126	998,245	346,604	1,344,849	52,925	23,937	76,863	PERS employer contribution rate increases from 22.91% (2021-22) to 25.37% (2022-23) to 26.68% in 2023-24. Rate for 2024-25 is 27.05%
OASDI, Certificated Positions	3311	23,204	23,380		23,380	495	-	495	
OASDI, Classified Positions	3312	281,111	228,803	79,443	308,246	11,602	2,813	14,415	
Medicare, Cert Positions	3331	246,734	217,494	26,509	244,003	6,599	10,759	17,358	
Medicare, Class Positions	3332	72,450	53,510	18,580	72,090	3,013	703	3,716	
Hlth & Wlfr Benefits, Cert	3411	2,551,426	2,528,666	312,171	2,840,837	253,366	160,393	413,759	2024-25 rate increase of 5.5%
Hlth & Wlfr Benefits, Class	3412	1,187,979	995,946	374,863	1,370,809	122,317	86,051	208,368	2024-25 rate increase of 5.5%
State Unemploy Insur, Cert Pos	3511	32,093	74,998	9,141	84,139	-	-	-	Rate returns to 0.050% by state of CA (compared to 0.50% in 22-23)
State Unemploy Insur, Clas Pos	3512	13,754	18,452	6,407	24,859	-	-	-	Rate returns to 0.050% by state of CA (compared to 0.50% in 22-23)
Worker Comp Insur, Cert Pos	3611	132,176	127,443		127,443	54,436	-	54,436	2024-25 rate decrease of 11.1%
Worker Comp Insur, Class Pos	3612	56,833	54,619		54,619	23,329	-	23,329	2024-25 rate decrease of 11.1%
Lifetime Retiree Benefits, Cert	3931	508,867	553,000		553,000	93,105	-	93,105	Must fund at this level per actuary & LAUSD recommendation. May need to increase funding level according to new actuary valuation.
Lifetime Retiree Benefits, Class	3932	100,008	237,000		237,000	15,248	-	15,248	Must fund at this level per actuary & LAUSD recommendation. May need to increase funding level according to new actuary valuation.
Total, Employee Benefits		9,398,291	9,073,826	1,522,912	10,596,738	725,459	428,984	1,154,443	
Supplies									
Textbooks	4100	399,861			-	-	34,960	34,960	Finance recommends we purchases textbooks 2024-25 textbooks in current year, utilizing A-G grant funds
Instructional Materials	4300	-	300,718		300,718	-	-	-	

