



Palisades Charter High School

Board Meeting

Date and Time

Tuesday October 15, 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>.

ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A.	Call the Meeting to Order	Sara Margiotta	
B.	Record Attendance and Guests		2 m
C.	Public Comment		30 m
<p><i>"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</i></p> <p>Google Form Public Comment Procedure: A Google form is available 24 hours prior to the meeting for Public Comment. Please refer to the Dewey Dolphin email or copy/paste this link https://forms.gle/kSsxkvL6T9GgXpdEA. Your comment will be read aloud by the Board Vice Chair. Public comments submitted through the Google form will be read after the public comments presented live at the meeting. General public comments not read after 60 minutes will be included in the meeting minutes. Due to public meeting laws, the Board can only listen to your comment, not respond or take action. Comments are limited to two (2) minutes, per person and one cannot cede their time to another. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</p>			
D.	Approve Minutes	Approve Minutes Sara Margiotta	2 m
Approve minutes for Board Meeting on September 17, 2024			
E.	Approve Minutes	Approve Minutes Sara Margiotta	2 m
Approve minutes for Board of Trustees Annual Goal Setting Retreat on September 14, 2024			

	Purpose	Presenter	Time
II. Organizational Reports			5:36 PM
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, Minh Ha Ngo	3 m
F. Human Resources Director (HR) Report	Vote	Dr. Martha Monahan	5 m
		<ul style="list-style-type: none"> • Approval of Contract for Director/AP of Student Support Services • Introduction of Coordinator of Special Education 	
G. Director of Operations Report PCHS Fencing Update	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
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)			6:18 PM
A. Academic Accountability Committee Update "Approval of Committee Members"	Vote	Maggie Nance	5 m
B. Budget & Finance Committee Update "Approval of Committee Members"	Vote	Sara Margiotta	5 m

	Purpose	Presenter	Time
C. Election Committee Update "Approval of Committee Members"	Vote	Sara Margiotta	5 m
D. Charter Committee Update	FYI	Sara Margiotta	5 m
IV. Board Committees (Board Members Only)			6:38 PM
A. Board Members Only - Committee Updates "Approval of Committee Members" <ul style="list-style-type: none"> • Audit Committee • Grade Appeal Committee • Survey Committee 	Vote	Various	5 m
V. Academic Excellence			6:43 PM
A. Pali Period Updates	FYI	Tyler Farrell	5 m
B. Review/Approval of 2024-2025 School Wide Goals	Vote	Sara Margiotta	5 m
C. CAASP Testing Results <ul style="list-style-type: none"> • CAASP testing results and other academic progress indicators 	FYI	Diana Kim	5 m
D. Special Education Update <ul style="list-style-type: none"> • Progress Update Regarding Collaborative Teaching in General Education Classes 	FYI	Tammie Wilson	5 m
E. LAUSD Charter School Compliance Monitoring and Certification of Board Compliance Review 2024-2025	FYI	Dr. Pam Magee	5 m
VI. Finance			7:08 PM
A. 2024-25 CARS Application "To approve the 2024-2025 CARS Application"	Vote	Joseph Lin	5 m
B. 2024-25 Budget to Actual 9/30/2024	FYI	Joseph Lin	5 m

	Purpose	Presenter	Time
C. July-September 2024 Credit Card Fees	FYI	Joseph Lin	5 m
VII. Consent Agenda: Finance Items			7:23 PM
A. School Organized Conferences/Trips	Vote	Sara Margiotta	5 m
November 13-16 Supervising Teacher: Mr. Steve Engelmann Hubert Eaton Scout Reservation - Running Springs, CA Forestry Challenge			
November 22-24 Attendee: Ms. Diana Kim Philadelphia, PA American Council on the Teaching of Foreign Languages Conference			
December 12-13 Supervising Teacher: Mr. Brad Kolavo San Diego State University - San Diego, CA 2024 San Diego Conference and Exhibition			
November 15-17 Supervising Teacher: Ms. Nance Sage Hill Camp Ground - Santa Barbara, CA			
VIII. New Business / Announcements			7:28 PM
A. Announcements / New Business	FYI	Sara Margiotta	1 m
Monthly Board Meeting: Tuesday, November 19, 2024 at 5:00pm in Gilbert Hall			
B. Announce items for closed session, if any.	FYI	Sara Margiotta	1 m
IX. Closed Session			7:30 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

	Purpose	Presenter	Time
• Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9			

X. Open Session 7:45 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

XI. Closing Items 7:47 PM

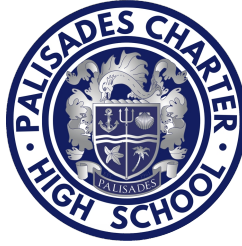
A. Adjourn Meeting	FYI	Sara Margiotta	1 m
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Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on September 17, 2024

DRAFT



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday September 17, 2024 at 5:00 PM

Location

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Trustees Present

Amir Ebtehadj, Jessica Recinos, Kristina Irwin, Maggie Nance, Martha Monahan, Minh Ha Ngo, Nicholas Albonico, Roger Crystal, Sara Margiotta

Trustees Absent

Andrew Paris, Kiumars Arzani

Ex Officio Members Present

Dr. Pam Magee

Non Voting Members Present

Dr. Pam Magee

Guests Present

Charlie Speiser

I. Opening Items

A. Call the Meeting to Order

Sara Margiotta called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Sep 17, 2024 at 5:11 PM.

B. Record Attendance and Guests

C. Public Comment

Mark Cummins - Sam Cummins is transferring into Pali. He is choosing to come to Pali for his senior year. He's coming to Pali to be with friends. He has a 504. He took AP classes at Calabasas and he's coming here with a 3 on one score and a 4 for two classes. The AP grade bump scores will not transfer into Pali based on our policy.

Please reconsider this policy.

Edi Cooke - Clinical psychology studying assessment. These are highly standardized tests. These are not out-of-context scores. They are the most standardized courses.

The kids are at jeopardy of a source of discrimination if some kids get a boost and some do not.

D. Election Committee Update

We had a special election for the second year of the vacated faculty trustee seat. The election was closed on Sept. 12th. The committee received one applicant, Minh Ha Ngo.

Her application was vetted and the Committee moved to accept her as the candidate and is recommending her to the Board for approval.

Maggie Nance made a motion to accept the recommendation from the Election Committee to seat Minh Ha Ngo in the vacated faculty seat for the remaining 1 year of the 2 year term.

Nicholas Albonico seconded the motion.

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

Roll Call

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

E. Approve Minutes

Roger Crystal made a motion to approve the minutes from 8/20/2024 Board Meeting on 08-20-24.

Jessica Recinos seconded the motion.

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

Roll Call

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

II. Organizational Reports

A. Student Report

Students are doing well. Everyone is settling in. Football Fest went well. Today was Student Union Club Day. Then we have service and interest-based club days and that is fun!

B. Parent Report

Kristina - Motorized bikes creating a safety issue for the kids leaving school.

C.

Represented Classified Staff Report

No report given.

D. Unrepresented Classified Staff Report

Nothing to report

E. Faculty Report

Several teachers have approached Mr. Albonico asking about teachers having service workers, even one or two to help alleviate their workload.

F. Human Resources Director (HR) Report

Met with the Budget & Finance Committee (B&F) regarding changing one Tech I position to a Tech II position. Currently, there are 2 Tech I positions and 1 Tech II position. The result of this change would allow for 1 Tech 1 position and 2 Tech 2 positions. There are current employees eligible for the Tech II positions and have demonstrated exemplary work. The change would allow both to be promoted rather than just one.

M. Monahan met with B&F Committee who approved the addition of a Tech II position and the elimination of 1 Tech 1 position.

M. Nance brought up the concern if several employees are all at the higher step, would the cost difference be feasible. Steps are equivalent to years as teachers, it is all a case by case scale for different positions, i.e in administrative positions, how does a teacher that is elevated to admin with no experience get placed on the Step plan? Experience in and out of the classroom would be considered, such as dept. chair, etc..

M. Nance brought up equity concerns when teachers are elevated to administrative positions. Longevity and experience in the previous position should be considered when placing individuals into a different step.

Dr. Ngo brought up that a mechanism should be in place for these promotions. Sara Margiotta made a motion to Approve the additional Tech II position and the elimination of a Tech I position.

Nicholas Albonico seconded the motion.

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

Roll Call

Maggie Nance	Aye
Jessica Recinos	Aye
Andrew Paris	Absent
Martha Monahan	Abstain
Kiumars Arzani	Absent
Kristina Irwin	Aye

Roll Call

Nicholas Albonico Aye

Amir Ebtehadj Aye

Roger Crystal Aye

Sara Margiotta Aye

Band teacher has a single subject credential in music, but the marching band students would need the approval of PE single subject so that they can receive P.E credit.

K. Newbill has taught a knitting course for many years, she is a science teacher but needs a single subject approval to teach the elective course since it is out of her biology credential.

M. Nance brought up if kids could get CTE credit if she had a home economics credential.

M. Monahan stated that she hypothetically could.

In the case of the knitting class, it has to be approved each year by the board and she does not require a credential since she is qualified. This exemption allows teachers to instruct courses that they have expertise in but no credential.

Maggie Nance made a motion to approve the To approve Local Assignment Option for certificated employees, Peter Ye and Karyn Newbill, to work outside of their primary credential area.

Minh Ha Ngo seconded the motion.

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

Roll Call

Maggie Nance Aye

Amir Ebtehadj Aye

Martha Monahan Abstain

Andrew Paris Absent

Jessica Recinos Aye

Nicholas Albonico Aye

Sara Margiotta Aye

Kristina Irwin Aye

Kiumars Arzani Absent

Roger Crystal Aye

Minh Ha Ngo Aye

New fiscal director has been hired: Ms. Alexis Duston. She has a wide range of experiences in the financial sector.

Two updated job descriptions for the Assistant Director of Academic Planning as well as the Assistant Director for Student Support Services. The name has been reflected to capture a wider range of candidates that are more familiar with the title in special education sphere.

Dr. Ngo encouraged that the "counseling" should be in the title, in order to clarify and inform prospective candidates would be supervising the counseling office.

The title and job description is now updated to align with other schools and districts.

G. Director of Operations Report

Nothing to report at this time.

H. Director of Information Technology Report

No new updates.

I. Admin. Safety and Security Team

Nothing to report at this time.

J. Director of Development Report

S Margiotta reported that fundraising is off to a great start and we have raised more funds than last YTD.

K. Chief Business Officer (CBO) Report

Report to be reviewed under Fiscal item in the agenda.

L. Executive Director/Principal (EDP) Report

Highlighted the work of ASB regarding the student clubs student unions (LSU, BSU, GSA). The student unions were all showcased for the first time in the quad all together after ASB amended their constitution to formalize this gathering.

Moving forward with NWEA trainings and assessments in the following week.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

Dr. Ngo reported on the open seats in the AAC, new members will be seated at the next meeting.

B. Budget & Finance Committee Update

S. Margiotta reported that the committee met and approved the Tech II position, unaudited actuals, as well as the 24-25 EPA budget. They also had a conversation regarding the Temescal street banners and potentially reaching out to alumni for funding.

The group is looking for additional Budget & Finance Committee members.

C. Charter Committee Update

S. Margiotta reported that the Charter Committee is scheduled to meet next month. Dr. Magee stated they would meet monthly, and frequency would increase later into the year.

IV. Board Committees (Board Members Only)

A. Board Members Only - Committee Updates

Jessica has stated interest in serving on Audit. Grade Appeal will begin in the coming months. Survey has not convened yet.

V. Academic Excellence

A. Santa Monica College Dual Enrollment Agreement

Annual document that the board has to approve regarding dual enrollment.

Dr. Ngo asked do students receive AP credit for these courses? Dr. Magee stated that she will check.

This current approval is for a photography course, M. Nance asked if the students receive a bump for the course? EDP responded that it is a year long course, so they will receive credit accordingly.

*Note to change Chris Lee's name as signatory since he is no longer at PCHS.

Jessica inquired if all these dual enrollment courses are online? Dr. Magee stated that this is the case with our bell schedule and instructional minutes. EDP stated that students can take other non-listed courses and can add them to their supplemental transcript.

Some courses can be taken with single basis approval, but in this case any student who takes photography would receive credit for it.

Kristina inquired if the same policy applies to summer courses at community colleges and receiving the approval from the school.

This course agreement allows a Pali teacher to instruct the class and for students to receive dual credit.

Kristina Irwin made a motion to approve the dual enrollment agreement with Santa Monica College.

Jessica Recinos seconded the motion.

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

Roll Call

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

B. Virtual Options at PCHS

Randy Tenansnow reviewed the presentation provided to the Board. History and development of the program was shared and how the program has developed throughout the years.

R. Tenansnow made a clarification about virtual academy students versus pupils that take one-off courses online/virtually.

R. Tenansnow provided information about the rigor, time-commitment and structure of the program. Students transcripts do not state that they are virtually enrolled as opposed to in-person attending students.

Exams are proctored, attendance is taken differently than in-person attending. Attendance is contingent on work completion. Students are proctored on Zoom or in-person. The teacher is on the call and students have locked-down browsers. Academic integrity concerns were mentioned, such as AI policy.

Dr. Ngo asked why can we not request students be proctored in-person. R. Tenansnow responded that the program has been designed in order to be conducive to students timelines and commitments.

