

Palisades Charter High School

Board Meeting

Date and Time

Tuesday February 25, 2025 at 5:00 PM PST

Location

Join from PC, Mac, iPad, or Android:

<https://go.palihigh.org/BoardOfTrusteesLive>

Phone one-tap:

+16694449171,,86302920528# US

+16699009128,,86302920528# US (San Jose)

Join via audio:

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

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Webinar ID: 863 0292 0528

International numbers available: <https://palihigh-org.zoom.us/j/kcyrtlGMJ1>

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Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Call the Meeting to Order		Sara Margiotta	
B. Record Attendance and Guests			2 m
C. Public Comment			30 m
<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</i>			

	Purpose	Presenter	Time
<i>the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</i>			

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).

- | | | | | |
|--|-----------------|-----------------|----------------|-----|
| D. | Approve Minutes | Approve Minutes | Sara Margiotta | 2 m |
| Approve minutes for Special Board Meeting on February 11, 2025 | | | | |
| E. | Approve Minutes | Approve Minutes | Sara Margiotta | 2 m |
| Approve minutes for Board Meeting on January 28, 2025 | | | | |

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 | FYI | Dr. Martha Monahan | 5 m |

	Purpose	Presenter	Time
G. Director of Operations Report	FYI	Rafael Negroe	3 m
H. Director of Information Technology Report	FYI	Jeff Roepel	5 m
I. Director of Development Report	FYI	Rene Rodman	3 m
J. Chief Business Officer (CBO) Report	FYI	Joseph Lin	3 m
K. Executive Director/Principal (EDP) Report	FYI	Dr. Pam Magee	5 m
III. Board Committees (Stakeholder Board Level Committees)			6:15 PM
A. Academic Accountability Committee Update	FYI	Dr. Minh Ha Ngo	5 m
B. Budget & Finance Committee Update	FYI	Sara Margiotta	5 m
C. Election Committee Update	FYI	Sara Margiotta	5 m
There is nothing to report at this time.			
D. Charter Committee Update	FYI	Sara Margiotta	5 m
IV. Board Committees (Board Members Only)			6:35 PM
A. Board Members Only - Committee Updates	FYI	Various	5 m
<ul style="list-style-type: none"> • Audit Committee • Grade Appeal Committee - There is nothing to report at this time. • Survey Committee 			
V. Academic Excellence			6:40 PM
A. Proposed 2025-2026 School Calendar	Vote	Academic Administrators	5 m
B. Facility and Temporary Relocation Planning Updates	FYI	Dr. Pam Magee, Joe Lin, and Rafael Negroe	20 m
VI. Finance			7:05 PM
A. 2024-25 Budget vs Actual	FYI	Joseph Lin	10 m

	Purpose	Presenter	Time
B. Executive Director Executive Orders	FYI	Joseph Lin	10 m
C. 2025-2026 Proposed Budget Calendar	Vote	Joseph Lin	10 m
"Approval of the FY 25/26 Budget Calendar as recommended by the Budget Finance Committee."			

VII. Consent Agenda 7:35 PM

A. Finance Items: School Organized Conferences/Trips	Vote	Sara Margiotta	5 m
April 9 - April 11 Denver, CO - College Board Preparate Conference Attendees: Ms. Cervantes, Ms. Navarrete, Mr. Buckman, and Mr. Gonzalez			
April 24 - April 26 Seattle, WA - National High School Journalism Convention Attendee: Ms. Saxon			
B. Personnel Items	FYI	Dr. Martha Monahan	5 m

VIII. New Business / Announcements 7:45 PM

A. Announcements / New Business	FYI	Sara Margiotta	1 m
Monthly Board Meeting: Tuesday, March 18, 2025 at 5:00pm via Zoom			
B. Announce items for closed session, if any.	FYI	Sara Margiotta	1 m

IX. Closed Session 7:47 PM

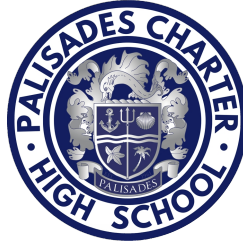
A. Conference with Real Property Negotiators Property	Vote		5 m
Colorado and 4th Street, Santa Monica			
Agency Negotiators: Pam Magee			
Negotiating Parties: Seritage Growth Properties and INVESCO			
Under Negotiation: Price and Terms of Payment			
B. Potential Conference with Legal Counsel	Vote		5 m
• Potential Temporary Lease Contracts			

	Purpose	Presenter	Time
C. 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) 			
D. 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) 			
E. Potential Litigation	Vote		5 m
<ul style="list-style-type: none"> • Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9 			
X. Open Session			8:12 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			8:14 PM
A. Adjourn Meeting	FYI	Sara Margiotta	1 m

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	D. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on February 11, 2025



Palisades Charter High School

Minutes

Special Board Meeting

Date and Time

Tuesday February 11, 2025 at 5:00 PM

Location

Join from PC, Mac, iPad, or Android:

<https://palihigh-org.zoom.us/j/87689258877>

Phone one-tap:

+16699009128,,87689258877# US (San Jose)

+16694449171,,87689258877# US

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+1 253 215 8782 US (Tacoma)

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+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

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Trustees Present

Amir Ebtehadj (remote), Andrew Paris (remote), Jessica Recinos (remote), Kiumars Arzani (remote), Maggie Nance (remote), Martha Monahan (remote), Minh Ha Ngo (remote), Nicholas Albonico (remote), Roger Crystal (remote), Sara Margiotta (remote)

Trustees Absent

Kristina Irwin

Ex Officio Members Present

Dr. Pam Magee (remote)

Non Voting Members Present

Dr. Pam Magee (remote)

Guests Present

Charlie Speiser (remote), Jeff Roepel (remote), Joseph Lin (remote), Rafael Negroe (remote)

I. Opening Items

A.

Call the Meeting to Order

Sara Margiotta called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Feb 11, 2025 at 5:07 PM.

B. Record Attendance and Guests

C. Public Comment

Randy Tenan-Snow: Excited about this evening, her concern is that whatever site chosen has access to public transportation.

GOOGLE FORM PUBLIC COMMENT:

Anonymous: Thank you Maggie Nance for pushing for the team to specify that we were likely online for at least 7 more weeks. I recognize everyone is working tirelessly to make an in-person solution, and we fully recognize that it could be longer but there's tremendous value for parents and students to be able to manage our own expectations.

Anonymous: As you make plans for the kids to come back in person, I hope you will consider two things. Both are related to making sure you get a full picture of the needs of the entire Pali community.

First, I think you should do a survey to find out how many families will be requesting to stay online for the remainder of the semester. Knowing how many families will request to stay online would be instructive for understanding how many students you'd actually need to accommodate in person; and if there are a lot of students who want to continue online, also for deciding on the appropriate length of the school day for the rest of this semester. Half-day Zoom school has been tolerable for my child, but a full-day on Zoom would be torturous.

