



# Palisades Charter High School

## Board Meeting

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### Date and Time

Tuesday May 20, 2025 at 5:00 PM PDT

### Location

Pali South  
302 Colorado Avenue  
Santa Monica, CA 90401

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

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

### SUPPORTING DOCUMENTATION:

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

### ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:

*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.*

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order	Maggie Nance	
<b>B.</b>	Record Attendance and Guests		2 m
	Dr. Roger Crystal is attending remotely: 1 World Way, Los Angeles, CA 90045		
<b>C.</b>	Public Comment		30 m
	<p><i>"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</i></p> <p><b>Google Form Public Comment Procedure:</b> A Google form is available 24 hours prior to the meeting for Public Comment. Please refer to the Dewey Dolphin email or copy/paste this link <a href="https://forms.gle/kSsxkvL6T9GgXpdEA">https://forms.gle/kSsxkvL6T9GgXpdEA</a>. Your comment will be read aloud by the Board Vice Chair. Public comments submitted through the Google form will be read after the public comments presented live at the meeting. General public comments not read after 60 minutes will be included in the meeting minutes. Due to public meeting laws, the Board can only listen to your comment, not respond or take action. Comments are limited to two (2) minutes, per person and one cannot cede their time to another. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</p>		
<b>D.</b>	Announce items for closed session, if any.	Maggie Nance	1 m
<b>II. Closed Session</b>			<b>5:33 PM</b>
<b>A.</b>	Potential Conference with Legal Counsel	Vote	5 m

	Purpose	Presenter	Time
• Potential Temporary Lease Contracts			
<b>B.</b> Conference with Legal Counsel - Anticipated Litigation	Vote		5 m
• Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: (one potential cases)			
<b>C.</b> Employee complaint/Assignment/Discipline/Dismissal/Release	Vote	Dr. Martha Monahan	5 m
• (Govt. Code section 54957) (Education Code section 44929.21)			
<b>D.</b> Potential Litigation	Vote		5 m
• Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9			
<b>III. Open Session</b>			<b>5:53 PM</b>
<b>A.</b> Return to Open Session	FYI	Maggie Nance	1 m
<b>B.</b> Report Out on Action Taken In Closed Session, If Any.	FYI	Amir Ebtehadj	1 m
<b>IV. Approve Minutes</b>			<b>5:55 PM</b>
<b>A.</b> Approve Minutes	Approve Minutes	Maggie Nance	2 m
Approve minutes for Board Meeting on April 22, 2025			
<b>V. Organizational Reports</b>			<b>5:57 PM</b>
<b>A.</b> Student Report	FYI	Charlie Speiser	3 m
<b>B.</b> Parent Report	FYI	Kristina Irwin, Roger Crystal, Jessica Recinos	3 m

	Purpose	Presenter	Time
<b>C.</b> Represented Classified Staff Report	FYI	Andrew Paris	3 m
<b>D.</b> Unrepresented Classified Staff Report	FYI	Dr. Martha Monahan	3 m
<b>E.</b> Faculty Report	FYI	Maggie Nance, Nicholas Albonico, Minh Ha Ngo	3 m
<b>F.</b> Human Resources Director (HR) Report	FYI	Dr. Martha Monahan	5 m
<b>G.</b> Director of Operations Report	FYI	Rafael Negroe	3 m
<b>H.</b> Director of Information Technology Report	FYI	Jeff Roepel	5 m
<b>I.</b> Director of Development Report	FYI	Rene Rodman	3 m
<b>J.</b> Chief Business Officer (CBO) Report	FYI	John Azzizzi	3 m
<b>K.</b> Executive Director/Principal (EDP) Report	FYI	Dr. Pam Magee	5 m
<b>VI. Board Committees (Stakeholder Board Level Committees)</b>			<b>6:36 PM</b>
<b>A.</b> Academic Accountability Committee Update	FYI	Dr. Minh Ha Ngo	5 m
<b>B.</b> Budget & Finance Committee Update	FYI	Maggie Nance	5 m
<b>C.</b> Election Committee Update	FYI	Kristina Irwin	5 m
<b>D.</b> Charter Committee Update	FYI	Dr. Pam Magee	5 m
<b>VII. Board Committees (Board Members Only)</b>			<b>6:56 PM</b>
<b>A.</b> Board Members Only - Committee Updates	FYI	Various	5 m
		<ul style="list-style-type: none"> <li>• Audit Committee</li> <li>• Grade Appeal Committee</li> <li>• Survey Committee</li> </ul>	
<b>VIII. Academic Excellence</b>			<b>7:01 PM</b>
<b>A.</b> Environmental Studies Update	FYI	Various Administrators	10 m