M. Nance brought up the concern of the scale of academic dishonesty in regards to in-person work versus online coursework. She stated we should figure out a method or plan that allows students to perform honestly and to be prepared for re-integration to in-person courses.

R. Tenansnow acknowledged M. Nance's concern about Foreign Language challenges, but has seen first hand her AP Lit students be well prepared for their testing.

M. Nance believes that the online coursework and in-person instruction may be inequitable.

Dr. Magee stated that declining enrollment is of concern and the school must maximize opportunities for students to excel and be educated in the best format conducive to them.

R. Tenansnow presented that for the 504 online program does not include WL, upper level math, AP Courses, and other specialty courses.

The study seminar teacher is supporting the students in their coursework as well as support from their intervention counselors.

S. Margiotta inquired about Apex, 504 and credit recovery program use of credentialed teachers. For IEP, case managers have credentials to grade and assess special education student work.

Amir asked what Granda is doing, what are other schools using? Teachers have concerns, APEX was used twelve years ago, being used again this year.

Dr. Ngo asked about which coursework will be posted on the transcript. There are specific teachers in each subject who oversee the courses in the virtual program. Her concern is that the IEP, 504 of credit recovery students do not have enough support in content-knowledge.

R. Tenansnow stated the benefit of the Apex program is the reduction of video instruction and more reading-heavy coursework.

Dr. Magee stated that the school has used a variety of different programs and surveyed to find the most suitable option.

S. Margiotta asked if Virtual Academy (VA) instructors are a part of the department-specific PLC work?

R. Crystal asked about the population, R. Tenansnow stated 250 students are VA, and hundred or so in IEP virtual. He also asked how are students aware that in-person learning should be the preferred method. Dr. Magee stated that in-person coursework instruction is overwhelmingly the most popular and commonplace choice. During credit recovery at most 70 students are enrolled over the summer in-person.

Dr. Ngo reiterated her concern with outside-Pali learning programs such as Laurel Canyon or Silicon Valley, and how to encourage students to take these courses in-person at Pali. S. Margiotta inquired on how to make the vetting for these online-schools more rigorous. Who would vet these courses?

R. Tenansnow added that this program is not the "easy-way".

M. Nance stated to review the formatting before the one-sheeter is disbursed widely. Also included that we should discuss how we can better the program and the instruction plan to benefit students.

VI. Athletics

A. CIF Membership Renewal Application

Ms. Nance presented on behalf of the AD, we must have this agreement to ensure that all our sports teams are in the CIF.

Sara Margiotta made a motion to approve the 2024-25 CIF Membership Renewal Contract.

Amir Ebtehadj seconded the motion.

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

Roll Call

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

VII. Finance

A. 2023-24 Unaudited Actuals Report

The CBO presented the report and it stands as submitted. The report was sent to LACOE and LAUSD.

M. Nance asked if the interest revenue is coming from the reserve. The CBO said the monies come from the generated revenue of the unspent allocated funds.

Dr. Ngo mentioned the decrease in permitting is concerning, Mr. Lin stated that some funds could have been un-reflected from the Zelle account. Sara mentioned that the new Director of Operations should revise the process to ensure streamlined accounting.

Dr. Ngo mentioned that there were no new math paraprofessionals hired, Mr. Lin will review to have the document accurately reflect this.

M. Nance stated that we budgeted conservatively, however as a whole things turned out better than anticipated.

Jessica inquired why they are unaudited, Mr. Lin responded that once we have closed our internal review an outside independent company will conduct an audit.

Maggie Nance made a motion to approve the 2023-2024 Unaudited Actuals.

Roger Crystal seconded the motion.

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

Roll Call

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

B. 2024-25 Budget Update

This is a snapshot from August, next month we will be at a better place to project the budget.

M. Nance inquired about the allocation that must be spent by the end of the month. Mr. Lin stated that will be on par to allocate funds and expenditures amounting to 100k by the end of the month.

M. Nance also asked about the 100k that has been allocated for PD, that 10k of has already been spent. Dr. Magee stated a large amount has been set aside for PLC work training and goals.

C. 2024-25 EPA Budget

Mr. Lin reviewed the 2024-2025 EPA Budget as submitted. The Education Protection Account (EPA) account, funds are derived from the Local Control Funding Formula (LCFF) and the funds received from Prop. 30. The budget represents the allocated amount and how PCHS intends spend the funds.

Dr. Ngo inquired if this is supplemental. Mr. Lin stated these are not supplemental and clarified that we are obligated to allocate these funds to teachers salaries. The money cannot be used for anything else.

Amir Ebtehadj made a motion to approve 2024-25 Education Protection Account (EPA) Budget.

Maggie Nance seconded the motion.

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

Roll Call

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

VIII. Consent Agenda: Finance Items

A. School Organized Conferences/Trips

Amir Ebtehadj made a motion to approve the consent agenda as submitted.

Jessica Recinos seconded the motion.

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

Roll Call

Kiumars Arzani	Absent
Andrew Paris	Absent

IX. New Business / Announcements

A. Announcements / New Business

The next regular Board meeting is Tuesday, October 15, 2024 at 5:00pm

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 7:03 PM.

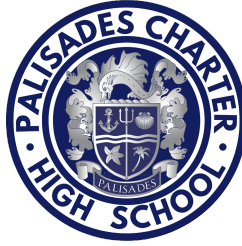
Respectfully Submitted,
Amir Ebtehadj

Coversheet

Approve Minutes

Section: I. Opening Items
Item: E. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Annual Goal Setting Retreat on September 14, 2024

DRAFT



Palisades Charter High School

Minutes

Board of Trustees Annual Goal Setting Retreat

Date and Time

Saturday September 14, 2024 at 10:00 AM

Location

The Swarthmore Room
15225 Palisades Village Lane
Pacific Palisades, CA 90272

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DIAL-IN NUMBER: (605) 475-5900. ACCESS CODE: 660-0134

Please note that the conference dial-in number above is only active when a Board Trustee has indicated they will calling from an off-site location to participate.

Trustees Present

Amir Ebtehadj, Kiumars Arzani, Kristina Irwin, Maggie Nance, Martha Monahan, Nicholas Albonico, Sara Margiotta

Trustees Absent

Andrew Paris, Jessica Recinos, Roger Crystal

Trustees who arrived after the meeting opened

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 Saturday Sep 14, 2024 at 10:05 AM.

B. Record Attendance and Guests

C. Public Comment

D. Welcome and Introductions (Ice Breaker)

Kristina Irwin arrived.

Pali ASB led the group in Pali-themed charades. Board members and guests enjoyed getting to know one another over this activity.

II. Additional Goal Setting Plan(s)

A. Develop Short Term Goals for the 2024-2025 School Year

Attendees, which included administration, faculty, parents and students were divided into breakout groups based on ongoing goals established last year:

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

Groups discussed and reported back about their findings:

B. Develop Board of Trustees Goals for the 2024-2025 School Year

III. 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 12:02 PM.

Respectfully Submitted,
Amir Ebtehadj

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_10_15_2024.pdf
Chad_Greendale_Contract.pdf
Annette_Kennedy_Contract.pdf



**Human Resources Report
Board of Trustees Meeting
October 15, 2024**

Approval of Contract for Director/AP of Student Support Services

We are pleased to introduce Mr. Chad Greendale as our Director/AP of Student Support Services. Mr. Greendale brings a wealth of experience in program initiatives, master scheduling, discipline procedures, optimizing the learning atmosphere, and staff development. He has a proven record for exceeding district goals through effective internal and external communication, and student-centered learning.

Mr. Greendale has a strong commitment to creating environments in which all students thrive. As a principal, he initiated a trauma-informed school culture with a therapeutic web, transforming a culture and accelerating the academic performance of the school. He increased daily enrollment and created a night school to double the number of students served. Mr. Greendale organized, coordinated, and expanded credit recovery options for students. Trauma-informed practices resulted in increased student success and attendance. He created a parent and community center to deepen relationships throughout the community and led staff to a six-year WASC accreditation. Mr. Greendale's efforts resulted in recognition for his site from the CA State Board of Education as Model Community Day School.

The contract is attached in the board meeting documents for your review and approval.

Introduction of Coordinator of Special Education

We are pleased to introduce Dr. Annette Kennedy as our Special Education Coordinator. Dr. Kennedy has a strong background in special education, mathematics, and school administration at the secondary level. She has served as the Principal/Interim Executive Director of a charter school in San Diego, where she oversaw the academic and administrative operations including budget management, professional development, federal/state/local compliance, data analyses (NWEA), family and community engagement/partnerships, and evaluation of certified and classified staff.

The contract is attached in the board meeting documents for your review.

Longevity Awards

Certificated staff members were recognized at the October faculty meeting for their long-term commitment to the Pali community. We celebrate the service of the following educators:

Over 30 years

Robert	King	Soc Science
Dina	Hataishi	Math
Stephen	Klima	English
Minh Ha	Ngo	Math
Dave	Suarez	Soc Science
John	Rauschuber	Soc Science
Chris	Laterzo	Special Ed

Over 25 years

Steve	Englemann	Science
Tom	Seyler	Counselor
David	Schalek	Science
Karyn	Newbill	Science
Susan	Ackerman	Science
Steve	Burr	Soc Science
Kelly	Loftus	Dean
Maggie	Nance	World Language

Over 20 years

Shirin	Ramzi	English
Yeon Hee	Kim	Math
Angelica	Pereyra	VAPA
Patricia	Kuper	Tech Ed
Julie	Benke	Science
Stephanie	Chew	Math
Boris	Tsap	Math
Sarah	Crompton	Science
Myrna	Cervantes	World Language
Randy	Tenan-Snow	English
Heather	Schon	Counselor
Cheryl	Rivin	Math
Paul	Mittelbach	English

Kevin	Kung	Science
Richard	Patterson	Science
Karen	Perkins	Science
Carole	Smith	Science
Eva	Pichlbauer	World Language

Over 15 years

Ellen	Unt	VAPA
Patricia	Perez Del Amo	World Language
Michael	Friedman	Math
Emily	Yook	Math
Rick	Woodward	Science
Alex	Van Name	Science
Grant	Smith	Special Ed
Lisa	Saxon	Tech Ed
Andrea	King	Librarian
Sarah	Rosenthal	English
Mike	Voelkel	PE
Celeste	Fraley	Science
Adelina	Aleman	Counselor
Stephen	Berger	English
Ray	Marsden	PE
Rick	Steil	VAPA
Nicole	Newble	Counselor

Over 10 years

Nicole	Newble	Counselor
Elva	Pouya	Counselor
Blaine	Gorelik	Tech Ed
Kimberly	Theard	Counselor
Evelyn	Rivera	English
Viridiana	Torres	English
Nancy	Fracchiolla	VAPA
Allison	Rayner	Counselor
Gregg	Strouse	Science
Cindy	Calhoun	Tech Ed
Ericka	Najar	World Language
Dawn	Pellerin	Special Ed

Amir	Osterweil	Soc Science
Larry	Wiener	Math

Over 5 years

David	Carini	Soc Science
Elizabeth	Stoyanovich	VAPA
Jessica	Elisha	Science
Bradley	Kolavo	Tech Ed
Cheri	Smith	VAPA
Monique	Smith	VAPA
Michele	Green	English
Alaina	Voccio	English
Kinema	Ivra	Special Ed
Laura	Bachrach	World Language
Yakun	James	Math
April	Schoellnast	Soc Science
Christina	Beiber	Special Ed
Shana	Sharfi	Science
Alice	Kim	Science
David	Pickard	Soc Science
Paula	Anderson	Special Ed
Crystal	Storey	Special Ed
Perisha	Bellinger	Dean
Stephanie	Moore	Soc Science
Kyle	Thomas	Soc Science
Malia	Jakus	VAPA
Arianna	Strippoli	World Language
Laura	Vladika	World Language
Michelle	Kim	English
Phillip	Hoag	Tech Ed

Human Resources Activity

New Employees

Chad Greendale, M. Ed.	Director/AP of Student Support Services
Annette Kennedy, Ed. D.	Special Education Coordinator

Releases, Resignations & Leaves

Closed Session

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

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



**Employment Agreement Between
PALISADES CHARTER HIGH SCHOOL and CHAD GREENDALE**

THIS AGREEMENT (“Agreement”) is made and entered into as of the date fully executed by and between the Board of Trustees (“Board”) of Palisades Charter High School (“PCHS”), a California Non-Profit Public Benefit Corporation and CHAD GREENDALE (hereinafter referred to as the “ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES”).