Second, Pali prides itself on providing an excellent extracurricular experience, so I hope you will also consider all the extracurricular programs when deciding the length of the school day for the remainder of this semester. I know it will be nearly impossible for the boys tennis team to practice at all if we go back to a full-day schedule, because their regular courts (at Pali Park and on campus) are not available to them yet, and it will be nearly impossible to secure courts anywhere in the city after the end of the regular school day. I imagine there are other teams/programs that may only be able to practice/rehearse right now because they can do so in the early afternoon when no one else is using the field/gym/courts/theater.

Thank you for your consideration.

Anonymous: I'm very encouraged to see that the Board is in the final stages of negotiating the contract for a temporary campus site. I have no preference for either

location; I just ask that the Board selects the most expeditious option to get our children back to in-person instruction. This should be the only priority. These students have lost their town, their high school, and many have lost their homes. We owe it to them to return to some sense of normalcy and community as quickly as possible. Thank you for your time and consideration.

Anonymous: Will you be reopening 'open session' after the closed session and reporting back on the vote. I know you can't answer this directly during the public comment but hopefully it can be addressed at some point during the meeting. Thank you for everything you are doing for our children!

D. Announce items for closed session, if any.

II. Closed Session

A. Conference with Real Property Negotiators

The board went into closed session at 5:15pm.

III. Open Session

A. Return to Open Session

The board returned to open session at 7:25pm.

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

The Chair reported that the Board of Trustees has selected a location for Pali High's temporary site and is pending final contractual negotiations that should be concluded in two to three days. Work will begin immediately so that students can return to in-person learning by March of 2025.

IV. Closing Items

A. Adjourn Meeting

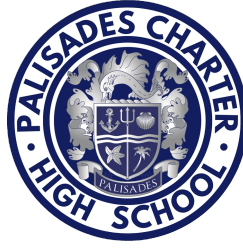
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:26 PM.

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 Meeting on January 28, 2025



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday January 28, 2025 at 5:00 PM

Location

Join from PC, Mac, iPad, or Android:

<https://go.palihigh.org/BoardOfTrusteesLive>

Phone one-tap:

+16699009128,,81835738513# US (San Jose)

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Join via audio:

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Trustees Absent

None

Trustees who arrived after the meeting opened

Kristina Irwin

Ex Officio Members Present

Dr. Pam Magee (remote)

Non Voting Members Present

Dr. Pam Magee (remote)

Guests Present

Charlie Speiser (remote), Jeff Roepel (remote)

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 Jan 28, 2025 at 5:00 PM.

B. Record Attendance and Guests

C. Public Comment

Pete Stevens: Asked to move the agenda item regarding relocation to the beginning of the meeting.

Lisa Cahill: Update regarding the January 14th meeting action items as well as the math department which was brought up in December.

GOOGLE FORM RESPONSES

Anonymous: "Can you please be more transparent as to how many students have left Pali already and how many students remain?"

Linda Deeds: "Would the Board please consider having the students attend school for full days while on zoom? Currently, students receive only 3 hours of instruction per day.

Teachers are struggling to fit their normal lesson plans into these shortened classes, which are now approximately 60% as long as were previously. Out of necessity, they are unable to cover everything that they normally would.

Personally, I would like my daughter to get as normal of an education as possible this semester. Having rushed classes and less time with their teachers is not a good idea at this time. Our students have lost so much; please don't take their education away from them too."

D. Approve Minutes

Nicholas Albonico made a motion to approve the minutes from Special Board Meeting on 01-21-25.

Andrew Paris seconded the motion.

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

Roll Call

Sara Margiotta	Aye
Amir Ebtehadj	Aye
Jessica Recinos	Aye
Nicholas Albonico	Aye
Andrew Paris	Aye

Roll Call

Roger Crystal	Aye
Kiumars Arzani	Aye
Martha Monahan	Aye
Maggie Nance	Aye
Minh Ha Ngo	Aye

E. Approve Minutes

Nicholas Albonico made a motion to approve the minutes from Special Board Meeting on 01-14-25.

Kiumars Arzani seconded the motion.

Note that some agendized items were tabled re: math department and other item.

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

Roll Call

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

F. Approve Minutes

Sara Margiotta made a motion to approve the minutes from Board Meeting on 12-10-24.

Andrew Paris seconded the motion.

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

Roll Call

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

II. Organizational Reports

A. Student Report

The ASB representative reported that:

- Students are actively coordinating with local restaurants to organize grade-level events and support sports games
- The Booster Club successfully hosted a bowling night and partnered with KTLA for a community night at the Santa Monica Pier
- Several companies have reached out expressing interest in hosting fundraising events to benefit Palisades Charter High School

B. Parent Report

Questions regarding the status of relocation and updates were raised.

When Pali will be back in-person learning?

C. Represented Classified Staff Report

Happy to see other paraprofessionals in Zoom classes and creating a sense of community.

D. Unrepresented Classified Staff Report

Management is very proud of the faculty, staff and whole community for coming together.

E. Faculty Report

The faculty representatives provided the following updates:

- Teachers are rapidly adapting to remote instruction via Zoom, working diligently to maintain student engagement despite challenges similar to those experienced during COVID-19.
- Faculty members are organizing extracurricular activities and outings to foster community among students and staff.
- Special recognition was extended to Athletic Director Rocky Montz and Assistant Director Adam Licea for their exceptional support during this transition regarding the continuation of athletic games and programs.

Concerns raised:

- Faculty expressed frustration regarding recent emails about the ADP time-tracking app, noting that threats of reprimands for non-compliance have negatively impacted morale.
- Questions were raised about when faculty might be permitted to return to campus to retrieve personal belongings, or whether these items were lost in the fire.

Student engagement:

- Students have been actively participating in Zoom classes with cameras on, demonstrating commitment to their education despite the circumstances.
- The IT department received commendation for their quick response in ensuring technological access and connectivity for the entire school community.

F. Human Resources Director (HR) Report

The HR director expressed her appreciation to the UTLA and PESPU leadership for their guidance and support throughout this challenging situation. Gratitude was extended to the various community organizations and individuals who have contributed to easing the current circumstances. Recognition was also given to the tenacity demonstrated by staff members and their unwavering commitment to serving students despite the difficulties faced.

G. Director of Operations Report

Report stands as submitted.

H. Director of Information Technology Report

Report stands as submitted.

I. Director of Development Report

The Director of Development Rene Rodman reported that numerous individuals and organizations, both locally and nationally, have reached out to support Palisades Charter High School in its recovery efforts.