7%

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11%

		2023-2024	2024-2025 Adopted Budget (DRAFT)			2024		2024-2025	Comments
Description	Obj Code	Unaudited Actuals	Unrestricted	Restricted	Total	Unrestricted	Restricted	Actuals AUG 2024 (8/31/24)	
Instructional Materials - CTE	4300	332,456		144,783	144,783	-	60,959	60,959	CTE Expenses
Office (Tech) Supplies	4350	59,739	5,000		5,000	-	9,573	9,573	
Other Supplies	4390	54,250	56,500		56,500	-	17,933	17,933	
Non-Capitalized Equipment	4410	1,110,614	198,500	445,744	644,244	-	484,953	484,953	Includes \$300k of non-cap for future tech projects in 2024-25 and beyond
Food Service Supplies	4700	402,957		350,000	350,000	-	1,784	1,784	Increase in number of meals served, resulting in increased food service supplies needed.
Total, Supplies		2,359,877	560,718	940,527	1,501,246	-	610,163	610,163	
Services									
Mileage & Car Allowances	5210	6,240	4,000	1,000	5,000	59	170	229	
Travel and Conferences	5220	113,028	30,000	75,000	105,000	2,954	13,215	16,169	PD funds mostly tied to restricted sources (Title II, Educator Effectiveness, etc)
Dues and Memberships/Subscriptions	5310	493,986	553,075	45,000	598,075	6,482	210,483	216,965	
Insurance	5400	453,260	510,555		510,555	-	204,952	204,952	2024-25 draft budget - liability insurance increase of 15%
Operations & Housekeeping Supplies	5510	265,091	207,000		207,000	16,339	1,026	17,365	
Utilities	5520	568,768	467,483		467,483	-	-	-	Increase of 5% LAUSD RSA, increase from FY22-FY23 was 5%
Rentals/Leases/Repairs	5610	533,752	443,000		443,000	81,270	21,012	102,282	
Transportation	5811/								
Oth Contracted Services	5812	205,143	334,306	182,700	517,006	1,993	-	1,993	Offset of \$29K for parent payment in Feb 24
STRS Int & Penalties	5800	27,623	39,447		39,447	-	-	-	
Contracted Services	5803	886	1,200		1,200	301	-	301	
Legal, Audit, & Election Costs	5810	3,938,903	1,814,958	2,180,046	3,995,003	201,450	183,670	385,120	
Advertisement	5821	570,258	147,892	296,006	443,898	-	8,309	8,309	
Computer/Technlgy Related Serv	5831	1,200	1,575		1,575	-	-	-	
Conslt/Ind Contractors(NonEmp)	5840	8,625	19,845		19,845	-	-	-	
Fingprpt,Phys, XRY&Oth Emp Cst	5850	251,224	244,983		244,983	11,816	-	11,816	Teachers on Reserve - Sub teacher backfill
Other Services	5860	13,396	17,307		17,307	5,430	-	5,430	Hiring costs significantly exceeded prior years - higher staff turnover (FTEs & contractors) resulted in more background clearances/checks, etc.
Communications Services	5890	225,907	243,880		243,880	20	26,815	26,835	
Total, Services		7,730,000	5,137,418	2,779,752	7,917,169	329,160	669,653	998,813	
Captial Outlay									
Sites & Improvement	6100								
Buildings & Improvement	6200	(0)	660,750		660,750	7,982	-	7,982	\$340,500 for CAPEX for 2023-24 and \$100k deferred for future projects in 24-25 & beyond
Equipment & Technology	6400	0	400,000		400,000	-	-	-	
Equipment/Furniture Replacement	6500								
Total, Captial Outlay		0	1,060,750	-	1,060,750	7,982	-	7,982	
Depreciation Expense (Financial Reporting Basis)	6900	929,350	1,140,000	-	1,140,000	-	-	-	
Other Outgo									
Indirect Cost (LAUSD)	7299	360,955	365,012		365,012	-	21,657	21,657	Calculated at a rate of 1% of LCFF revenue
Interest	7438				-				
Fund 09 to Fund 20 Payment (Unaudited Only)									
Total, Other Outgo		360,955	365,012	-	365,012	-	21,657	21,657	
Total Expenditures (Financial Reporting Basis)		42,952,111	34,966,904	8,352,776	43,319,680	1,718,846	2,523,620	4,242,466	

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Description	Obj Code	2023-2024	2024-2025 Adopted Budget (DRAFT)			2024	2024-2025		Comments
		Unaudited Actuals	Unrestricted	Restricted	Total	Unrestricted	Restricted	Actuals AUG 2024 (8/31/24)	
Total Expenditures (Cash Reporting Basis)		42,022,760	34,887,654	8,352,776	43,240,430	1,726,828	2,523,620	4,250,448	
C. Ending Balance: Excess (Deficiency) - Financial Reporting Basis		5,710,192	2,182,078	(1,586,900)	595,178	2,182,433	(2,270,248)	(87,815)	
C. Ending Balance: Excess (Deficiency) - Cash Reporting		6,639,542	2,261,328	(1,586,900)	674,428	2,174,451	(2,270,248)	(95,797)	(Revenue - Expenses: Cash Reporting Basis)