R E C I T A L S

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES to assist the Executive Director/Principal and to carry out the duties and functions of the position as directed by the Executive Director/Principal and/or the Board; and

WHEREAS, PCHS desires to retain the services of the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES by way of this Agreement and the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES is qualified to perform such duties; and

WHEREAS, the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES and PCHS desire to formalize the employment relationship by way of this Agreement

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto agree as follows:

AGREEMENT

1. TERM. PCHS hereby employs the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES from October 16, 2024 to June 30, 2025, according to the

terms and conditions set forth in the Charter, or as specified herein. In the event of a conflict between the provisions of this agreement and the charter, the provisions of this agreement shall prevail. **COMPENSATION.**

- a. For the period of October 16, 2024 to June 30, 2025, the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES shall receive a prorated salary of \$116,343.94 to be paid in monthly payments, subject to all regular withholdings, based on the annual salary of \$158,155.04 for the 2024-2025 school year.
 - b. The ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES is exempt from overtime law.
 - c. For the duration of this Agreement, the compensation of the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES shall be subject to reduction commensurate with salary reductions and/or reductions in work days (“furlough days”) taken by any other management, supervisory, confidential, or non-management employee group, whether as a percentage reduction to annual salary, a percentage number of furlough days (in relation to the work year of the employee group), or a combination of a reduction to annual salary and furlough days. Additionally, if reduced compensation of any other employee group is restored during the term of this Agreement, the compensation of the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES shall also be restored in an equal manner.
3. **BENEFITS.** At PCHS’s expense, the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES shall be afforded the health and welfare benefits of employment listed in the attached Benefit Description (Attachment A).
 4. **DUTIES.** The ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES shall perform the duties of ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES as directed by the Principal and the Executive Director/Principal, the Articles of Incorporation and By-Laws, prescribed by the Charter, or as specified in the attached job description. This description and the job duties for the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES may be altered from time to time by the Board.
 5. **WORK YEAR AND WORK WEEK.** The work year of the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES is 12 months, from July 1, 2024 through June 30, 2025 and he/she shall be required to work throughout this 12-month calendar year. The work week shall be Monday through Friday, and exclude weekends. The work year shall consist of workdays, non-workdays, and holidays. The annual work year will be two hundred forty-one (241) paid days, including 13 paid holidays and two hundred twenty-eight (228) work days. The additional twenty (20) non-work days (15 non work days prorated), shall be scheduled in advance and approved by the Executive Director "
 6. **EVALUATION.** ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT

SERVICES should meet regularly with his/her supervisor and should receive ongoing performance feedback. In addition, more formal performance evaluations will be conducted annually on or before June 1st, 2025. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. A copy of the written evaluation shall be delivered to the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES, and he/she shall have the right to make an oral or written response to the evaluation. Failure to evaluate the Employee shall not prevent PCHS from releasing the Employee in accordance with this Agreement.

7. EXPENSE REIMBURSEMENT. PCHS shall reimburse the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES for all documented actual and necessary expenses personally incurred by him/her within the scope of his/her employment, subject to Board approval, in accordance with applicable PCHS policy and authorization.
8. TERMINATION OF AGREEMENT. This Agreement may be terminated prior to the end of its term as a result of any of the following events:
 - a. mutual written agreement of the parties
 - b. retirement, legal incapacity or death of the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES
 - c. Charter revocation
 - d. early termination of at-will employment by PCHS without cause in which event a gross taxable sum equivalent to four (4) weeks of salary (subject to all regular withholding) and benefits shall be paid to the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES as severance
 - e. discharge from at-will employment without severance, for cause

Acceptance by ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES of the severance payment pursuant to Section 8(d) shall constitute the sole amount owing and paid in the event of termination of this agreement without cause.

The bases for discharge for cause may include but are not limited to conduct such as neglect of duty, incompetence, breach of contract, dishonesty, disclosure of confidential information, unprofessional conduct, insubordination, violation of law or conviction of any felony or other criminal offense, or any failure of good conduct that might be likely to affect PCHS negatively.

Prior to discharge for cause, the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES shall be provided with a statement of charges and given an opportunity to respond orally or in writing to such charges. The ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. If the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES chooses to be accompanied by legal counsel at such meeting, the ADMINISTRATIVE

DIRECTOR OF STUDENT SUPPORT SERVICES shall bear any cost therein involved. The ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES shall be provided a written decision setting forth the decision of the Board. The decision of the Board shall be final, and this Agreement will terminate as of the date of that decision.

During the pendency of disciplinary proceedings, the Board reserves the right to place the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES on paid administrative leave.

Upon termination for cause, the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES shall receive his/her proportionate compensation to the effective date of termination, along with his/her rights to other benefits as governed by any applicable plans, programs or policies such as health benefits, etc.

The termination for cause provisions of this Section shall not be construed as an agreement to terminate employment only for cause, but rather are intended to provide a mechanism for termination from employment without the payment of severance provided in Section 8(d).

In the event of Charter revocation, all contractual obligations under this Agreement cease immediately upon the effective date of revocation.

Unless the agreement is terminated prior to the end of its term pursuant to this Section or the term is extended in writing in accordance with Section 12, the employment of the ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES will terminate at the end of the term of the agreement and no additional notice is required.

9. ENTIRE AGREEMENT. This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
10. WAIVER. Either party to this Agreement may specifically and expressly waive, in writing, compliance or any breach by the other party with any term, condition or requirements set forth in this Agreement. Any such waiver, however, shall not constitute a further or continuing waiver of the same requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.
11. JURISDICTION. The parties hereby understand and agree that this Agreement, including the attachments hereto, has been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.

- 12. AMENDMENTS. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized representative of both parties.
- 13. ARBITRATION OF DISPUTES. The parties agree that any dispute regarding the application, interpretation or breach of this Agreement will be subject to final and binding arbitration. Attorney’s fees, costs, and damages (where appropriate) shall be awarded to the prevailing party in any dispute, and any resolution, opinion or order of the Arbitrator may be entered as a judgment of the Superior Court.
- 14. INTERPRETATION AND OPPORTUNITY TO COUNSEL. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein. The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel.
- 15. SEVERABILITY. If any term, provision, condition, or covenant of this Agreement shall to any extent be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
- 16. COUNTERPART EXECUTION. This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
- 17. SIGNATURES. We affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

PALISADES CHARTER HIGH SCHOOL, a California Non-Profit Public Benefit Corporation

By:

 Dr. Pamela Magee,
 Executive Director/Principal

Date

 Chad Greendale
 Administrative Director of Student Support Services

Date

**.3ATTACHMENT A:
BENEFIT DESCRIPTION**

1. The ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES is entitled to participate in PERS or STRS, in accordance with their requirements.
2. The ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES is entitled to participate in PCHS provided health and welfare benefits including but not limited to medical, dental, vision and life insurance. In addition, ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES has the opportunity to enroll in other health and welfare benefits including but not limited to additional life insurance, pre-tax savings programs, 403(B), discount programs, etc. PCHS reserves the right to change benefits providers or packages as necessary, while still ensuring compliance with the employee benefits section of the Palisades Charter High School Charter.
3. The ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES is entitled to leaves of absence in accordance with applicable Federal and State law, including but not limited to Family Medical Leave Act(FMLA), State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), etc.
4. The ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES is entitled to Paid Holidays of 13 days annually during the term in keeping with the adopted annual school calendar. Holidays must be used on the day assigned, and unused holidays will not roll over or be paid out at contract termination. During the 2024-2025 school year, these dates include the remaining ten holidays.

July 4	Independence Day
September 1	CA Admission Day
September 4	Labor Day
November 10	Veteran's Day
November 23	Thanksgiving Day
November 24	Friday after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
January 1	New Year's Day
January 15	Martin Luther King Jr. Day
February 19	President's Day
May 27	Memorial Day
June 19	National Independence Day

5. The ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES is entitled to paid 12 sick days of 9 (prorated) annually during the term. Paid sick days accrue at a rate consistent with days worked. ADMINISTRATIVE DIRECTOR OF STUDENT SUPPORT SERVICES may borrow against the contract year's paid sick days, but if he/she terminates his/her contract prior to contract end date, used, un-accrued days must be paid back to Palisades Charter High School. Unused paid sick days will roll over as outlined by STRS and PERS, but will not be paid out at contract termination.



**Employment Agreement Between
PALISADES CHARTER HIGH SCHOOL and ANNETTE KENNEDY**

THIS AGREEMENT (“Agreement”) is made and entered into as of the date fully executed by and between the Board of Trustees (“Board”) of Palisades Charter High School (“PCHS”), a California Non-Profit Public Benefit Corporation and ANNETTE KENNEDY (hereinafter referred to as the “SPECIAL EDUCATION COORDINATOR”).

R E C I T A L S

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the SPECIAL EDUCATION COORDINATOR to assist the Executive Director/Principal and to carry out the duties and functions of the position as directed by the Executive Director/Principal and/or the Board; and

WHEREAS, PCHS desires to retain the services of the SPECIAL EDUCATION COORDINATOR by way of this Agreement and the SPECIAL EDUCATION COORDINATOR is qualified to perform such duties; and

WHEREAS, the SPECIAL EDUCATION COORDINATOR and PCHS desire to formalize the employment relationship by way of this Agreement

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto agree as follows:

AGREEMENT

1. **TERM.** PCHS hereby employs the SPECIAL EDUCATION COORDINATOR from October 2, 2024 to June 30, 2025, according to the terms and conditions set forth in the Charter, or as specified herein. In the event of a conflict between the provisions of this agreement and the charter, the provisions of this agreement shall prevail.

COMPENSATION.

- a. For the period of October 2, 2024 to June 30, 2024, the SPECIAL EDUCATION COORDINATOR shall receive a prorated salary of \$98,103.44 to be paid in monthly payments, subject to all regular withholdings, based on the annual salary of \$132,668.38 for the 2024-2025 school year.
 - b. The SPECIAL EDUCATION COORDINATOR is exempt from overtime law.
 - c. For the duration of this Agreement, the compensation of the SPECIAL EDUCATION COORDINATOR shall be subject to reduction commensurate with salary reductions and/or reductions in work days (“furlough days”) taken by any other management, supervisory, confidential, or non-management employee group, whether as a percentage reduction to annual salary, a percentage number of furlough days (in relation to the work year of the employee group), or a combination of a reduction to annual salary and furlough days. Additionally, if reduced compensation of any other employee group is restored during the term of this Agreement, the compensation of the SPECIAL EDUCATION COORDINATOR shall also be restored in an equal manner.
3. BENEFITS. At PCHS’s expense, the SPECIAL EDUCATION COORDINATOR shall be afforded the health and welfare benefits of employment listed in the attached Benefit Description (Attachment A).
 4. DUTIES. The SPECIAL EDUCATION COORDINATOR shall perform the duties of SPECIAL EDUCATION COORDINATOR as directed by the Principal and the Executive Director/Principal, the Articles of Incorporation and By-Laws, prescribed by the Charter, or as specified in the attached job description. This description and the job duties for the SPECIAL EDUCATION COORDINATOR may be altered from time to time by the Board.
 5. WORK YEAR AND WORK WEEK. The work year of the SPECIAL EDUCATION COORDINATOR is 12 months, from July 1, 2024 through June 30, 2025 and he/she shall be required to work throughout this 12-month calendar year. The work week shall be Monday through Friday, and exclude weekends. The work year shall consist of workdays, non-workdays, and holidays. The annual work year will be two hundred forty-one (241) paid days, including 13 paid holidays and two hundred twenty-eight (228) work days. The additional twenty (20) non-work days (15 non work days prorated), shall be scheduled in advance and approved by the Executive Director "
 6. EVALUATION. SPECIAL EDUCATION COORDINATOR should meet regularly with his/her supervisor and should receive ongoing performance feedback. In addition, more formal performance evaluations will be conducted annually on or before June 1st, 2025. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. A copy of the written evaluation shall be delivered to the SPECIAL EDUCATION COORDINATOR, and he/she shall have the right to make an oral or written response to the evaluation. Failure to evaluate the Employee shall not prevent PCHS

from releasing the Employee in accordance with this Agreement.

7. EXPENSE REIMBURSEMENT. PCHS shall reimburse the SPECIAL EDUCATION COORDINATOR for all documented actual and necessary expenses personally incurred by him/her within the scope of his/her employment, subject to Board approval, in accordance with applicable PCHS policy and authorization.
8. TERMINATION OF AGREEMENT. This Agreement may be terminated prior to the end of its term as a result of any of the following events:
 - a. mutual written agreement of the parties
 - b. retirement, legal incapacity or death of the SPECIAL EDUCATION COORDINATOR
 - c. Charter revocation
 - d. early termination of at-will employment by PCHS without cause in which event a gross taxable sum equivalent to four (4) weeks of salary (subject to all regular withholding) and benefits shall be paid to the SPECIAL EDUCATION COORDINATOR as severance
 - e. discharge from at-will employment without severance, for cause

Acceptance by SPECIAL EDUCATION COORDINATOR of the severance payment pursuant to Section 8(d) shall constitute the sole amount owing and paid in the event of termination of this agreement without cause.

The bases for discharge for cause may include but are not limited to conduct such as neglect of duty, incompetence, breach of contract, dishonesty, disclosure of confidential information, unprofessional conduct, insubordination, violation of law or conviction of any felony or other criminal offense, or any failure of good conduct that might be likely to affect PCHS negatively.

Prior to discharge for cause, the SPECIAL EDUCATION COORDINATOR shall be provided with a statement of charges and given an opportunity to respond orally or in writing to such charges. The SPECIAL EDUCATION COORDINATOR shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. If the SPECIAL EDUCATION COORDINATOR chooses to be accompanied by legal counsel at such meeting, the SPECIAL EDUCATION COORDINATOR shall bear any cost therein involved. The SPECIAL EDUCATION COORDINATOR shall be provided a written decision setting forth the decision of the Board. The decision of the Board shall be final, and this Agreement will terminate as of the date of that decision.

During the pendency of disciplinary proceedings, the Board reserves the right to place the SPECIAL EDUCATION COORDINATOR on paid administrative leave.