Fundraising Updates:

- The core "Raise Pali" campaign has successfully raised \$120,000 to date.
- The fundraiser at Pacific Park on the Santa Monica Pier, in partnership with KTLA, generated \$10,000 in a single evening.
- A restaurant opening event in downtown Los Angeles last week contributed \$4,500 to the recovery fund.
- Alumni-organized fundraising initiatives have collectively raised \$30,000.
- Mr. Marsden has personally coordinated a separate fundraiser as well.

Operational Considerations:

- Andrea King has been providing valuable support to fundraising efforts, though the team is currently discouraging in-kind donations due to uncertainty about the school's status and lack of storage facilities.
- The development team is encouraging individuals to utilize the Give Butter platform for fundraising to ensure donors receive proper tax deductions.

- Sue Seltzer was recognized for creating a comprehensive style guide and providing graphic design support for fundraising events.
- The team is working with Joe Lin to secure a P.O. Box and is preparing to share detailed plans for how funds will be allocated.

Strategic Planning:

- Board member Kiumars Arzani suggested reaching out to Rick Caruso regarding potential support for rebuilding efforts.
- The current focus remains on national fundraising while media attention extends beyond Southern California.
- Funds are being prioritized for securing an offsite location, purchasing classroom supplies, and supporting sports teams' participation in off-campus competitions.

Questions Raised:

- A question was posed regarding specific support for teachers who lost their classroom materials and equipment.
- Concern was expressed about the significant time and resources required for teachers to reconstruct their classroom environments.
- Rene indicated openness to community assistance with grant writing initiatives.

Financial Considerations:

The Director noted challenges with earmarking funds for specific teachers, explaining that as a 501(c)(3) organization, all funds must be directed to the school as a whole rather than to individuals.

Kristina Irwin arrived at 5:40 PM.

J. Chief Business Officer (CBO) Report

Stands as submitted.

K. Executive Director/Principal (EDP) Report

EDP Magee expressed profound gratitude to the entire Palisades Charter High School community for their unwavering support throughout the rebuilding process. She conveyed optimism that reconstruction efforts would progress swiftly, while acknowledging the community's ongoing questions about return dates. She recognized that establishing definitive timelines remains challenging at this juncture.

Enrollment Status:

- The EDP reported current enrollment stands at 2,700 students, with approximately 300 students having transferred to other schools.
- She clarified that students who leave Palisades this semester would not be permitted to return mid-semester, as this restriction helps maintain program stability. However, these students will be eligible to return in the fall semester.

- The administration is collaborating with the Charter School Division to ensure this return policy can be properly implemented.

Communication Updates:

- Questions raised during the previous board meeting will be addressed in a comprehensive FAQ to be distributed via ParentSquare.
- The Math Lab remains operational from 7:30-8:30 AM and during additional afternoon hours.
- Updates to the Study Center are underway and will be communicated to the community once completed.

External Support Acknowledgments:

- The EDP extended special thanks to Beverly Hills Unified School District for hosting a back-to-school meeting and for support from their education foundation.
- Appreciation was expressed to University High School and Principal Claudia Middleton, who have offered their former continuation school as potential space for administrative offices and the Special Education program.
- Additional acknowledgments were extended to the Governor, the Mayor, and LA City Councilmember Traci Park for their guidance throughout this challenging period.

Community Engagement:

While expressing gratitude for teachers' commitment to remote instruction, the EDP encouraged continued "in-person" engagement opportunities outside the virtual classroom environment.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

Has not met yet.

B. Budget & Finance Committee Update

Met, not many updates, more regular meetings will be forthcoming given the school's situation, in order to prevent stopgap. Special meeting next week.

C. Election Committee Update

Has not yet met.

D. Charter Committee Update

Next charter renewal will now be in 2028, however we are still in the midst of our annual review.

IV. Board Committees (Board Members Only)

A. Board Members Only - Committee Updates

Audit: Has not yet met.

Survey: Has not yet met.

Grade Appeal: Not met, yet appeals are anticipated.

V. Academic Excellence

A. Facility and Temporary Relocation Planning Updates

The administration reported that they are exercising caution and discretion to maintain confidentiality and avoid jeopardizing negotiations for potential relocation sites.

Site Options Overview:

- Of the thirteen potential locations under consideration, six are open spaces that would accommodate modular classroom structures.
- The remaining options are commercial buildings that would require retrofitting to meet educational specifications.
- One particularly option is a campus of a former school.
- All potential locations are situated within the Westside area.

Planning Process:

- A suggestion was made to establish an ad-hoc committee dedicated to the rebuilding effort, with a focus on creating an improved campus through the reconstruction process.
- The administration announced that a potential site will be identified and publicly announced very soon.

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

The administration provided an update on the annual compliance audit process, which ensures the school meets all charter requirements and operational responsibilities.

Audit Timeline:

- While the formal site visit is scheduled for April, preparatory work is already underway.
- The administration noted that the initial review deadline occurred earlier this month, but the school was granted an extension.

Policy Updates:

- A standardized uniform complaint form, accessible through Google Forms, was presented to the board. This form will serve as a universal mechanism for addressing all types of complaints.
- The school's wellness policy was also shared with the board for review.

Implementation Progress:

- The administration conducted a comprehensive review of all checklist items that required implementation.
- It was noted that these items were initially presented to the board in October, and the current presentation provided status updates on implementation progress.
- Students will be informed about these forms and procedures through ASB communication channels and support platforms.

VI. Finance

A. 2024-25 Budget vs Actual

The CBO Joe Lin presented the current financial outlook for the school:

Financial Projections:

- A net decrease of \$183,000 in assets is anticipated for the current fiscal period.
- The decline in assets is attributed to reduced Average Daily Attendance (ADA) funding, combined with increased operational costs related to the emergency situation.
- Security, custodial, and food services will be suspended for the next two months, with plans to reinstate these services once the school has relocated to its interim campus.

Grant Allocations:

- The Expanded Learning Opportunities (ELO) grant has been utilized to address immediate needs.
- Emergency relief funding is expected to support one-to-one technology costs for students.
- The Visual and Performing Arts (VAPA) grant remains unallocated at this time. Joe will collaborate with relevant departments to assess needs and develop an allocation plan.
- There will be exploration of whether VAPA funds can be directed toward rebuilding efforts and replacing materials for visual and performing arts programs.

Budget Notes:

The current budget projections do not incorporate revenue from ongoing fundraising campaigns.

B. Executive Director Executive Orders

A procedural change was approved regarding Associated Student Body (ASB) financial operations:

ASB Account Signature Authority:

- The standard procedure for the ASB account has required two authorized signatories to approve expenditures and sign checks.
- The Budget and Finance Committee reviewed this requirement and determined that a modification would improve operational efficiency during the current situation.
- The committee established a new process authorizing Executive Director/Principal Magee to serve as the sole signatory for ASB account transactions.
- This temporary change is intended to expedite financial processes and reduce logistical challenges in obtaining multiple signatures during the displacement period.