-15%

Coversheet

2024-25 EPA Budget

Section: VII. Finance
Item: C. 2024-25 EPA Budget
Purpose: Vote
Submitted by:
Related Material: 2024-25 EPA Budget.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

September 9, 2024

TOPIC/ AGENDA ITEM:

VI. FINANCE

C. 2023-2024 EPA Budget (Education Protection Account)

PERSONNEL INVOLVED:

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

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the 2024-2025 Education Protection Account (EPA) Budget. The Education Protection Account (EPA) was created in November 2012 by Proposition 30, The School and Local Public Safety Protection Act of 2012, and later amended by Proposition 55 in November 2016. It resulted in a temporary tax increase and the tax revenue is deposited into an "Education Protection Account."

Pursuant to Article XIII, Section 36 of the California Constitution, PCHS is required to show how much EPA funding was received and how the money is intended to be spent.

The proposed EPA budget is consistent with how PCHS has allocated EPA funds in prior years. The EPA budget funds approximately 80 certificated FTEs (salary/benefits) and the 1% Charter Oversight Fee.

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

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

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The expectation is that the board approve the 2024-2025 EPA Budget.

RECOMMENDED MOTION:

"To approve 2024-25 Education Protection Account (EPA) Budget."

Joseph Lin
Chief Business Officer

2024-25 EPA Budget

EDUCATION PROTECTION ACCOUNT (EPA)

PALISADES CHARTER HIGH SCHOOL

SEPTEMBER 9, 2024

Overview on EPA Funds

Pursuant to Article XIII, Section 36 of the California Constitution, PCHS is required to show how much EPA funding was received and how the money is intended to be spent.

EPA funding was created in 2012 as a result of Proposition 30

- Temporary increases sales tax for all & increases income tax for high-income earners
- These new revenues are deposited into the Education Protection Account
- Prop 55 now extends EPA funding through 2030

This is **NOT** new money, just part of our total LCFF Entitlement

Use of funds is restricted to classroom instructions

- 1% charter oversight fee also qualifies

2024-25 EPA Budget

EPA budget proposal is in-line with how PCHS has historically allocated EPA funds

- ~80 FTE (certificated salaries/benefits) and 1% oversight fee

Once again, this is NOT new revenue, just part of our total LCFF entitlement.

These funds have already been accounted for when we adopted the 2024-25 budget.

We are simply adhering to this constitutional requirement and publishing our EPA budget to confirm that we are only using EPA funds on classroom instruction (certificated salaries/benefits) and oversight fees.

2024-25 EPA Budget

Palisades Charter High School
 2024-2025
 Education Protection Act (EPA) Budget

Revenue	Amount
8012 Education Protection Act (per FCMAT, 9/1/24)	\$ 10,385,940.00
<hr/>	
Total Revenue	\$ 10,385,940.00
Expenditures	
1110 Certificated Salaries	\$ 6,289,725.26
3111 Certificated, STRS	19.10% \$ 1,983,714.54
3331 Certificated, Medicare	1.45% \$ 150,596.13
3411 Certificated, Health Benefits	\$ 1,858,044.67
7299 Indirect Cost - Charter Oversight Fees	1% \$ 103,859.40
<hr/>	
Total Expenditures	\$ 10,385,940.00
Amount Remaining	\$ -

Coversheet

School Organized Conferences/Trips

Section: VIII. Consent Agenda: Finance Items
Item: A. School Organized Conferences/Trips
Purpose: Vote
Submitted by:
Related Material: Conference Request Forms 09_17_2024.pdf
Field Trip Request 09_17_2024.pdf



Palisades Charter High School

15777 Bowdoin St. • Pacific Palisades • California 90272

(310) 230-6623 • FAX (310) 454-6328

CONFERENCE/TRAVEL REQUEST FORM

Employee Attendee(s) Name(s): Adam Licea
 Department/Site: Demos office /Admin Date of Request: August 23, 2024
 Name of Conference/Activity: SXSW Edu
 Organization/Company Holding the Conference/Activity: SXSW Education
 Location of Conference/Activity: Austin, TX Date(s) of Conference/Activity: March 3-6, 2025
 Purpose/Rationale (How will this conference/activity be of value to the school?) professional development as an administrator, learn about new findings in education