Upon termination for cause, the SPECIAL EDUCATION COORDINATOR shall receive his/her proportionate compensation to the effective date of termination, along with his/her rights to other benefits as governed by any applicable plans, programs or

policies such as health benefits, etc.

The termination for cause provisions of this Section shall not be construed as an agreement to terminate employment only for cause, but rather are intended to provide a mechanism for termination from employment without the payment of severance provided in Section 8(d).

In the event of Charter revocation, all contractual obligations under this Agreement cease immediately upon the effective date of revocation.

Unless the agreement is terminated prior to the end of its term pursuant to this Section or the term is extended in writing in accordance with Section 12, the employment of the SPECIAL EDUCATION COORDINATOR will terminate at the end of the term of the agreement and no additional notice is required.

9. ENTIRE AGREEMENT. This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
10. WAIVER. Either party to this Agreement may specifically and expressly waive, in writing, compliance or any breach by the other party with any term, condition or requirements set forth in this Agreement. Any such waiver, however, shall not constitute a further or continuing waiver of the same requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.
11. JURISDICTION. The parties hereby understand and agree that this Agreement, including the attachments hereto, has been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.
12. AMENDMENTS. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized representative of both parties.
13. ARBITRATION OF DISPUTES. The parties agree that any dispute regarding the application, interpretation or breach of this Agreement will be subject to final and binding arbitration. Attorney's fees, costs, and damages (where appropriate) shall be awarded to the prevailing party in any dispute, and any resolution, opinion or order of the Arbitrator may be entered as a judgment of the Superior Court.
14. INTERPRETATION AND OPPORTUNITY TO COUNSEL. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein. The parties hereto

acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel.

- 15. SEVERABILITY. If any term, provision, condition, or covenant of this Agreement shall to any extent be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
- 16. COUNTERPART EXECUTION. This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
- 17. SIGNATURES. We affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

PALISADES CHARTER HIGH SCHOOL, a California Non-Profit Public Benefit Corporation

By:

 Dr. Pamela Magee,
 Executive Director/Principal

Date

 Annette Kennedy
 Special Education Coordinator

Date

**.3ATTACHMENT A:
BENEFIT DESCRIPTION**

1. The SPECIAL EDUCATION COORDINATOR is entitled to participate in PERS or STRS, in accordance with their requirements.
2. The SPECIAL EDUCATION COORDINATOR is entitled to participate in PCHS provided health and welfare benefits including but not limited to medical, dental, vision and life insurance. In addition, SPECIAL EDUCATION COORDINATOR has the opportunity to enroll in other health and welfare benefits including but not limited to additional life insurance, pre-tax savings programs, 403(B), discount programs, etc. PCHS reserves the right to change benefits providers or packages as necessary, while still ensuring compliance with the employee benefits section of the Palisades Charter High School Charter.
3. The SPECIAL EDUCATION COORDINATOR is entitled to leaves of absence in accordance with applicable Federal and State law, including but not limited to Family Medical Leave Act (FMLA), State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), etc.
4. The SPECIAL EDUCATION COORDINATOR is entitled to Paid Holidays of 13 days annually during the term in keeping with the adopted annual school calendar. Holidays must be used on the day assigned, and unused holidays will not roll over or be paid out at contract termination. During the 2024-2025 school year, these dates include the remaining ten holidays.

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Coversheet

Director of Operations Report

Section: II. Organizational Reports
Item: G. Director of Operations Report
Purpose: FYI
Submitted by:
Related Material: Director of Operations Board Report 10_15_2024 .pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Board of Trustees Meeting Operations Report October 2024

Rafael Negroe

Director of Operations & Facilities

Executive Summary

Operations Departments working under normal conditions.

Current projects:

1. Assessing locker inventory and assignment
2. Grounds keeper needed – Assessing scope of work to present proposal to this Board
3. Training all janitors on new work routines
4. Communicating with LADOT to get help with traffic control and monitor high speed traffic

Permits & Setups:

- Permit Revenue August 2024 to September 2024= **\$83,888.25**
- **Permits – Solidified, added two new recurring groups to the rotation.**
- We have fully transitioned to processing all payments through our scheduling software. This change will streamline payment tracking, making it more efficient to manage.
- **Banners – Demand continues, consistently booked – a steady and solid source of passive income.**
- **Filming in August 2024**
 - **Pandion Productions (August 13th)**
 - **Production Parking (August 28th)**
- **Filming in September 2024**
 - **Lululemon (September 6th)**
- ***Potential* Upcoming Filming**
 - **Small Indie (Mid-Oct, still location scouting)**
 - **Multi-Day Feature (End of Oct into Nov, still location scouting)**
 - **T-Mobile (Nov 11th)**



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

MGAC/Pool:

Repair:

- HVAC overhaul completed (9/19); PM service initiated.
- Heat exchanger replacement on inst. pool Lochinvar heater in process (10/14).
- Electrical components of comp pool SPCS/pool motor controls investigated; new parts installed (9/30)-daily inspection of operational systems.
- Small pool filter (inst. pool) leak assessed. Repair in process.
- Pool vacuums repair complete (10/9).
- Locker room outlet and lighting repairs complete.
- Locker room tile issues repair work order in process.
- Scope of work to address concrete pool deck areas needing repair completed.
- 4x locker room shower overhauls in process.

Day to day:

- ARC certifications for community and PCHS employees ongoing.
- Delivering learn to swim modules to PE classes.
- Onboarding new PCHS student lifeguard candidates.

Hosted Pali Swim Alumnae 50th Reunion 9/21. It was a wonderful event reflecting on the rich legacy of the Pali aquatics programs over the years.

Transportation/Buses:

- Currently utilizing 8 buses
- We service 7 routes
- We provide 2 buses with 3 stops each at 6pm for those students who chose or need to stay
- Currently I am evaluating use/participation for the 6:00 pm route – an average of 70 students use the 6 pm bus (each bus maximum capacity is 53) this requires 2 buses
- Seeking solutions to reduce one 6 pm bus
- All buses are trackable on our website

Facilities/Projects:

- **Fence Project**
 - Maria Thorpe & Mark Morrison (LAUSD Architect) here on 9/19
 - Walked the space with engineers on 9/19
 - Drawings reviewed currently at 50%
 - Structural and grading assessments were completed
 - Timeline
 - Oct 2024 - Drawing corrections submitted
 - Oct 2024 – Pali review
 - Nov 2024 - DSA submittal (two to six months)
 - Apr 2025 – propose procurement method
 - June 2025 – deployment of project



PALISADES CHARTER HIGH SCHOOL

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- Aug 2025 – project completion

The plans presented as the Pali Board-approved are the same plans for the project when it was approved LAUSD Acquisition Strategy Board, Bond Oversight Committee and Board of Education.

Coversheet

Director of Information Technology Report

Section: II. Organizational Reports
Item: H. Director of Information Technology Report
Purpose: FYI
Submitted by:
Related Material: Information Technology Board Report 10_15_2024 .pdf



Board of Trustees Meeting – Information Technology Report October 15, 2024

- IT provided significant teacher supports in the submission of Progress 1 grades. This was a great grading window and we appreciate all the timely submissions!
- LAUSD ITD hosted a kick-off call for the early planning stages of potential infrastructure upgrades they are providing to all campuses, including Charters. Eligible upgrades include IP Phones, Public Address/Internal Clocks, Intrusion Alarms, LAN, WLAN, and Cameras. Over a three-week period, we have and will continue to provide support in the survey of the campus and current need.
- ASB Homecoming tickets have gone digital! Working with ASB, our Student Store, and the Attendance Office, IT helped usher ticket sales into the online era. If this pilot is successful, future events will also be able to have digital ticket sales.
- Collaborated with PCHS Ops on exploring the Raptor Emergency Management System, a robust suite of online tools for planning and executing emergency protocols.
- Assisted the Health Office in creating reports that aid in classroom contact tracing.
- Provided rough bill of materials for our CTE Coordinator, who has a wonderful grant opportunity to create and support a new computer lab, if approved.
- Tech supported 25 events that required A/V or other on-hand support.
- The Technology Team is doing an amazing job juggling tasks and priorities! We received 450 tickets since the last board meeting. Of these, 357 have been closed, 59 remain open, and 34 are waiting on parts or customer input. The top three trends this period was broken student device screens, printing related issues, and application/software issues.

Coversheet

Chief Business Officer (CBO) Report

Section: II. Organizational Reports
Item: K. Chief Business Officer (CBO) Report
Purpose: FYI
Submitted by:
Related Material: CBO Board Report 10_15_2024.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

CHIEF BUSINESS OFFICER

Board of Trustees Meeting

October 15, 2024

2024-2025 BUDGET UPDATE

- A Budget vs Actuals report will be presented as a separate agenda item.
- The main update is that the budget now accounts for an additional \$33,000 increase (\$44,000 annualized) in tech salaries and benefits (Board approved tech promotions Sep 2024).
- Daily ADA Transportation Bus costs accounts for a \$245,000 increase due to two increased bus routes facilitating ridership. Recommendation to evaluate and consolidate routes where possible.

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

2024-2025 AVERAGE DAILY ATTENDANCE (ADA)

- PCHS submitted the Month 1 attendance reports to LAUSD. Our ADA for Month 1 (period of August 14, 2024 through September 6, 2024) reflects an ADA of 2,860; Month 2 (period of September 9, 2024, through October 4, 2024) reflects an ADA of 2,853; Month 1 & 2 Cumulative ADA 2,857 (95.61%)
- As a reminder, our 2024-25 Approved Budget estimates an annual ADA of 2,790.

2024-2025 CREDIT CARD REPORT

- The credit card report covers the period of July 1, 2024 through September 25, 2024.

COMPLIANCE

- The 2023-24 actuarial valuation update is also in-progress with an estimated completion date of October 31, 2024.
- The plan is to present it in November.
- We are also underway with our 2023-24 independent audit. The deadline is Dec 15, 2024.

LOOKING AHEAD

- Continuing monitoring enrollment/attendance trends
- 2023-24 Actuarial report. Estimated completion is October 31, 2024.
- November meeting: Update on 5-year facilities/maintenance plan
- Dec 15th - 2024-25 First Interim Financial Report
- Dec 15th: Independent Audit Report Due

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 10_15_2024.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Executive Director/Principal Report Board of Trustees Meeting October 15, 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

Advance Placement augmentation credit review

The PCHS Counseling and Guidance Department has recently reviewed the Advance Placement transcript protocols after receiving an request at the September 2024 Board of Trustees meeting. The following updated language will be added to the department policies and reflected in the PCHS Student/Parent Handbook:

Beginning August 2024, all students will receive an augmentation credit of .025 points on their transcript for courses designated as Advanced Placement courses taken at PCHS or their previous school if they are a transfer student.

Testing Updates

PCHS collects ongoing academic data to gauge students' current performance and growth. This data will provide critical evidence for individual teachers, academic departments, and school leadership to make informed decisions about instructional needs.

All Professional Learning Communities have been provided with a two-week window for release time between October 28 and November 5. During that time, the PLCs will create one common assessment with a rubric to be added to the Performance Matters platform and administered to students by the end of the semester.

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

PCHS recently administered the NWEA MAP assessments, which 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 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 the second semester. This will provide essential data to make informed decisions regarding growth areas and 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 progress academically. Participation rates in all areas must meet 95%. Make-up testing will continue until the participation goal is met.

Counseling Updates

New Administrative Director of Student Support Services Chad Greendale joined the PCHS team this week and is quickly acclimating to the school and department.

The Academic Counselors will be meeting with all students this semester per the following schedule:

- 9/9-9/20 - Seniors
- 9/30-10/11 - Juniors
- 10/21-11/1 - Sophomores
- 11/12-11/22 - Freshmen

The following infographic provides steps and contact information to assist parents and educational partners in resolving concerns:

STUDENT CONCERN RESOLUTION STEPS

**STEP 1
TEACHER**
Meet with your teacher FIRST to discuss concerns and strategies for your success.

**STEP 2
COUNSELOR**
If STEP 1 does not resolve the concern, meet or contact your counselor.

**STEP 3
ADMINISTRATOR**
If the concern has still not been resolved, contact the department administrator.*

**CLICK HERE FOR LIST OF CONTACTS TO PCHS
TEACHERS, COUNSELORS, ADMINISTRATORS**

***DEPARTMENT ADMINISTRATORS**

Tyler Farrell	Diana Kim	Chad Greendale	Adam Licea	Tammie Wilson
<ul style="list-style-type: none"> • CTE • Tech Ed • Visual & Performing Arts 	<ul style="list-style-type: none"> • EL • Math • World Language 	<ul style="list-style-type: none"> • English • Science • Pali Academy • Virtual Academy 	<ul style="list-style-type: none"> • Physical Education • Social Studies 	<ul style="list-style-type: none"> • Special Education • 504 Services • Health Office • Study Center • Mental Health

Campus Visit from LAUSD Board District 4 Member Nick Melvoin and Senior Advisor Allison Holdorff Polhill

PCHS was honored to spend time with LAUSD Board member Nick Melvoin and Senior Advisor Allison Holdorff Polhill on Friday, October 4. The team looked in on multiple LAUSD facilities projects, observed in classrooms, and visited the ASB Leadership class, where they filmed a segment for the weekly Leadership Show. The visiting group discussed the upcoming

LAUSD cell phone policies and PCHS's steps to address similar concerns. PCHS appreciates BD4's ongoing engagement and support.