VII. Consent Agenda

A. Finance Items: School Organized Conferences/Trips

The board reviewed an upcoming school-sponsored trip:

DECA Conference Approval:

- Students from the DECA program will attend a conference at the Anaheim Marriott.
- The administration was directed to verify the number of substitute teachers required to accommodate this field trip.
- Current estimates suggest that one substitute teacher will be needed depending on if in-person instruction resumes by then.

B. Personnel Items

A new moderate to severe Special Education teacher that has joined the team.

Maggie Nance made a motion to approve the consent agenda as submitted.

Sara Margiotta seconded the motion.

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

Roll Call

Nicholas Albonico	Aye
Jessica Recinos	Aye
Minh Ha Ngo	Aye
Kristina Irwin	Absent
Kiumars Arzani	Aye
Martha Monahan	Aye

Roll Call

Amir Ebtehadj	Aye
Sara Margiotta	Aye
Roger Crystal	Aye
Andrew Paris	Aye
Maggie Nance	Aye

VIII. New Business / Announcements

A. Announcements / New Business

B. Announce items for closed session, if any.

ASB representative was dismissed at 6:52pm and the board entered closed session.

IX. Open Session

A. Return to Open Session

The board came out of closed session at 7:52pm and the Chair updated the public the board discussed temporary site locations and costs associated with them in order to get students to learning in person as soon as possible.

The Budget and Finance meeting will meet next week to discuss the specifics and a special board meeting will be scheduled for February 11th where more updates will hopefully be shared.

B. Report Out on Action Taken In 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 7:53 PM.

Respectfully Submitted,
Amir Ebtehadj

Coversheet

Human Resources Director (HR) Report

Section:	II. Organizational Reports
Item:	F. Human Resources Director (HR) Report
Purpose:	FYI
Submitted by:	
Related Material:	HR Board Report 02_25_2025 .pdf



PALISADES
CHARTER HIGH SCHOOL
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Human Resources Report Board of Trustees Meeting February 25, 2025

California Labor Code § 2802

Due to the school closure and subsequent shift to virtual instruction, PCHS will be providing all employees who are required to work remotely with a monthly internet stipend of \$25. LC 2802 requires employers to indemnify employees for necessary expenditures and losses incurred in direct consequence of discharge their duties. Employees will receive the credit for the period of closure beginning January 13, 2025.

Support for Pali Staff Impacted by the Palisade Fire

PCHS has offered additional emergency leave to employees who were displaced due to wildfires. Each employee under evacuation orders on January 13, 2025, received five (5) days of paid emergency leave. Employees who remained under evacuation orders on January 21, 2025 and/or lost their home in the Palisades Fire received ten (10) days of paid emergency leave.

LAUSD Emergency Relief Fund

Thirty-two PCHS employees will be receiving a \$1000 through the LAUSD Education Foundation. Each of these employees was evacuated for seven or more days and/or lost their home in the Palisades Fire.

Closed Session

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

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

Coversheet

Director of Information Technology Report

Section:	II. Organizational Reports
Item:	H. Director of Information Technology Report
Purpose:	FYI
Submitted by:	
Related Material:	Technology Board Report 02_25_2025.pdf



Board of Trustees Meeting – Information Technology Report February 25th, 2025

- The Technology Team continues to support all students and staff. Receiving calls to the Help Desk line, responding to tickets, handing out devices to students, faculty, and staff from our Pali East location at 1441 S Barrington. Since the last BoT meeting, the team has responded to 232 tickets, 204 have been closed, 10 are open, and 18 are waiting on parts or customer response.
- Planning for classroom and office space in alternative, in-person learning locations, to include all hardware and network needed to support all needs.
- The IT department continues to support the normal day-to-day operations within Infinite Campus, Schoology, and all other PCHS systems.

Coversheet

Chief Business Officer (CBO) Report

Section:	II. Organizational Reports
Item:	J. Chief Business Officer (CBO) Report
Purpose:	FYI
Submitted by:	
Related Material:	CBO Board Report 02_25_2025.pdf



PALISADES CHARTER HIGH SCHOOL

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CHIEF BUSINESS OFFICER

Board of Trustees Meeting

February 25, 2025

2024-2025 BUDGET UPDATE

- Estimated Actuals as of December 2024 projected to have a net decrease of \$182,342 due to an increase in expenditures of \$764,692 offset and a decrease in revenue by \$12,827. First Interim net balance is projected to be \$777,519 lower compared to Adopted Budget.
- LCFF estimate is based on October 2024 ADA projected to be claimed for the remainder of the school year. ADA projected to be 2739 for 2024-25.
- Budget includes the full retention of all PCHS staff
- Projection includes a 2-month suspension of contracted services: Janitorial, Security, Food Services, and Transportation.

2024-2025 AVERAGE DAILY ATTENDANCE (ADA)

- **ADA estimate of 2,739 (94.22%) for the 2024-25 school year**
- The Palisades Fire has displaced many students, as a result, ADA for the remainder of 2024-25 is difficult to predict.
 - J13-A waiver will allow PCHS to maintain ADA based on October 2024
- 3 year hold harmless, filed on our behalf by CCSA, if passed by the State Legislature will allow PCHS to maintain ADA for 2024-25; 2025-26; 2026-27.

2025-2026 BUDGET DEVELOPMENT

- Budget window from 3/4/2025 – 4/11/2025 (5 weeks)
 - Window is condensed due to delayed 3 weeks because of the fires.
- CBO will distribute budget packets to department chairs and department administrators by Monday 3/10.
- The process will be reviewed at the March curriculum council meeting
- Draft 2025-26 Budget is expected to be presented in May

COMPLIANCE

- 2023-24 independent audit expected completion March 31, 2025.

Temporary Site

- Budget and Finance Committee will review alternative sites during closed session and will potentially decide on a location to be approved at a subsequent special board meeting.

LOOKING AHEAD

- Second Interim Financial Report due February 28, 2025
- 2025-26 Budget Calendar and Template Release, March 10, 2025

Coversheet

Executive Director/Principal (EDP) Report

Section:	II. Organizational Reports
Item:	K. Executive Director/Principal (EDP) Report
Purpose:	FYI
Submitted by:	
Related Material:	EDP Board Repot 02_25_2025 .pdf



PALISADES CHARTER HIGH SCHOOL

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Executive Director/Principal Report Board of Trustees Meeting February 25, 2025

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

PCHS Temporary Relocation Update

PCHS is committed to returning to in-person learning as soon as possible. With the support of LAUSD, Board District 4 and others, the school is in the process of finalizing a lease agreement and completing arrangements for students and staff to occupy the temporary space. A press release will be forthcoming to announce the location with information about a parent and student webinar addressing details of the transition back to in-person learning.