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

Estimated Expenditures	Pali to Pay Directly	Reimbursement Requested	Cost
Conference Registration <u>1</u> people @ \$ <u>545</u> - per person	<u>545</u>		\$ <u>545</u> -
Certificated Substitute(s) _____ days @ _____ per day (sal. & stat. ben.)			\$ -
Travel - Mileage _____ miles @ \$ 0.5750 per mile			\$ <u>0</u> -
Travel - Airfare _____ people @ \$ - per person			\$ <u>0</u> -
Travel - Ride Sharing Svs/Taxi/Shuttle _____ Type total amount into "cost" cell			\$ <u>0</u> -
Lodging _____ nights @ \$ - per night			\$ -
Meals <u>4</u> Breakfasts @ \$ 10.00 per meal	<u>40</u>		\$ <u>160</u> -
<u>4</u> Lunches @ \$ 10.00 per meal	<u>40</u>		
<u>4</u> Dinners @ \$ 20.00 per meal	<u>80</u>		
Other (Parking, Tolls, Conference Materials, etc.) - please list below:			\$ <u>0</u> -
TOTAL APPROXIMATE COST			\$ <u>705</u> -
AMOUNT APPROVED			

without prior approval from an administrator. Upon returning from an approved event, attendee must submit an itemized Request for Reimbursement and/or a Mileage Report & Reimbursement Claim form with a copy of this form, the activity agenda/program, and all original itemized receipts for any out of pocket expenses to supervisor within 3 to 5 days of return. Expenses submitted without original itemized receipts will not be reimbursed.

Requestor Signature: *Adam Licea*

Executive Director Approval: _____ Date: _____
 Funding Source: _____ SACS Code: _____
 Will costs be reimbursed by another organization? Yes/No If so, what organization? _____
 Board of Trustee/Designee Approval: _____ Date: _____
 Board Approval Date (if applicable): _____ Business Office Review _____
(initial) (date)

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Photo by Tico Mendoza

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CONFERENCE/TRAVEL REQUEST FORM

Employee Attendee(s) Name(s): David Pickard IV
 Department/Site: CTE Date of Request: Aug. 29, 2024
 Name of Conference/Activity: Career Tech VISION Conference and Expo
 Organization/Company Holding the Conference/Activity: Association for Career and Technical Education
 Location of Conference/Activity: San Antonio, TX Date(s) of Conference/Activity: Dec. 4-7, 2024
 Purpose/Rationale (How will this conference/activity be of value to the school?): See Attached Letter

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

Estimated Expenditures	Pali to Pay Directly	Reimbursement Requested	Cost
Conference Registration <u>1</u> people @ \$ <u>560</u> - per person	\$ <u>560</u>		\$ <u>560</u> -
Certificated Substitute(s) <u>N/A</u> days @ _____ per day (sal. & stat. ben.)			\$ -
Travel - Mileage <u>N/A</u> miles @ \$ 0.585 per mile			\$ -
Travel - Airfare <u>1</u> people @ \$ <u>300</u> - per person		\$ <u>300</u>	\$ <u>300</u> -
Travel - Ride Sharing Svs/Taxi/Shuttle <u>\$150</u> Type total amount into "cost" cell		\$ <u>150</u>	\$ <u>150</u> -
Lodging <u>4</u> nights @ \$ <u>229</u> - per night		\$ <u>1089.14</u>	\$ <u>1089.14</u> -
Meals <u>4</u> Breakfasts @ \$ 10.00 per meal		\$ <u>40</u>	\$ <u>140</u> -
<u>4</u> Lunches @ \$ 10.00 per meal		\$ <u>40</u>	
<u>3</u> Dinners @ \$ 20.00 per meal		\$ <u>60</u>	
Other (Parking, Tolls, Conference Materials, etc.) - please list below: <u>CTE Admin 101: Total Program Management for New CTE Coordinators</u>	\$ <u>175</u>		\$ <u>175</u> -
<u>Workshop Fee</u>			
TOTAL APPROXIMATE COST			\$ <u>2,414.14</u>
AMOUNT APPROVED			