LAUSD Charter School Division Annual Compliance Visit

Throughout the year, the Charter School Division will emphasize the academic performance of all students through performance-based oversight aligned to the California Charter Schools Act. LAUSD's oversight procedures are intended to balance a charter school's autonomy of operation with its accountability to the public. LAUSD utilizes a holistic, performance-based approach to evaluate all charter schools, guided principally by making decisions in the best interest of students. The Annual Performance-Based Oversight Visit (APBOV) date is **April 9, 2025**. A fiscal segregation of duties interview will also be conducted. The Charter School Compliance Monitoring checklist is included in the meeting materials. The preliminary verification will be submitted to LAUSD by November 8, 2024. The final, board-approved verification will be forwarded to LAUSD by January 10, 2025.

Week of the School Administrator (October 13–19, 2024)

The CA Department of Education recognizes October 13–19, 2024, as the Week of the School Administrator (California *Education Code* Section 44015.1). 44015.1. In observance of the importance of educational leadership at the school, school district, and county levels, the second whole week in October of each year shall be designated as "Week of the School Administrator." Schools, school districts, and county superintendents are encouraged to publicly recognize the school administrators contributions to successful pupil achievement.

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 these plans by layering common goals. Each plan reinforces the others by addressing similar areas, including 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.

Coversheet

Budget & Finance Committee Update

Section: III. Board Committees (Stakeholder Board Level Committees)
Item: B. Budget & Finance Committee Update
Purpose: Vote
Submitted by:
Related Material: Budget Com Meeting Minutes 10_07_2024.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

REGULAR MEETING MINUTES - BUDGET/FINANCE COMMITTEE
MONDAY, OCTOBER 7, 2024 – 3:30 – 5:30 PM
LIBRARY

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

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

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

I. PRELIMINARY:

A. Call to Order & Roll Call

S Margiotta called the meeting to order at 3:44 pm. In attendance: S Margiotta, D Gronich, S Sherkhonov. Non-Voting Members: P Magee and J Lin. Please see original sign in sheet for list of guest attendees. Guest member R Kianfar expressed interest in joining the committee at the conclusion of the meeting.

B. Public Comments – No public comment made.

C. Approval of Minutes:

D Gronich made a motion to approve the meeting minutes from September 9, 2024. S Sherkhonov seconded the motion. Motion passed unanimously with no abstentions.

III. REPORTS (5 minutes each):

A. Executive Director - P Magee reported that PCHS had a visit from Nick Melvoin last week. They toured the school, met with Facilities and IT. They provided project updates. AC was slated to be completed 2030 and Dr. Magee urged this to be pushed up. Fence completion is projected to be 2025. They also discussed LAUSD's phone use policy of no phone on campus vs. PCHS policy which allows them at nutrition and lunch. Tech infrastructure is being evaluated (PA, security cameras, etc.). It was also noted that the current solar memorandum is no longer valid as the dates of execution have expired.

B. CBO Report-Discussion – Reviewed and discussed by J Lin and stands as submitted. It was noted that transportation costs are approximately \$245 for the current school year and this was discussed at length by the committee and suggestions made. The committee felt that it was important to provide transportation to those who needed it and could participate in the program but discussed possible route changes etc. R Negroe is continuing to work on cost reduction, including all students riding the bus are paying participants, current PCHS students, and working with ATS. More information and follow-up to be shared at a later date.

C. Fundraising & Development - R Rodman reported that PCHS Fund was at \$202K at the end of September with 136 donors. Messaging is resonating: fund helps support Study Center, Academic Counselor, and competition transportation. She noted that reminders also matter and PCHS Fund is now at \$210K+ year to date. Phone-a-Thon planned for next week. There are 61 Banner donors and there is an 8% donation rate. In future, there will be additional donor emails, Giving Tues. and end of year outreach.



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

- D. ASB Treasurer Report – No report given.
- E. Booster Club – M Anna reported that Boosters is off to a great start and is collaborating with PCHS FUND has been great. They have currently raised \$179K and should meet their fundraising goals, Their fundraising plan for the year was also discussed.

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

- A. Fiscal Policy - This was briefly reviewed by J Lin. Approval of this policy will take place at B&F committee Nov. meeting to allow committee members time to review it.
- B. Budget Update September 2024 -Reviewed by J Lin and it stands as submitted.
- C. 2024-25 CARS App – Reviewed by J Lin and stands as submitted. S Sherkhonov made a motion to approve the 2024-2025 CARS App. D Gronich seconded the motion. Motion approved unanimously with no abstentions.
- D. July-Sept 2024 - Credit Card Expenses – Reviewed by J Lin and stands as submitted.

The meeting was adjourned at 4:49 pm.

Coversheet

Review/Approval of 2024-2025 School Wide Goals

Section: V. Academic Excellence
Item: B. Review/Approval of 2024-2025 School Wide Goals
Purpose: Vote
Submitted by:
Related Material: 2024_2025 PCHS Schoolwide Goals_Board Retreat Notes .pdf

PCHS Board Retreat Meeting Minutes: Goal Setting for 2024-2025

1. Academic Achievement

- Continue focusing on the educational program by re-evaluating and updating existing courses and instructional practices to include innovative and relevant content
- Improve outcomes through relevant professional development in best practices and latest research on instructional methodology
- Utilize data from CAASP, NWEA, and Performance Matters Common Assessments to measure student growth, inform instruction and aim for improvements across all subgroups
- Develop campus-wide skills measurement and sharing system

2. Communication

- Research appropriate resources to increase student access to pertinent information through:
 - o Consistent use of a single platform for student communication
 - o Utilization of brief, colorful, easy-to-read information

Note: Goal for parent communication has been met through ParentSquare

- Improve consistency in messaging across platforms
- Better utilize Leadership Show:
 - o Develop dedicated sections (news, sports, etc.)
 - o Increase teacher participation in showing Leadership Show (currently estimated at 20%)

3. Fiscal Budget

- Prioritize modernization
- Evaluate potential enrollment increase and expansion of facilities (long-term goal)
- Revise purchasing processes:
 - o Focus on purchasing alignment
- Aim for economies of scale
- Capital improvements:
 - o Continue A/C installation progress
 - o Plan for clean energy initiatives (e.g., solar)
 - o Consider need for modular classrooms
- Transportation:
 - o Continue parent-funded ridership
 - o Maintain relationship with Metro for Pali-only Express service

4. Student Socioemotional Well-being

- Limit social media usage at school
- Create a mental health wellness center (part of WASC 6-year plan)
- Publicize and advertise the mental health team
- Improve signage and posting
- Make the mental health team more accessible for students
- Consider hiring retired psychologists or 3-4 part-time school psychologists (equivalent to one FTE)
- Wellness center
 - o Implement phase one of six-year plan for the center
 - o Identify and brand a physical space for the center
 - o Address effects of social media on student wellbeing

5. Diversity and Culture

- Improve information accessibility and push of resources

- Utilize multiple channels for communication:
 - o ASB leadership show
 - o Schoology updates
 - o Classroom visits

Implement bullying campaigns:

- o Utilize social media and videos
- o Ensure students know how to reach out for help
- o Conduct regular surveys to measure effectiveness: Pre-survey, Mid-year survey and End-of-year survey

Additional engagement recommendations:

- Achieve goals through teacher buy-in
- Focus on mental health, reducing stigma, and improving student well-being
- Set semester-based timelines for initiatives
- Educate students on available resources through Pali Period
- Focus on freshman engagement
- Encourage mixing of diverse groups in clubs and unions

Next steps:

- o Develop specific SMART goals for each area based on these broader objectives
- o Assign responsibilities for each goal
- o Set timelines for implementation and review
- o Plan for progress updates throughout the 2024-2025 school year

Coversheet

LAUSD Charter School Compliance Monitoring and Certification of Board Compliance Review 2024-2025

Section: V. Academic Excellence
Item: E. LAUSD Charter School Compliance Monitoring and Certification of
Board Compliance Review 2024-2025
Purpose: FYI
Submitted by:
Related Material:
2024_2025 Compliance Monitoring and Certification Board Compliance Review.pdf

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2024-2025

School Name: Palisades Charter High School

Board President Name: Sara Margiotta

Charter Management Organization: NA

LAUSD Loc. Code: 8798

INSTRUCTIONS: This Compliance Monitoring and Certification Checklist needs to be submitted twice but both certifications must be completed on the same form.

First submission should be completed by checking each appropriate box (Compliant **OR** In Process) for items 1-29; school administrator needs sign and date the certification page and submit all pages no later than November 8, 2024 via Dropbox.

Second submission needs to be completed by checking each appropriate items 1-29 under the board certification column, Board Chair needs to sign the certification page and submit with supporting documentation including the Board Agenda where checklist was discussed, Board Minutes and Board Agenda approving the minutes no later than January 10, 2025 via Dropbox.

Note: Checklist boxes cannot be left unchecked for any of the items unless you indicated Not Applicable (N/A). Compliance Certification with wet signatures must remain at the school site and be available for review upon request by the oversight team at any time.