Administration and Student Support Offices – PCHS administrative offices have temporarily moved to **1441 S. Barrington Street** near the University Charter High School Campus. Attendance/admissions, counseling/guidance, academic services, human resources, operations/facilities, special education, student support services, technology, and other school services are currently based at this site.

Department Updates

Academic Achievement/Curriculum

- The PCHS Academic Achievement Team is launching a new Student of the Month program. Nomination criteria include the following categories:
 1. Academic Improvement
 2. Integrity/Character
 3. Positivity
 4. Test Scores/Improvement
 5. Progress Report
 6. Attendance/Improvement
- Academic Assessments: March - CAASPP & May - NWEA
-CAASPP (Math CAT, Math PT, ELA CAT, ELA PT, and CAST) will be administered the week of March 17 & 24

- Assessments will be administered at Uni High with choice of 8 test administration time sessions. Time slots will be for **1:30-4:30 PM** or **4:30-7:30 PM**
 - Students will choose two consecutive days: March 17 & 18, March 19 & 20, and March 24 & 25. Make-up tests will be administered on March 26 & 27.
 - Juniors will be awarded **6 hours of community service** at the end of their test.
 - Testing appointments will be made during English classes.
 - Schools are required to meet a 95% participation rate. PCHS is seeking a federal waiver on this requirement due to the impact of the Palisades Fires. The waiver will be presented to the Board of Trustees and other educational partner groups next month.
 - NWEA will be taken AFTER AP Exams during the week of May 19th.
- Plan is for students to test with 3rd and/or 4th period classes so students are familiar with their teacher/test proctor.

Counseling and Academic Guidance

- Counselors recently completed updating Senior records and are meeting with Seniors who are off track to make a plan for graduation.
- Senior letters have been sent home via Parent Square.
- Counselors will be updating records and meetings with students in grade 9-11 during the semester to discuss graduation requirements and the Fall 2025 schedule.
- Summary letters will be sent to each grade. Meeting times are as follows: Seniors 2/10-2/21, Juniors 3/3-3/14, Sophomores - 3/24-4/4, and Freshmen 4/21-5/2
- Counselors are supporting families impacted by the fires, identifying students who are deficient in credits or need a smaller learning environment to refer to Pali Academy. They are holding meetings with the students and their families to support the transition.

Special Education

PCHS is hosting a **Special Education Town Hall** meeting **Thursday evening, February 27, 2025, from 7 pm to 8 pm**. We will use this time to introduce families to our new director of Special Education, Dr. Ian Sayer. The presentation will address how special education services are being delivered in the current virtual environment and ensure parents are aware of the resources available to their students right now. We will discuss the new Alternate Diploma Option that is available to California students, including what it is and how to qualify for it. In addition, we will also provide a short presentation on SPED 101, discussing some common terminology you may hear, including Least Restrictive Environment (LRE) and Free Appropriate Public Education (FAPE).

Topic: Special Education Town Hall Meeting

Time: Feb 27, 2025 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://palihigh-org.zoom.us/j/81306098846?pwd=jAQHf4dOI6B74Oxm6CxXBCrhJvZ3te.1>

Meeting ID: 813 0609 8846

Passcode: 111111

Mental Health Support – PCHS is working in partnership with the **National Center for School Crisis and Bereavement (NCSCB)** to support mental health needs in our community during the aftermath of the Palisades Fire. Ongoing support sessions have been initiated with a focused meeting with administrators, a faculty presentation and a town hall for parents. Student support sessions will also be provided.

David J. Schonfeld, MD, FAAP, established and directs the National Center for School Crisis and Bereavement (www.schoolcrisiscenter.org), located at Children's Hospital Los Angeles; the Center coordinates the Coalition to Support Grieving Students (www.grievingstudents.org), comprised of over 125 organizations including the major educational professional organizations (AASA, AFSA, AFT, ASCA, NAESP, NASN, NASP, NASSP, NEA, SSWAA founding members - along with NCSCB and the New York Life Foundation). Dr. Schonfeld is a developmental-behavioral pediatrician and Professor of Clinical Pediatrics at the Keck School of Medicine of USC. He has authored more than 150 scholarly articles, book chapters and books and has given more than 1,500 presentations on the topics of pediatric bereavement and crisis. Schonfeld has provided consultation and training in the aftermath of a school crisis events and disasters within the United States and abroad, including the COVID-19 pandemic; wildfires in Maui, HI; Butte County, CA; Sonoma County, CA and in the Great Smoky Mountains in Sevierville, TN; flooding from hurricanes Maria in San Juan, Sandy in NY and NJ, Katrina in New Orleans, and Ike in Galveston, Texas; tornadoes in Joplin, MO and AL; and the 2008 earthquake in Sichuan, China school; and community shootings at Apalachee High School (Winder, GA), Marjory Stoneman Douglas High School (Parkland, FL), Sandy Hook Elementary School (Newtown, CT), Mandalay Bay concert (Las Vegas, NV), and many others. He coordinated the training for school crisis response teams for the NYC DOE after the events of September 11, 2001. He has also conducted school-based research (funded by NICHD, NIMH, NIDA, the Maternal and Child Health Bureau, William T. Grant Foundation and other foundations) involving children's understanding of and adjustment to serious illness and death, as well as school-based interventions to promote adjustment and risk prevention.

About the National Center for School Crisis & Bereavement: In 2005, Schonfeld established the NCSCB with funding from the from the September 11th Children's Fund and the National Philanthropic Trust. Further funding from the New York Life Foundation has allowed the center to provide ongoing and expanded services. The center aims to promote an appreciation of the role that schools play to support students, staff and families at times of crisis and loss; to collaborate with organizations and agencies to further this goal; and to serve as a resource for information, training materials, consultation and technical assistance. 1-877-53-NCSCB (1-877-536-2722) info@schoolcrisiscenter.org.

Athletics February 2025 from Adam Licea and Athletic Director Rocky Montz

February brings on the ramping up of Spring sports as our teams start their competition season. February also brings on playoff runs for our Winter sports and the eventual conclusion of those seasons.