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

Requestor Signature: David Pickard IV

Executive Director Approval: _____ Date: _____

Funding Source: _____ Code: _____

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

Board of Trustee/Designee Approval: _____ Date: _____

Board Approval Date (if applicable): _____ Business Office Review _____
 (initial) (date)

Subject: ACTE's CareerTech VISION 2024 — Professional Development Request

Dear Dr. Magee and the PCHS Board of Trustees,

I would like to take advantage of the opportunity to attend ACTE's CareerTech VISION 2024 from **December 4-7** in San Antonio, Texas to connect, collaborate and exchange ideas with career and technical educators from across the nation. This year's event will offer premier programming and professional development that address timely topics in career and technical education (CTE) to help Palisades Charter High School thrive.

Insightful conversations and programming will offer:

- Renowned keynote speakers exploring new directions in CTE
- Hundreds of concurrent sessions covering timely topics in high-quality secondary and postsecondary CTE
- Inclusion, access, equity and diversity in CTE, and culturally responsive CTE environments and classrooms
- Strategies for thriving in the classroom and in virtual and hybrid learning environments
- Live product demonstrations, exhibitor workshops and the most comprehensive collection of CTE products and services in the CareerTech Expo
- Exciting tours designed to showcase the best in Arizona CTE
- Pre-conference workshops offering insights into focused topics and CTE programming
- The ACTE Awards Gala, an inspirational gathering celebrating dedicated CTE professionals and supporters

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and meals, during my stay in San Antonio for the conference. The total conference registration fee (if I register by the early bird date of **August 15**) for ACTE'S CareerTech VISION 2024 is \$560, an incredible value considering the comprehensive array of topics, which you can review at www.careertechvision.com.

In addition to the core conference agenda, VISION 2024 offers optional VISION workshops and tours for an additional fee. These additional educational opportunities include CTE Admin 101: Total Program Management for New CTE Administrators. The fee for this workshop is \$175. The detailed cost breakdown is listed in the following paragraph.

Here is an approximate breakdown of the conference costs:

- Airfare: **\$300**
- Transportation: **\$150**

Submit by Email

Print Form

Palisades Charter High School REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

Name of School: Palisades Charter High School Employee Supervising trip: BUD KLING Certified Non-Cert.

Telephone Number (310) 230-6623

Grade levels (Circle) 9 10 11 12 OTHER _____

1. Destination SAGE HILL HS. MOUNTAIN (BEACH) COAST CA 2. Dates of Trips SEPT 27-28 3. Are admission fees charged? Yes _____ No X

4. Name and employee number of employee who will go on trip: BUD KLING 142193 3. Number of Students 15-17 Number of adults 6-10

5. Substitute required? Yes _____ No ✓ How Many? _____ Source of funds _____

6. Time schedule required by school: Leave School FRIDAY Return school BETWEEN 12-12:30 Arrive destination 1 HOUR + 15 MINS

7. Duration of trip: Less than one day _____ One day _____ Overnight ✓ (if overnight, how many days?) 1

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 TEAM BONDING, PLAYING WITH GREAT OPPORTUNITY FOR MEETING PEOPLE FROM DIFFERENT PARTS OF THE STATE QUALITY OPPONENTS

10. Source of funds for trip TEAM FUNDRAISING - PARENT DONATIONS

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: Yes _____ No _____

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: _____

TRIP REQUESTS 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 [Signature] 9/12/24