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATIO N BY JANUARY 10, 2025
		COMPLIANT	REQUIREMENT IN PROCESS	
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., Ed. Code § 47605(c) (5)(F); Ed. Code §§ 45122.1 and 45125.1; Ed. Code § 49406; Ed. Code § 44237.	Documentation that the school has at least one DOJ-confirmed Custodian of Records.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2024-2025 " form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	Completed and signed “Criminal Background Clearance Certification” for each faculty and staff member to certify criminal background clearance prior to employment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements. Ed Code § 49406; Health & Safety Code §§ 121525, 121535, 121545, and 121555.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teachers hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(l).	For each certificated staff member: Credential(s) are appropriate for the position(s) to which the person has been assigned, and are in alignment with Ed. Code § 47605(l) and other applicable law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division (CSD) has been provided with, and parents have access to, the school’s most current contact information for each Governing Board member and the 2024-2025 Board meetings calendar .	Accurate and updated school contact information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines.	Lottery form and enrollment packet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school’s health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., Ed Code §§ 32280-32289) b. Child Abuse Mandated Reporter training requirements (Ed. Code § 44691; Penal Code § 11164, <i>et seq.</i>) c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, as outlined in Ed. Code, § 215	Comprehensive Health, Safety, and Emergency Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of annual Blood borne Pathogens training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Co-located Charter Schools only - The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-located charter school.	Participation in District and site level co-location meetings. Review of Policy Bulletin-5532.1 Meeting with district site principal for additional information and questions.	NA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The charter school has either implemented the LAUSD Master Plan for English Learners and Standard English Learners or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current FSDRL.	EL Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan).	NA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The charter school’s school climate and student discipline systems and procedures align with applicable law and LAUSD’s Discipline Foundation Policy and School Climate Bill of Rights . See current FSDRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
	School Climate Bill of Rights.			
	Evidence of tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, involuntary removals and reinstatements , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current FSDRL.	Monthly suspension and expulsion reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school communications, including the Parent Student Handbook , are consistent with the provisions of school's approved charter as well as applicable law (e.g., translation required in the target language if Charter School has 15% of more of Stakeholders who speak that language.)	Parent Student Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of facilities shall be in compliance with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, including but not limited to, the Americans with Disabilities Act and Section 504, and all other applicable fire, health, and structural safety and access requirements. See 42 U.S.C.A. § 12182; Ed. Code § 47610. See current FSDRL.	Current and appropriate Certificate of Occupancy or equivalent; fire permit that certifies a thorough and comprehensive fire life safety inspection has been conducted annually; and other required documentation (for any school site not located on District property).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all public accountability, ethics and integrity laws , including, but not limited to: <ul style="list-style-type: none"> ● Ralph M. Brown Act, Gov. Code §§ 54950, et seq. ● Political Reform Act of 1974, Gov. Code §§ 81000, et seq. ● California Public Records Act, Gov. Code § 7920.000, et seq. ● Conflicts of Interest, Gov. Code § 1090 as set forth in Education Code section 47604.1. 	Board meeting agendas and minutes for the past 12 months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public posting of Board agendas, including on the school website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Brown Act training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<ul style="list-style-type: none"> Ethics Training for Officials, Gov. Code § 53235. 	Forms 700 (and any applicable required documents) filed with the Los Angeles County Board of Supervisors as required and maintained at the school site/organization. Remaining applicable employees forms 700 are maintained at the school site/ organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The charter school governing board ensures that their Articles of Incorporation are current, filed, and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Proposition 20 – State Lottery (e.g., Gov. Code § 8880.4), Education Protection Act (Proposition 30), Special Education (Ed. Code § 56000, et seq.), Ed. Code § 47614.5, and all other federal and state programs in which the charter school participates.	A list of current federal and/or state programs that the school is participating in and/or receiving grants from, and a certification that the school has met the provisions of eligibility and/or requirements of these programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements Uniform Complaint Procedure (UCP) policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., California Code of Regulations, title 5, section 4600 et seq., and guidance provided at http://www.cde.ca.gov/re/cp/uc/	The governing board has reviewed the school’s: <ul style="list-style-type: none"> UCP policies UCP procedures UCP forms 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School	Local School Wellness Policy, including evidence of stakeholder input in the development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<p>Wellness Policy. See 42 U.S.C.A. § 1751, et seq.; 42 U.S.C.A. § 1771, et seq.</p> <p>Note: Even if the charter school is not participating in the National School Lunch or Breakfast program development and adoption of an equivalent Wellness Policy would benefit the school and its students.</p>	of the policy and annual progress report.			
<p>18. The charter school governing board oversees the development of and approves/adopts the educational partner engagement process, goals, actions, measurable outcomes, and expenditures in the school's Local Control Accountability Plan (LCAP) and annual update in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.</p>	Documentation of educational partner engagement, including Board Meeting Agendas, Board Minutes, LCAP, and related documents (e.g., Budget Overview for Parents, Action Tables, etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. The charter school ensures compliance with the LAUSD's Keeping Parents Informed: Charter Public School Transparency Resolution of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office. Ed. Code §§ 17280 to 17317.</p>	Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically.	NA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. The charter school ensures that it complies with all applicable federal and state laws regarding students experiencing homelessness and foster youth, including but not limited to, the provisions of the federal McKinney-Vento Homeless Assistance Act and the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time.</p>	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school's designee and the partial credit policy, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. Charter Schools Serving Grade 9: The charter school complies with all applicable requirements of Ed. Code § 51224.7.</p>	Documentation of the adoption of the charter school's established policy in compliance with Ed. Code, § 51224.7, including the Board Meeting Agendas and Board Minutes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
22. The charter school complies with all applicable requirements of Ed. Code, § 215: Pupil Suicide Prevention Policies. (Schools serving Grades 7-12). If the charter school is co-located on District property (Prop 39), the charter school must comply with all applicable requirements including the District’s policy (BUL: 2637.4 <i>Suicide Prevention, Intervention, and Postvention</i>) and must access training via the District’s website through MyPLN.	Documentation of the adoption of the charter school’s policy as outlined in Ed. Code, § 215, including the Board Meeting Agendas and Board Minutes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. Charter Schools Serving High School (grades 9-12): The charter school has obtained Western Association of Schools and Colleges (WASC) accreditation and University of California (UC) Doorways Course Approval.	Charter school approvals are listed on the WASC website and UC Doorways website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The charter school complies with all applicable requirements of Ed. Code §§ 231.5 and 231.6 regarding sexual harassment notifications (charter schools serving Grades 9-12).	Verification of pupils being notified in accordance with applicable legal requirements (Ed. Code §§ 231.5 and 231.6), displaying a poster in bathrooms and locker rooms at the schoolsite.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25. Charter school must comply with all online posting requirements related to the filing of a Title IX complaint pursuant to Ed. Code, § 221.61.	Documentation of the charter school’s online posting(s) containing all the required information set forth in Ed. Code, § 221.61.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Charter school must comply with all Title IX federal requirements including the adoption and publishing of grievance procedures. These procedures are intended to provide for the prompt and equitable resolution of student and employee complaints set forth in 34 C.F.R. § 106.8.	Documentation of the charter school’s adoption and publishing of its grievance procedures including the Board Meeting Agenda(s) and Board Minute(s).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
<p>27. The charter school complies with all applicable requirements of Ed. Code § 56040.3 pertaining to school-purchased assistive technology devices for individuals with exceptional needs.</p>	<p>Documentation of compliance with the requirements, which may include but is not limited to, how students were provided access to assistive technology devices in order to receive a free appropriate public education.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>28. Charter schools must comply with all applicable requirements of Ed. Code § 49501.5 and must make available a nutritionally adequate breakfast and a nutritionally adequate lunch free of charge and with adequate time to eat, during each school day to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-price meal.</p>	<p>Documentation of compliance with the requirements, which may include but is not limited to, how the charter school implemented a Universal Meals Program for school children, and whether the school participated in the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>29. The charter school complies with all applicable requirements of Ed. Code § 44258.9 related to the state's annual teacher assignment monitoring via the California Statewide Assignment Accountability System (CalSAAS) and engages in the CalSAAS to address any possible misassignments within the designated timelines. The charter school must correct misassignments within 30 calendar days.</p>	<p>Participation in the CalSAAS.</p> <p>Timely responses to the Monitoring Authority's questions/requests in the CalSAAS.</p> <p>Documentation of corrected misassignments.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>30. If Charter School is offering Independent Studies (IS), comply with all applicable legal requirements for IS (Ed. Code, §§ 51744-51749.6; 5 C.C.R. §§ 11700-11705), including, SB 348 and SB 153 (see e.g., Ed. Code, §§ 49501.5, 46300 <i>et seq.</i>), which include but are not limited to, adopting/updating and implementing written policies relating to IS.</p>	<p>Independent Study Policy</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
31. For charter schools serving grades K-6, charter school complies with all applicable requirements of SB 291 (Ed. Code, § 49056) and related updates in SB 153.	Recess Policy	NA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. For charter schools serving High School grades, the charter school complies with all applicable requirements of AB 714 (e.g., Ed. Code, §§ 51225.1, 51225.2).	Graduation Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
33. For charter schools serving elementary school grades, complies with AB 2268 (Ed. Code, §§ 313 and 60810.).	English Language Learners: Pupil Instruction	NA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. For charter schools serving High School grades, complies with AB 245. (Ed. Code, §§ 35179.1 and 35179.4.).	Physical Education Training and Emergency Action Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35. For charter schools offering interscholastic athletic program, complies with AB 1653. (Ed. Code, § 35179.4.).	Emergency Action Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Supporting Documentation	SCHOOL ADMIN. BY NOVEMBER 8, 2024		BOARD CERTIFICATION BY JANUARY 10, 2025
36. For charter school providing certain transportation services for pupils, complies with SB 88. (Ed. Code, §§ 49406 and 39875, <i>et seq.</i>)	Certification of Clearances Credentialing and Mandated Training or Vendor Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. For charter schools serving 6 th through 8 th grade, complies with AB659. (e.g., Ed. Code, § 48980.4.)	Pupil and Parent Notification	NA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Charter School complies with AB 889. (Ed. Code, § 48985.5.)	Charter School Website	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
39. For charter schools serving High School grades, comply with SB153 California Guidance Initiative. (Ed. Code, § 51225.7, <i>et seq.</i>)	Pupil and Parent Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW (By Friday, November 8, 2024)

The undersigned hereby certifies that, on October 15, 2024 the School Administrator of

Palisades Charter High School

Name of Charter School

reviewed the school's compliance with legal, charter, and District policy requirements.

<u>Dr. Pam Magee</u>	<u>Dr. Pam Magee</u>	<u>10/15/2024</u>
<small>Printed Name of School Administrator</small>	<small>Signature of School Administrator</small>	<small>Date Signed</small>

CERTIFICATION OF BOARD COMPLIANCE REVIEW (By Friday, January 10, 2025)

The undersigned hereby certifies that, on _____, the Governing Board of

Date(s)

Name of Charter School

reviewed the school's compliance with legal, charter, and District policy requirements.

This certification includes the following relevant documentation:

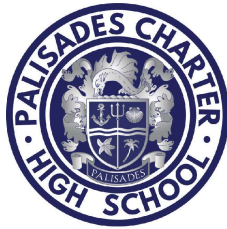
Board Agenda where item was discussed

<small>Printed Name of Governing Board Chair</small>	<small>Signature of Governing Board Chair</small>	<small>Date Signed</small>

Coversheet

2024-25 CARS Application

Section: VI. Finance
Item: A. 2024-25 CARS Application
Purpose: Vote
Submitted by:
Related Material: 2024-25 CARS Application.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

August 20, 2024

TOPIC/ AGENDA ITEM:

VI. FINANCE

A. 2024-2024 Consolidated Application (CARS Application)

PERSONNEL INVOLVED:

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

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the 2024-2025 Consolidated Application and Reporting System certification. The Consolidated Application (also known as ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs (e.g., Title I, Part A; Title II; etc.) to county offices, school districts, and direct funded charter schools throughout California. The attached CARS application contains the entitlements for each Federally funded program.

The CARS App, which PCHS submitted on 9/29/24, certifies that PCHS has applied for these funds and will use the funds according to Federal rules and regulations. For 2024-25, Title III funding (English Learner and Immigrant students) was excluded due to the low student count.

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

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

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2024-2025 Consolidated Application.

RECOMMENDED MOTION:

“To approve the 2024-2025 CARS Application”

Joseph Lin
Chief Business Officer

2024-25 CARS APP

CONSOLIDATED APPLICATION & REPORTING SYSTEM (ALSO KNOWN AS CONAPP)

CARS APP Overview

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

Part I / Spring Release

Annually, each local educational agency (LEA), using the Consolidated Application and Reporting System (CARS), submits the spring release of the ConApp. The spring release documents participation in these programs and provides assurances that the LEA will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs. The deadline also required PCHS to confirm past expenditures for 2022-23 and 2023-24.

Part II / Winter Release

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

Federal Funds – Title I – IV

The CARS App, which PCHS submitted on 9/29/24, certifies that PCHS has applied for these funds AND will use the funds according to Federal rules and regulations

- Title I: Socioeconomically Disadvantaged
- Title II: Effective Teachers & Leaders (supporting effective instruction)
- Title III: English Learners (excluded in 2024-25)
- Title III: Immigrant Students (excluded in 2024-25)
- Title IV: Student Support & Academic Enrichment

This is consistent with PCHS' CARS App approval from 2022-23 and 2023-24. The finance team will bring forth

Part II (Winter Release) by late March 2025.

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

Palisades Charter High (19 64733 1995836)

Status: Certified
 Saved by: Joseph Lin
 Date: 9/29/2024 9:08 PM

2024–25 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca24assurancestoc.asp>.

CDE Program Contact:

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

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Joseph Lin
Authorized Representative's Signature	
Authorized Representative's Title	Chief Business Officer
Authorized Representative's Signature Date	09/29/2024

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2024–25 Protected Prayer Certification

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

CDE Program Contact:

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

Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Juan Pablo Herrera
Authorized Representative's Title	Chief Business Officer
Authorized Representative's Signature Date	08/13/2024
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

*****Warning*****

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2024–25 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

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

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

Returning Application

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

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/11/2024
Authorized Representative's Full Name	Juan Pablo Herrera
Authorized Representative's Title	Chief Business Officer

*****Warning*****

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2024–25 Application for Funding

CDE Program Contact:

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

Local Governing Board Approval

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

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

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

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

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

*****Warning*****

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Coversheet

2024-25 Budget to Actual 9/30/2024

Section: VI. Finance
Item: B. 2024-25 Budget to Actual 9/30/2024
Purpose: FYI
Submitted by:
Related Material: 2024-25 Budget to Actual 09_30_2024.pdf

Palisades Charter High School -2024-2025 Adopted Budget, Actuals to Date 9.30.24

		2023-2024	2024-2025 Adopted Budget (DRAFT)			2024		Projection	2024-2025	Comments
Description	Obj Code	Unaudited Actuals	Unrestricted	Restricted	Total	Unrestricted	Restricted		Est Actual SEP 2024 (9/30/24)	
A. Revenues										
LCFF/Revenue Limit Sources										
State Aid	8011	20,614,514	15,598,494		15,598,494	15,570,540			15,570,540	ADA Estimated at 2785 vs 2790 24-25 Budget
Education Protection Act	8012	5,115,989	10,385,940		10,385,940	10,365,940	-		10,365,940	ADA Estimated at 2785 vs 2790 24-25 Budget
State Aid (Prior Years)	8019	8,174			-	-			-	
In Lieu of Propety Tax	8096	11,092,739	10,516,793		10,516,793	10,497,946			10,497,946	ADA Estimated at 2785 vs 2790 24-25 Budget
Total, LCFF/Revenue Limit Resources		36,831,416	36,501,227	-	36,501,227	36,434,426	-		36,434,426	
Federal Revenues										
Special Education - IDEA	8285	720,512		740,968	740,968		42,500	697,140	739,640	\$265.58/ADA (As of April RSA)
Child Nutrition - Federal	8220	377,026		200,000	200,000		-	200,000	200,000	
Other Federal										
Title I	8290	255,668		255,285	255,285		-	283,416	283,416	per CDE 8/22/24
Title II	8290	50,501		49,690	49,690		(749)	55,662	54,913	per CDE 8/22/24
Title III - English Learners (4203)	8290	-		2,849	2,849		-	-	-	per CDE 8/22/24
Title III - Immigrant (4201)	8290	-		-	-		-	-	-	per CDE 8/22/24
Title IV	8290	21,866		21,409	21,409		-	18,747	18,747	per CDE 8/22/24
Perkins	8290	38,821		40,695	40,695		-	40,695	40,695	per CTE Budget
Dept of Rehab	8290	-		-	-		-	-	-	
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		-	-		49,985	52,489	102,474	Fully obligated by 9/30/2024
ESSER III - Learning Loss (3214)	8290	442,909		-	-		-	-	-	
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		-	-		-	-	-	
Expanded Learning Opportunity (ELO): ESSER III State (3219)	8290	238,439		-	-		53,678	47,728	101,406	Fully obligated 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	-	145,414	1,395,877	1,541,291	
Other State Revenues										
Child Nutrition - State	8520	720,887		400,000	400,000		-	400,000	400,000	
Mandated Cost Reimbursement	8550	148,426	153,924		153,924	-	-	153,648	153,648	\$55.17/ADA
Supplemental Block Grant	8590	32,063			-		-	-	-	
State Lottery (Non Prop 20)	8560	619,655	493,830		493,830	-	97,288	395,657	492,945	\$177/ADA
State Lottery (Prop 20)	8560	323,761		200,880	200,880		102,539	97,981	200,520	\$72/ADA
CTE	8590	501,404			-		1	341,999	342,000	per CTE Budget
Arts and Music in Schools (AMS)	8590	388,392			-		72,226	316,166	-	Recognize allocation - unspent revenue part of restricted ending fund balance (per cde)