Winter Sports Review

Even with having to endure a chaotic and unknown sports landscape since January 7th, our winter sports teams have turned in one of the best performances in PCHS school history. Two of our teams earned CIF Runner-Up plaques (Competitive Cheer and Girls Water Polo), with three teams still alive to replicate or better that placement. We were the only school in the city to earn berths in all 5 Open Division Playoffs (Girls Water Polo, Boys and Girls Basketball, Boys and Girls Soccer). Our team will rank no lower than 6th in the city for all seven winter sports. See below update on each team:

Girls Basketball- Open Division Playoff Berth - #5 Seed overall - Play in the semifinals on Tuesday, February 8th versus Hamilton

Boys Basketball - Open Division Playoff Berth - #4 Seed overall - Play in the semifinals on Monday, February 7th versus Chatsworth

Girls Soccer - Western League Champs - Open Division Playoff Berth - #4 Seed Overall - Play in semifinals on Tuesday, February 8th versus Taft

Boys Soccer - Open Division Playoff Berth - #6 Seed Overall - Lost to South East in Quarterfinal - *Season Completed*

Wrestling - Western/Coastal League Champions - CIF LA City Section Dual Championships Semifinalists - *Season Completed*

Girls Water Polo - Western/Coastal League Champions - CIF LA City Section Open Division Runner-Ups - *Season Completed*

Competitive Cheer - CIF LA City Section Runner-Ups (Highest Placement Ever) - *Season Completed*

Spring Sports Update

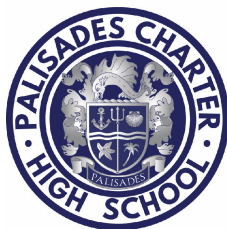
Girls Beach volleyball started the spring sports season last Saturday. Boys Tennis followed with matches at Westlake and Newbury Park High school this week. Boys volleyball opens up today (Friday) at Malibu high school. Boys lacrosse opens their season up on Saturday, February 22nd versus Santa Monica HS. Girls lacrosse, baseball, and softball will open up their seasons this coming week. Track, Aquatics and golf to follow.

Going into the third month of operating as a remote athletics program, some stability has been reached regarding the operation of our athletic programs. Facility space is the biggest issue, though we are pretty locked in for space right now for our teams; things are always changing and with the upcoming move to a temporary location, we know that we need to stay ever vigilant to reserving spaces. Getting to where we are now has been difficult. We have only succeeded because of the collective team effort of the entire Palisades Athletics department from coaches, teachers, admin, students and parents. We, though, are only a piece of that effort with so many outside groups helping us including LAUSD, SMMUSD, the city of Santa Monica, all our league and non-league opponents, the CIF City Section as well as all the schools that offered their facilities such as Westside Neighborhood School, The Willows Community School, Brentwood School, Wiseburn Da Vinci and Beverly Hills HS. We will feel truly back up and running as an athletics program when we get back home at Palisades Charter High School; but in the interim, we are very thankful that we can practice and compete.

Coversheet

Budget & Finance Committee Update

Section:	III. Board Committees (Stakeholder Board Level Committees)
Item:	B. Budget & Finance Committee Update
Purpose:	FYI
Submitted by:	
Related Material:	Special Budget Committee Meeting Minutes 02_03_2025.pdf Budget Com Meeting Minutes 02_10_2025.pdf Special Budget Committee Meeting Minutes 02_21_2025.pdf



PALISADES CHARTER HIGH SCHOOL

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SPECIAL MEETING AGENDA - BUDGET/FINANCE COMMITTEE MONDAY, FEBRUARY 3, 2025 – 3:30 – 5:30 PM

VIA ZOOM - <https://palihigh-org.zoom.us/j/82060662906?pwd=lksYDpJVPqYjKu20NJRys7H5HCKOi.1>

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 3:33 pm. In attendance: S Margiotta, D Gronich, S Sherkhanov, R Kianfor, Mirzadeh
- B. No Public Comments made.
- C. Approval of Minutes from
 - 1. December 9, 2024 and January 27, 2025 – deferred to Regular B&F Committee meeting scheduled February 10, 2025

S Margiotta

III. REPORTS (5 minutes each):

- A. Executive Director - P Magee reported that they are working to find a in person location with multiple sites to be able to present publicly. There is a LAUSD press conference on 2/4/25.
- B. CBO Report-Discussion - J Lin – no updates to report
- C. Fundraising & Development – see Raise Pali
- D. ASB Treasurer Report – Class events sponsored by various companies
- E. Booster Club – R Rodman reported that a couple of grants were given out at the last meeting.

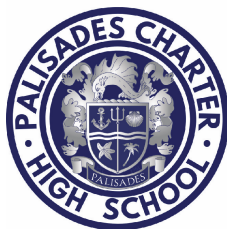
IV. NEW BUSINESS (DISCUSSION & POSSIBLE ACTION ITEMS):

- A. Raise Pali – R Rodman reported that they have raised over \$116K with 100+ donors. Starting to move to local volunteers (parents and faculty) to assist. An example of items funded by Raise Pali are sports buses for all of our teams whose costs have increased due to displacement.
- B. Announce Items for Closed Session- S Margiotta announced closed session at 3:47 pm

V. Closed Session

S Margiotta

- A. Potential Conference with Legal Counsel
 - Proposal Review



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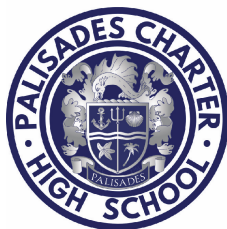
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VI. Open Session

- A. Return to Open Session - S Margiotta announced return to open session at 5:04 pm.
- B. S Margiotta reported out that B&F Committee in reviewing proposals to finalize in person learning for 2nd semester, it was also noted that PCHS is working with LAUSD to return to the original PCHS campus for the fall of 2025 if compliant with all state and federal regulations.

V. OTHER:

Date of Next Regular Meeting February 10, 2025@ 3:30 pm. Meeting was adjourned at 5:05 pm.



PALISADES CHARTER HIGH SCHOOL

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REGULAR MEETING MINUTES - BUDGET/FINANCE COMMITTEE MONDAY, FEBRUARY 10, 2025 – 3:30 – 5:30 PM

VIA ZOOM - <https://palihigh-org.zoom.us/j/89249706895?pwd=fyr7KZpTtNCmFqBB7klu9PiARteutU.1>

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

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I. PRELIMINARY:

A. Call to Order & Roll Call - S Margiotta called the meeting to order @ 3:37 pm. In attendance: S Margiotta, D Gronich, Sherkhanov, Ramin Kianfar (arrived approximately 3:45 pm). Absent L Mrizadeh. Non-Voting members: P Magee, J Lin.

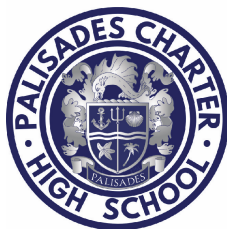
B. Public Comments – A Pereyra introduced herself as the CoChair of the Art Department. Suggested that as a department, they need a month with the budget within their department before they can begin sharing it with leadership. She asked for an accommodation/extension to her department's deadline.