		2023-2024	2024-2025 Adopted Budget (DRAFT)			2024		Projection	2024-2025	Comments
Description	Obj Code	Unaudited Actuals	Unrestricted	Restricted	Total	Unrestricted	Restricted		Est Actual SEP 2024 (9/30/24)	
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		43,814	155,314	199,128	\$71.50/ADA, New for 23/24
Total, State Revenues		3,967,460	647,754	1,142,365	1,790,119	-	315,868	1,860,765	1,788,241	
Other Local Revenues										
Special Education - AB602	8677	2,667,711		2,562,615	2,562,615		149,797	2,408,226	2,558,023	\$918.50/ADA
Food Service Sales	8634	42,560		50,000	50,000		-	50,000	50,000	Reduced as a result of lower a la carte sales
Leases & Rentals	8650	847,003		950,000	950,000		-	850,000	850,000	
Interest	8660	545,176		200,000	200,000		-	200,000	200,000	
LAUSD SpEd Option 3 Grant	8697	-		100,000	100,000		-	100,000	100,000	
Fundraising	8699	327,623		450,000	450,000		-	450,000	450,000	
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	4,058,226	4,208,023	
Total Revenues		48,662,303	37,148,982	6,765,876	43,914,858	36,434,426	611,079	7,314,867	43,971,980	
B. Expenditures										
Certificated Salaries										
Teachers' Salaries-Full-Time	1110	14,542,828	12,320,628	1,828,239	14,148,867	636,259	13,502,337		14,138,596	
Teachers Salaries-Librarian	1130	152,657	165,849		165,849	152,657	-		152,657	
Teachers' Salaries-Substitute	1160	575,145	472,350		472,350	25,847	455,000		480,847	
Cert Pupil Supp Sal-Counselors	1200	928,480	1,013,547		1,013,547	172,447	862,234		1,034,681	
Cert Administrators	1310	907,695	897,786		897,786	165,729	828,643		994,372	
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				-					
Total, Certificated Salaries		17,106,805	14,999,560	1,828,239	16,827,799	1,152,938	15,648,214		16,801,153	
Classified Salaries										
Instruct Aide	2110	859,610		862,337	862,337	-	717,008		717,008	
Maint/Operations	2210	250,780	210,710		210,710	28,289	212,255		240,545	
Classified Administrators	2310	481,755	452,205		452,205	67,957	396,000		463,957	
Cler Tech Office Staff Sal-FT	2410	1,931,659	1,923,706		1,923,706	309,361	1,770,000		2,079,361	
Food Services	2130	56,423	-	66,672	66,672	-	65,115		65,115	
Cler Tech Off Staff Sal-Sub	2460	-	-	40,000	40,000	-	20,000		20,000	
Other Classified	2910	1,178,199	1,103,750	100,500	1,204,250	102,635	958,834		1,061,469	Accounts for 1 clerical subs per day (6 hrs) - attendance/absenteeism outreach and library support/textbook distribution/repair
Math Paraprofessionals	2920	308,405		211,837	211,837	21,613	198,000		219,613	
Impact Step & Column/Prposed New					-					
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	529,856	4,337,213		4,867,069	

Description	Obj Code	2023-2024	2024-2025 Adopted Budget (DRAFT)			2024		Projection	2024-2025	Comments
		Unaudited Actuals	Unrestricted	Restricted	Total	Unrestricted	Restricted	Est Actual SEP 2024 (9/30/24)		
Employee Benefits										
State Teachers Retirement System (STRS), Certificated Positions	3111	3,142,721	2,864,916	349,194	3,214,110	210,179	2,998,841	(0)	3,209,020	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	5,176	74,208		79,384	
Public Employees Retirement System (PERS), Certificated Positions	3211	31,373	37,230		37,230	8,045	53,092		61,137	
Public Employees Retirement System (PERS), Classified Positions	3212	941,126	998,245	346,604	1,344,849	126,515	1,190,027	(0)	1,316,542	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	2,476	18,324		20,800	
OASDI, Classified Positions	3312	281,111	228,803	79,443	308,246	29,720	242,220		271,939	
Medicare, Cert Positions	3331	246,734	217,494	26,509	244,003	16,580	231,953		248,533	
Medicare, Class Positions	3332	72,450	53,510	18,580	72,090	7,641	61,472		69,113	
Hlth & Wlfr Benefits, Cert	3411	2,551,426	2,528,666	312,171	2,840,837	398,890	2,282,202		2,681,092	
Hlth & Wlfr Benefits, Class	3412	1,187,979	995,946	374,863	1,370,809	185,821	1,165,519		1,351,341	
State Unemploy Insur, Cert Pos	3511	32,093	74,998	9,141	84,139	-	84,139		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	-	24,859		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	106,200		160,636	2024-25 rate decrease of 11.1%
Worker Comp Insur, Class Pos	3612	56,833	54,619		54,619	23,329	45,520		68,849	2024-25 rate decrease of 11.1%
Lifetime Retiree Benefits, Cert	3931	508,867	553,000		553,000	139,731	498,980		638,711	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	22,871	76,240		99,111	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	1,231,410	9,153,795		10,385,206	
Supplies										
Textbooks	4100	399,861			-	35,917	(0)		35,917	
Instructional Materials	4300	-	300,718		300,718	-	-		250,000	
Instructional Materials - CTE	4300	332,456		144,783	144,783	-	144,783		144,783	CTE Expenses
Office (Tech) Supplies	4350	59,739	5,000		5,000	-	61,737		61,737	
Other Supplies	4390	54,250	56,500		56,500	-	69,515		69,515	
Non-Capitalized Equipment	4410	1,110,614	198,500	445,744	644,244	-	631,261		631,261	
Food Service Supplies	4700	402,957		350,000	350,000	-	349,058		349,058	
Total, Supplies		2,359,877	560,718	940,527	1,501,246	35,917	1,256,354		1,542,271	
Services										
Mileage & Car Allowances	5210	6,240	4,000	1,000	5,000	59	8,170		8,229	
Travel and Conferences	5220	113,028	30,000	75,000	105,000	4,270	99,816		104,086	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	6,565	576,051		582,615	
Insurance	5400	453,260	510,555		510,555	-	606,745		606,745	
Operations & Housekeeping Supplies	5510	265,091	207,000		207,000	35,628	173,875		209,503	
Utilities	5520	568,768	467,483		467,483	-	650,000		650,000	
Rentals/Leases/Repairs	5610	533,752	443,000		443,000	112,947	488,311		601,258	
	5811/									
Transportation	5812	205,143	334,306	182,700	517,006	5,756	746,049		751,805	
Oth Contracted Services	5800	27,623	39,447		39,447	-	-		-	
STRS Int & Penalties	5803	886	1,200		1,200	301	-		301	
Contracted Services	5810	3,938,903	1,814,958	2,180,046	3,995,003	368,513	3,732,993		4,101,506	
Legal, Audit, & Election Costs	5821	570,258	147,892	296,006	443,898	5,224	442,103		447,327	

Description	Obj Code	2023-2024	2024-2025 Adopted Budget (DRAFT)			2024		Projection	2024-2025	Comments
		Unaudited Actuals	Unrestricted	Restricted	Total	Unrestricted	Restricted	Est Actual SEP 2024 (9/30/24)		
Advertisement	5831	1,200	1,575		1,575	-	-	-		
Computer/Technlgy Related Serv	5840	8,625	19,845		19,845	1,840	20,000	21,840		
Conslt/Ind Contractors(NonEmp)	5850	251,224	244,983		244,983	25,326	225,000	250,326	Teachers on Reserve - Sub teacher backfill	
Fingprpt,Phys, XRY&Oth Emp Cst	5860	13,396	17,307		17,307	6,983	13,500	20,483		
Other Services	5890	225,907	243,880		243,880	20	38,033	38,053		
Communications Services	5910	52,710	56,911		56,911	17,769	45,000	62,769		
Total, Services		7,730,000	5,137,418	2,779,752	7,917,169	591,199	7,865,646	8,456,845		
Captial Outlay										
Sites & Improvement	6100									
Buildings & Improvement	6200	(0)	660,750		660,750	7,982	-	7,982		
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	-	1,140,000	1,140,000		
Other Outgo										
Indirect Cost (LAUSD)	7299	360,955	365,012		365,012	-	364,344	364,344	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	-	364,344	364,344		
Total Expenditures (Financial Reporting Basis)		42,952,111	34,966,904	8,352,776	43,319,680	3,541,320	39,765,567	43,556,888		
Total Expenditures (Cash Reporting Basis)		42,022,760	34,887,654	8,352,776	43,240,430	3,549,302	38,625,567	42,424,870		
C. Ending Balance: Excess (Deficiency) - Financial Reporting Basis		5,710,192	2,182,078	(1,586,900)	595,178	32,893,105	(39,154,488)	415,092		
C. Ending Balance: Excess (Deficiency) - Cash Reporting		6,639,542	2,261,328	(1,586,900)	674,428	32,885,124	(38,014,488)	1,547,111	(Revenue - Expenses: Cash Reporting Basis)	
D. Net Increase (Decrease)		5,710,192	2,182,078	(1,586,900)	595,178	32,893,105	(39,154,488)	415,092		
E. Fund Balance										

Coversheet

July-September 2024 Credit Card Fees

Section: VI. Finance
Item: C. July-September 2024 Credit Card Fees
Purpose: FYI
Submitted by:
Related Material: July-Sep 2024 Credit Card Fees.pdf

**Palisades Charter High School
Credit Card Reconciliation Form
For the Period of: 7/1/2024 - 8/30/2024**

Date	Vendor	Description of Expense	Cardholder	Requested By:	Amount	Resource	Budget Category
7/8/2024	NSWC MECHANICAL SERVICE	HVAC REPAIR - POOL	JP HERRERA	B KING	\$ 917.73	GENERAL	REPAIRS/MAINT
7/18/2024	NSWC MECHANICAL SERVICE	HVAC REPAIR - POOL	JP HERRERA	B KING	\$2,036.31	GENERAL	REPAIRS/MAINT
7/24/2024	HARRIS & HARRIS, LTD	PROVIDENCE HEALTH AND SERVICES	JP HERRERA	A LICEA	\$1,793.07	GENERAL	HEALTH SERVICES
7/24/2024	LOWES	PARTS/MAINTENANCE	JP HERRERA	O CABRERA	\$ 329.50	GENERAL	REPAIRS/MAINT
6/28/2024	UNITED	AIRFARE	P MAGEE	A LANDAVERDE	\$ 316.75	GENERAL	PD/CONFERENCE
6/28/2024	DELTA	AIRFARE	P MAGEE	K ELLIS	\$ 314.95	GENERAL	PD/CONFERENCE
7/15/2024	UO CONFERENCE SVCS	CONFERENCE FEES	P MAGEE	P MAGEE	\$ 749.00	GENERAL	PD/CONFERENCE
7/23/2024	VENITIAN/PALAZZO	HOTELS	P MAGEE	A LANDAVERDE	\$ 656.46	GENERAL	PD/CONFERENCE
7/23/2024	VENITIAN/PALAZZO	HOTELS	P MAGEE	K ELLIS	\$ 656.46	GENERAL	PD/CONFERENCE
7/25/2024	LOWES	PARTS/MAINTENANCE	JP HERRERA	O CABRERA	\$ 76.94	GENERAL	REPAIRS/MAINT
7/25/2024	FRONTIER COMMUNICATION	PHONE/INTERNET	JP HERRERA	J ROEPEL	\$1,114.27	GENERAL	COMMUNICATION
7/29/2024	CALIFORNIA ASSOCIATION OF PUBLIC PROCUREMENT	CONFERENCE FEES	JP HERRERA	J CHIN	\$ 145.00	GENERAL	PD/CONFERENCE
7/29/2024	CALIFORNIA ASSOCIATION OF PUBLIC PROCUREMENT	CONFERENCE FEES	JP HERRERA	J CHIN	\$ 595.00	GENERAL	PD/CONFERENCE
7/29/2024	SOUTHWEST AIRLINES	AIRFARE	JP HERRERA	J CHIN	\$ 107.97	GENERAL	PD/CONFERENCE
8/5/2024	ZAMBOMBAZO	SUBSCRIPTION - LANGUAGE	JP HERRERA	M NANCE	\$ 684.00	GENERAL	SUBSCRIPTIONS
8/7/2024	IKEA	FURNITURE	JP HERRERA	N FRACCHIOLLA	\$ 119.49	GENERAL	REPAIRS/MAINT
8/20/2024	NSWC MECHANICAL SERVICE	HVAC REPAIR - POOL	JP HERRERA	B KING	\$2,854.13	GENERAL	REPAIRS/MAINT
8/20/2024	DRAMATIC PUBLISHING ECOMM	LICENSING & ROYALTIES	JP HERRERA	VAPA	\$1,003.29	ASB	TRUST
8/21/2024	GMETRIX	CERTIFICATION COURSE	JP HERRERA	M PANIZA	\$ 100.00	GENERAL	PD/CONFERENCE
8/23/2024	IKEA	FURNITURE	JP HERRERA	N FRACCHIOLLA	\$ 347.49	GENERAL	REPAIRS/MAINT
7/23/2024	PAYPAL-AALRR	FRISK - TRAINING	P MAGEE	N MONAHAN	\$ 499.00	GENERAL	PD/CONFERENCE
7/23/2024	PAYPAL-AALRR	FRISK - TRAINING	P MAGEE	M MONAHAN	\$ 299.00	GENERAL	PD/CONFERENCE
7/31/2024	ASSOCIATION FOR CAREER AN	CAREER AND TECHNICAL CONF	P MAGEE	D PICKARD	\$ 735.00	GENERAL	PD/CONFERENCE
8/7/2024	VISTAPRINT	MARKETING MATERIALS	P MAGEE	A LICEA	\$ 108.37	GENERAL	SUPPLIES
8/21/2024	SXSW	CONFERENCE FEES	P MAGEE	P MAGEE	\$ 545.00	GENERAL	PD/CONFERENCE
8/26/2024	MAKE COMMUNITY	E MAGAZINE - MAKER SPACES	JP HERRERA	M GOLAD	\$ 59.99	GENERAL	SUBSCRIPTIONS
8/26/2024	GMETRIX	CERTIFICATION COURSE	JP HERRERA	M PANIZA	\$ 100.00	GENERAL	PD/CONFERENCE
9/12/2024	CANVAS CHAMP	CANVAS FRAMES	JP HERRERA	S LAMPERCHT	\$ 469.54	GENERAL	IMA
9/13/2024	BD PERFORMING ARTS	WESTERN BAND ASSOCIATIONS	JP HERRERA	P YEE	\$ 975.00	ASB	PD/CONFERENCE
9/13/2024	SCSBOA	BAND & ORCHESTRA REGISTRATION	JP HERRERA	P YEE	\$ 721.22	ASB	PD/CONFERENCE
9/13/2024	SCSBOA	BAND & ORCHESTRA REGISTRATION	JP HERRERA	P YEE	\$ 360.76	ASB	PD/CONFERENCE
9/13/2024	SCSBOA	BAND & ORCHESTRA REGISTRATION	JP HERRERA	P YEE	\$ 360.76	ASB	PD/CONFERENCE
9/16/2024	JOANN STORES	IMA - FABRIC	JP HERRERA	VAPA	\$ 165.04	ASB	TRUST
9/17/2024	CA SECRETARY OF STATE	STATEMENT OF INFORMATION	JP HERRERA	J LIN	\$ 5.00	GENERAL	ADMINISTRATION
9/19/2024	JOANN STORES	IMA - FABRIC	JP HERRERA	VAPA	\$ 656.54	ASB	TRUST
8/28/2024	DOMINO'S	MEETING FOOD - LTSP MEETING	P MAGEE	LTSP	\$ 176.25	GENERAL	PD/CONFERENCE
9/3/2024	SCHOOL SERVICES OF CALIFORNIA	HR NETWORK RENEWAL	P MAGEE	M MONAHAN	\$ 195.00	GENERAL	PD/CONFERENCE

9/16/2024 OMNI SAN DIEGO FRONT

ACSA HOTELS

P MAGEE

P MAGEE

\$ 382.04 GENERAL PD/CONFERENCE

Coversheet

School Organized Conferences/Trips

Section: VII. Consent Agenda: Finance Items
Item: A. School Organized Conferences/Trips
Purpose: Vote
Submitted by:
Related Material: School Trip_Conference Request Forms 10_15_2024.pdf
School Trip Request 10_15_2024.pdf

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

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

1. Destination: Hubert Eaton Scout Reservation Are admission fees charged? Yes _____ No
 2. Dates of Trips: November 13 - 16 3. Number of Students: 12 Number of adults: 1
 4. Name and employee number of employee who will go on trip: Steve Engelmann 612849-0

5. Substitute required? Yes No _____ How Many? 2 1/3 Source of funds: Forestry Challenge
 6. Time schedule required by school: Leave School 12:30 PM Arrive destination 3:00 PM
 Leave destination 12:00 Return school 3:00 PM

7. Duration of trip: Less than one day _____ One day _____ Overnight (if overnight, how many days?) 3
 8. Method of transportation: School bus (indicate number required) _____ Walking _____ Automobile
 Public Carrier: airplane _____ boat _____ bus _____ train _____ other _____ (explain) _____

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will participate in Forestry Challenge event and competition. Students will learn forestry tools, techniques and management strategies.

10. Source of funds for trip: Forestry Challenge

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

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

APPROVALS:

Principal or Asst. Principal _____ Date: _____

Board of Trustees* _____ Date: _____

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



Sample Schedule of Events

Wednesday

4:00 to 5:30	Registration
5:30 to 6:30	Dinner
6:45 to 7:00	Welcome
7:00 to 8:30	Focus Topic Question Presented / Q&A
8:30 or 10:00	Evening Social Activity and/or Night Hike
10:00	Report to Cabins/Dorms

Thursday

8:00 to 8:45	Breakfast
8:45 to 9:00	Assemble for Field Training
9:05 to 12:30	Field Training
12:30 to 1:30	Lunch
1:30 to 5:30	Fieldtrip / Data Collection
5:30 to 6:30	Dinner
6:30 to 10:30	Teams Prepare Presentations / "Ask a Forester" appointments
10:30	Report to Cabins/Dorms

Friday

8:00 to 8:45	Breakfast
8:50 to 9:00	Assemble for Field Testing for half of teams
9:00 to 12:30	Field Testing OR Free Time / School Photos / Pacing Contest Entry
12:30 to 1:30	Lunch
1:30 to 1:45	Assemble for Field Testing for other half of teams
1:45 to 4:45	Field Testing OR Free Time / School Photos/ Pacing Contest Entry
5:00 to 5:30	Group Photo
5:30 to 6:30	Dinner
7:00 to 9:30	Teams Review Presentations
9:30 to 10:30	Social Time
10:30	Report to Cabins/Dorms

Saturday

7:30 to 8:30	Breakfast
8:00 to 8:30	Teams pack up and clean cabins
8:15 to 9:00	Judges Orientation
9:15 to 11:15	Teams Give Presentations
11:20 to 11:40	Judging Panel Feedback to Students
11:40 to 12:00	Awards
12:00	Lunch and Farewell



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): Diana Kim
 Department/Site: AA Date of Request: 9/20/2024
 Name of Conference/Activity: ACTFL "American Council Teaching Foreign Lang"
 Organization/Company Holding the Conference/Activity: ACTFL
 Location of Conference/Activity: Philadelphia Date(s) of Conference/Activity: 11/22-24, 2024
 Purpose/Rationale (How will this conference/activity be of value to the school?):
I will be a presenter at the annual World Lang Expo on Korean language
 Cost Estimate (if one form is being submitted for multiple people, be sure to include all costs for all individuals):

Estimated Expenditures	Pali to Pay Directly	Reimbursement Requested	Cost
Conference Registration _____ people @ \$ _____ per person			\$ -
Certificated Substitute(s) _____ days @ _____ per day (sal. & stat. ben.)			\$ -
Travel - Mileage _____ miles @ \$ 0.585 per mile			\$ -
Travel - Airfare <u>1</u> people @ \$ _____ per person			\$ <u>545.95</u>
Travel - Ride Sharing Svs/Taxi/Shuttle _____ Type total amount into "cost" cell			\$ -
Lodging <u>3</u> nights @ <u>\$299.14</u> per night			\$ <u>897 -</u>
Meals _____ Breakfasts @ \$ 10.00 per meal			\$ -
_____ Lunches @ \$ 10.00 per meal			\$ -
_____ Dinners @ \$ 20.00 per meal			\$ -
Other (Parking, Tolls, Conference Materials, etc.) - please list below:			\$ -
TOTAL APPROXIMATE COST			\$1,422.95
AMOUNT APPROVED			

I understand that my request in 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: [Signature]

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)

ALERT: ACTFL Announces Larry Paska as new Executive Director (<https://www.actfl.org/news/actfl-welcomes-lawrence-larry-paska-as-executive-director>)



[ACTFL 2024 \(https://www.actfl.org/attend\)](https://www.actfl.org/attend)

[Travel](#) ▾ [Attend](#) ▾ [Sponsor & Exhibit \(https://www.actfl.org/exhibit-information\)](https://www.actfl.org/exhibit-information)

Attend

Registration Program, Housing, and Travel Information



Here's why you need to be at ACTFL 2024!

Attend the ACTFL 2024 Annual Convention and World Languages Expo from Friday, November 22, through Sunday, November 24 at the Pennsylvania Convention Center in Philadelphia, PA. The ACTFL Convention is globally recognized as the most comprehensive professional development event for language educators in the U.S. This event offers learning opportunities for all language education professionals at all levels and from all languages.

Registration includes:

- Access to more than 600 educational sessions for all levels of instruction
- Entry to an interactive exhibit hall featuring more than 200 companies and another learning experience in the Digital Learning Lounge, Electronic Posters, Roundtables, the Career Café, Wellness Studio, and many others.
- An Opening General Session and a Closing General Session
- Opportunities to connect and network with more than 7,000 language professionals

Register Now

Get the best rates by registering early!

Call to register by phone:

508-743-8561



https://ads.newtarget.com/openx/www/deliver/bannerid=1523&zoneid=304&sig=a75f1c0ae082language-instructor%2F%3Futm_source%3Dactfl.org%26fy24



https://ads.newtarget.com/openx/www/deliver/bannerid=1531&zoneid=321&sig=c2d7da7a767bddegrees%2Findex.php%3Futm_source%3Dactfl

Complete Registration

(<https://www.xpressreg.net/register/ACTF1124/landing.asp?o=&pb=&sc=&aban=&hkey=&iq=&vip=&tm=>)

AD
INTRODUCING OUR 2024-2025 CATALOG!

At Klett World Languages, we are dedicated to building the future of World Languages through transformative language education in the United States. Our Spanish, French, German, and Italian language learning materials are designed to foster authentic communicative competence and empower global citizens. Join us in shaping a future where language education thrives!

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(<https://ads.newtarget.com/openx/www/delivery/cl.php?bannerid=1524&zoneid=302&sig=040756c64e8746b4e44202daa646299bd884534ae918b82316c41719681b0a79&oadest=https%3A2024%2F>)

Registration

	ADVANCE (10/30/24)
FULL CONVENTION	
Member	\$350
Non-member	\$500
Presenter <i>(Members Only w/Special Code)</i>	\$300
Student	\$185

Group Discount: A 10% discount on full convention registration is available when registering 10 or more individuals. [Learn more \(https://www.actfl.org/attend/registration-terms-conditions\)](https://www.actfl.org/attend/registration-terms-conditions).

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

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

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

1. Destination San Diego State University Are admission fees charged? Yes X _____ No _____

2. Dates of Trips 12/13 3. Number of Students 30 Number of adults 2

4. Name and employee number of employee who will go on trip: Brad Kolavo

5. Substitute required? Yes X _____ No _____ How Many? 2 Source of funds CTE

6. Time schedule required by school: Leave School 12/12 at 12:30pm Arrive destination 12/12 at 3pm
Leave destination 12/13 at 3pm Return school 12/13 at 6pm

7. Duration of trip: Less than one day ___ One day _____ Overnight X (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)
school bus

9. Brief description of educational benefit to be derived form this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will attend the 2024 San Diego Conference and Exhibition.

10. Source of funds for trip _____

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

11. Have the locations of the nearest emergency facilities been obtained? Yes X _____ No _____

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

13. If hiking or camping activity:

a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area?

Yes _____ No _____

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

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

APPROVALS:

Principal or Asst. Principal _____ Date: _____

Board of Trustees* _____ Date: _____

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



San Diego 2024 Conference & Exhibition

Event and Registration Overview

The 2024 San Diego Conference & Exhibition will be held at San Diego State University, San Diego. This beautiful campus has great amenities and a variety of affordable eating options. VE will not be providing food at this year's event. The registration fee is \$600. Students will have the option of taking a self-guided campus tour. We are excited to host our best ever VE Conference & Exhibition with a maximum of 54 VE firm trade show booths this year, pre-conference competitions, and up to 12 business plans for rounds 1-2 slots for local firms.



**SAN DIEGO STATE
UNIVERSITY**

Friday, December 13, 2024

SDSU Aztec Student Union Building

San Diego State University

5500 Campanile Drive, San Diego, CA 92182

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

Name of School: **Palisades Charter High School** Employee Supervising trip: NANCE Certified Non-Cert. _____

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

1. Destination SAGE HILL CAMPGROUND Are admission fees charged? Yes _____ No
2. Dates of Trips 11/15-17 3. Number of Students 50 Number of adults 6
4. Name and employee number of employee who will go on trip: Nance, Trask, B. King, Basurto, Anis, Tatro
5. Substitute required? Yes _____ No How Many? _____ Source of funds Donations
6. Time schedule required by school: Leave School 12:00 pm Arrive destination 3:00 pm
 Leave destination 10:00 am Return school 12:00 pm
7. Duration of trip: Less than one day ___ One day _____ Overnight (if overnight, how many days?) 2
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 bond, work out, and learn to work together.

10. Source of funds for trip 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:
 - a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? Yes No _____
 - b. Has the area been checked for potential hazards? Yes No _____
 - c. Has the School Police Department been notified of the trip? Yes No _____

APPROVALS:

Principal or Asst. Principal _____ Date: _____

Board of Trustees* _____ Date: _____

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