C. Approval of Minutes

1. S Margiotta made a motion to approve the meeting minutes from December 9, 2024. S Sherkhanov seconded the motion. Motion carried unanimously with R Kianfar absent. (see above)
2. S Sherkhanov made a motion to approve the January 27, 2025 meeting minutes as presented with minor changes proposed by D Gronich. D Gronich seconded the motion. Motion carried unanimously with R Kianfar absent (see above).
3. S Sherkhanov made a motion to approve the February 3, 2025 meeting minutes. D Gronich seconded the motion. The motion passed unanimously with R Kianfar absent (see above).

II. REPORTS (5 minutes each):

- A. Executive Director - P Magee reported that the school is working to look at relocation options with CBO and Director of Operations.
- B. CBO Report - J Lin reviewed the report and it stands as submitted.
- C. Fundraising & Development - R Rodman reported that Raise Pali continues and there are approximately \$123,000 in checks coming in. A King is working on in-kind donations to fill classrooms and they are trying to amplify the campaign online. Individual teachers are also doing fundraising (choir, film, etc.). She is also focusing on non-profit grants. There is an additional \$50,000 donation from the chargers for athletics. She is also looking to do a t-shirt distribution when we return to in-person learning.
- D. ASB Treasurer Report – P Magee reported that they continue to work on student activities.



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- E. Booster Club - R Rodman reported that the Booster Club auction will be a fundraiser for fire relief. There will also be sponsorship opportunities.

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

- A. Food Services Management Company Contract - J Lin reported that he was looking for a waiver for an RFP and would simply like to extend the contract for another year. The issue was discussed and committee agreed with the 1 year extension without an RFP if the school was allowed to do this with an exception or waiver.
- B. 2025-26 Budget Calendar – J Lin reviewed it and it stands as submitted. S Margiotta made a motion to approve the 2025/2026 Budget Calendar as presented with an edit to add Tech Budget approval (1:1 devices only) to be reviewed/approved at B&F Committee at March 17, 2025 and submitted to the Board on March 18, 2025. D Gronich seconded the motion. Motion passed unanimously with verbal roll call. R Kianfar was present for this vote.
- C. CARS 2024-25 Winter Release was reviewed by J Lin and it stands as submitted. S Sherkhanov made a motion to approve the CARS 2024/2025 as presented. D Gronich seconded the motion. Motion passed unanimously with R Kianfar present.
- D. Announce Items for Closed Session were announced by S Margiotta as presented on the agenda and the committee moved into closed session.

IV. **Open Session**

- A. Committee returned to open session at 5:07 pm. With nothing to report out, committee was adjourned at 5:08 pm. By S Margiotta



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SPECIAL MEETING MINUTES - BUDGET/FINANCE COMMITTEE FRIDAY, FEBRUARY 21, 2025 – 1:00 – 2:30 PM

VIA ZOOM - <https://palihigh-org.zoom.us/j/85892463033?pwd=dwOeB3ZjbdakJkRkdrJbJOXzDN1I23.1>

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 @ 1:04 pm. In attendance: S Margiotta, R Kianfar, L Mirzadeh, S Sherkanov, D Gronich. Non-Voting members: J Lin, P Magee, R Negroe.

1. Introductions

B. Public Comments – No public comment was made.

II. REPORTS (5 minutes each):

A. Executive Director - P Magee reported that they are continuing to work on the relocation details.

B. CBO Report-Discussion - J Lin did not have any additional CBO updates.

C. Fundraising & Development - R Rodman reported that they had raised an additional \$10K for Raise Pali for a total of \$135K. There are also 3 foundation grants totaling \$150K and the Fire Aid grant was approved and is a minimum of \$100K. These grants also come in multiple phases. She discussed the tshirts to distribute when in person learning returns. This will cost \$13-\$14K and she is going to approach PTSA or Boosters for funding. School also received a large chrome book donation.

III. NEW BUSINESS (DISCUSSION & POSSIBLE ACTION ITEMS):

A. Announce Items for Closed Session as outlined in the agenda. S Margiotta moved committee into closed session at 1:10 pm.

IV. Open Session

A. Committee returned to open session 1:53 pm. S Margiotta reported out that progress continues to be made on temporary space location. Group is reconvening on Tuesday, February 25, 2025 to discuss and make recommendations to the Board of Trustees at their regular meeting that evening.

With no additional business to discuss the committee was adjourned by S Margiotta @ 1:55 pm.

Coversheet

Proposed 2025-2026 School Calendar

Section:	V. Academic Excellence
Item:	A. Proposed 2025-2026 School Calendar
Purpose:	Vote
Submitted by:	
Related Material:	2025-26 Proposed Calendar.pdf

2025-26 School Year Important Dates

August 11:	First day for teachers (Professional Development)
August 12:	Professional Development
August 13:	First day for students ALL CLASSES MEET DAY
Aug. 29:	Admissions Day
Sept. 1:	Labor Day (Holiday)
Sept. 23:	No School (Unassigned Day)
Oct. 2:	No School (Unassigned Day)
Nov. 11:	Veteran's Day
Nov. 24-28:	Thanksgiving Break
Dec. 15	All Classes Meet Day
Dec. 16-18:	Finals
Dec. 19:	Last day for teachers (Pupil Free Day)
Jan. 12:	First day of second semester (teacher's only/prof. development)
Jan. 13:	First day of second semester
Jan. 19:	MLK Day (Holiday)
Feb. 16:	President's Day (Holiday)
Mar. 27:	Cesar Chavez Day (Unassigned Day)
Mar. 30-Apr 3:	Spring Break
May 25:	Memorial Day
June 1-3:	Finals (last day for students)
June 4:	Last day for teachers (Pupil Free Day)/Graduation

Coversheet

2025-2026 Proposed Budget Calendar

Section:	VI. Finance
Item:	C. 2025-2026 Proposed Budget Calendar
Purpose:	Vote
Submitted by:	
Related Material:	Proposed Budget Calendar 2025_2026.pdf



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FY 25/26 BUDGET CALENDAR

DATE	TASK
02/10/25	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY25/26
02/25/25	BOARD MEETING - FINANCE 25/26 BUDGET CALENDAR APPROVAL
03/04/25	DISCUSS OVERVIEW/DESIGN OF FY25/26 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
03/10/25	RELEASE FY25/26 BUDGET PACKETS
3/10/25-3/24/25	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. (mandatory meeting w/department chairs)
3/10/25-3/24/25	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**
03/17/25	PARENT/STAKEHOLDER LCAP/BUDGET MEETING OVERVIEW ***LTSP MEETING DATE
03/17/25	BUDGET/FINANCE COMMITTEE RECOMMENDS THE TECH 1:1 DEVICE BUDGET FOR 25/26
03/18/25	BOARD APPROVAL OF THE TECH 1:1 DEVICE BUDGET FOR 25/26 RECOMMENDED BY BUDGET/FINANCE COMMITTEE
3/25/25-4/4/25	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING. **ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 4/7.**
04/11/25	Budget due to finance office
04/25/25	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/30/25	LTSP COMMITTEE RECEIVES FY25/26 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/06/25	FINANCE OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS & CREATES FILES FOR REGULAR MAY BUDGET & FINANCE MEETING. REPORTS BACK TO DEPARTMENT/PROGRAM CHAIRS AS TO STAKEHOLDER GROUPS RECOMMENDATIONS..
05/12/25	FINANCE OFFICE COMPILES ADDITIONAL B&F COMMITTEE/ADMIN FEEDBACK FOR FY25/26 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY25/26 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/12/25	BUDGET/FINANCE APPROVES RECOMMENDS IMA/TEXTBOOK BUDGET FOR BOARD APPROVAL
05/20/25	BOARD MEETING - IMA, TECH & TEXTBOOK BUDGET APPROVAL
05/20/25	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET RECOMMENDED BY B&F COMMITTEE
06/02/25	2 FULL DAYS BUDGET/FINANCE MEETING TO DISCUSS/RECOMMEND FY25/26 BUDGET
06/10/25	FY25/26 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/16/25-6/30/2025	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.

April 7th -
IMA cut off

Draft
budget
presented

Coversheet

Finance Items: School Organized Conferences/Trips

Section:	VII. Consent Agenda
Item:	A. Finance Items: School Organized Conferences/Trips
Purpose:	Vote
Submitted by:	
Related Material:	Conference Travel Request 02_25_2025.pdf



Palisades Charter High School

15777 Bowdoin St. • Pacific Palisades • California 90272

(310) 230-6623 • FAX (310) 454-6328

CONFERENCE/TRAVEL REQUEST FORM

JOHNNY GONZALEZ
and

Employee Attendee(s) Name(s): MYRNA CERVANTES ANA NAVARRETE, JAMES BUCKMAN
 Department/Site: Fuerza Unida Program Date of Request: Nov. 1, 2024
 Name of Conference/Activity: Preparate
 Organization/Company Holding the Conference/Activity: The College Board
 Location of Conference/Activity: Denver, CO Date(s) of Conference/Activity: April 9-11, 2025
 Purpose/Rationale (How will this conference/activity be of value to the school?): Preparate highlights national models that are successfully preparing Latinos students for college success.
 Cost Estimate (if one form is being submitted for multiple people, be sure to include all costs for all individuals):

Estimated Expenditures	Paid to Pay Directly	Reimbursement Requested	Cost
Conference Registration <u>4</u> people @ \$ <u>650</u> per person			\$ <u>2600</u> -
Certificated Substitute(s) <u>3</u> days x <u>3</u> @ per day (sal. & stat. ben.)			\$ -
Travel - Mileage <u>NA</u> miles @ \$ 0.625 per mile			\$ -
Travel - Airfare <u>4</u> people @ \$ <u>350</u> per person			\$ <u>1400</u> -
Travel - Ride Sharing Svs/Taxi/Shuttle Type total amount into "cost" cell			\$ <u>200</u> -
Lodging <u>4x4</u> nights <u>16x</u> @ \$ <u>350</u> per night			\$ <u>5600</u> -
Meals <u>16</u> Breakfasts @ \$ 10.00 per meal = <u>160</u> <u>16</u> Lunches @ \$ 10.00 per meal = <u>160</u> <u>16</u> Dinners @ \$ 20.00 per meal = <u>320</u>			\$ <u>640</u> -
Other (Parking, Tolls, Conference Materials, etc.) - please list below:			\$ -
TOTAL APPROXIMATE COST			\$ <u>10,440</u>
AMOUNT APPROVED			

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

Requestor Signature: Myrna Cervantes

Executive Director Approval: _____

Date: _____

Funding Source: _____

SACS Code: _____

Will costs be reimbursed by another organization? _____

Yes/No

If so, what organization? _____

Board of Trustee/Designee Approval: _____

Date: _____

Board Approval Date (if applicable): _____

Business Office Review _____

(initial)

(date)



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CONFERENCE/TRAVEL REQUEST FORM

Employee Attendee(s) Name(s): Lisa Saxon
 Department/Site: Journalism - CTE Date of Request: 2/18/25
 Name of Conference/Activity: Spring National HS Journalism Convention
 Organization/Company Holding the Conference/Activity: JEA/NSPA
 Location of Conference/Activity: Seattle, WA Date(s) of Conference/Activity: April 24-26, 2025
 Purpose/Rationale (How will this conference/activity be of value to the school?):
Workshops, keynote speakers, networking, exhibitions

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

Estimated Expenditures	Paid to Pay Directly	Reimbursement Requested	Cost
Conference Registration <u>1</u> people @ \$ <u>125</u> per person	\$ <u>125</u>		\$ <u>125</u> -
Certificated Substitute(s) <u>2</u> days @ <u>212.7</u> per day (sal. & stat. ben.)	\$ <u>425.40</u>		\$ <u>425.40</u> -
Travel - Mileage <u>N/A</u> miles @ \$ 0.625 per mile			\$ -
Travel - Airfare <u>1</u> people @ \$ <u>154</u> - per person		\$ <u>154.00</u>	\$ <u>154</u> -
Travel - Ride Sharing Svs/Taxi/Shuttle Type total amount into "cost" cell			\$ <u>60</u> -
Lodging <u>3</u> nights @ \$ <u>293.82</u> per night		\$ <u>881.46</u>	\$ <u>881.46</u> -
Meals <u>3</u> Breakfasts @ \$ 10.00 per meal \$ <u>30</u> <u>3</u> Lunches @ \$ 10.00 per meal \$ <u>30</u> <u>3</u> Dinners @ \$ 20.00 per meal \$ <u>60</u>		\$ <u>120</u>	\$ <u>120</u> -
Other (Parking, Tolls, Conference Materials, etc.) - please list below:			\$ -
TOTAL APPROXIMATE COST			\$ <u>1,765.86</u>
AMOUNT APPROVED			

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

Requestor Signature: [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)

Coversheet

Personnel Items

Section:	VII. Consent Agenda
Item:	B. Personnel Items
Purpose:	FYI
Submitted by:	
Related Material:	Personnel Consent Agenda Items 02_25_2025.pdf



PALISADES
CHARTER HIGH SCHOOL
Empowering Educational Excellence.

PCHS BOARD CONSENT AGENDA: PERSONNEL ITEMS
February 25, 2025

Approve/Ratify Certificated Employment

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Yocum, Douglas	Sped Mild/Moderate	2/10/25

Approve/Ratify Classified Employment

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
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Approve/Ratify Retirement/Resignation/Termination

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Solares, Laura	Sped Assistant	1/6/25
Guiraud, Margaret	Sped Assistant	2/14/25