	Purpose	Presenter	Time
<b>IX. Finance</b>			<b>7:11 PM</b>
<b>A.</b> Audit Engagement Letter & Motion	FYI	John Azzizzi	10 m
<b>B.</b> Independent Audit Report	Vote	John Azzizzi	10 m
<b>C.</b> LACOE Resolution to Issue Funds and EFT Forms	Vote	John Azzizzi	10 m
"To approve the Resolution to Issue Funds to Charter School and execute all related forms."			
<b>D.</b> PCHS Transportation and Scholarships (2025-2026)	Vote	Maggie Nance	10 m
<b>E.</b> CFOMW Tax, LLC - Services Fee Agreement	Vote	Dr. Pam Magee	10 m
'To approve the CFOMW Tax, LLC - Services Fee Agreement.'			
<b>F.</b> International Baccalaureate	FYI	Various Administrators	10 m
<b>X. Governance</b>			<b>8:11 PM</b>
<b>A.</b> 2025-2026 Board Meeting Schedule	Vote	Maggie Nance	5 m
<b>XI. Consent Agenda</b>			<b>8:16 PM</b>
<b>A.</b> Finance Items: School Organized Conferences/Trips	Vote	Maggie Nance	5 m
June 11 -21   Thailand - Concert Exchange Performance   Supervising Teacher: Ms. Allison Cheng			
July 23 -25   Kenosha, WI - Train the Trainer (Instructor Professional Development)   Attendee: Mr. Golad			
<b>B.</b> Personnel Items	FYI	Dr. Martha Monahan	5 m
<b>XII. New Business / Announcements</b>			<b>8:26 PM</b>
<b>A.</b> Announcements / New Business	FYI	Maggie Nance	1 m

Purpose	Presenter	Time
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Monthly Board Meeting (Budget): Tuesday, June 10, 2025, at 5:00 PM at Pali South

**XIII. Closing Items**

**8:27 PM**

<b>A.</b> Adjourn Meeting	FYI	Maggie Nance	1 m
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# Coversheet

## Approve Minutes

<b>Section:</b>	IV. Approve Minutes
<b>Item:</b>	A. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Board Meeting on April 22, 2025

DRAFT



# Palisades Charter High School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday April 22, 2025 at 5:00 PM

#### Location

Pali South (Historic Sears Building)  
302 Colorado Avenue  
Santa Monica, CA 90401

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#### Trustees Present

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

**Trustees Absent**

Kristina Irwin

**Ex Officio Members Present**

Dr. Pam Magee

**Non Voting Members Present**

Dr. Pam Magee

**Guests Present**

Charlie Speiser

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**I. Opening Items**

**A. Call the Meeting to Order**

Sara Margiotta called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Apr 22, 2025 at 5:08 PM.

**B. Record Attendance and Guests**

**C. Public Comment**

Michael Freidman: Expressed concern about the lack of copiers and paper supplies at Pali South. Emphasized that while some subjects can function digitally, mathematics instruction requires paper materials. Noted that unreliable power and WiFi make all-digital instruction impractical, and many students don't use school-issued devices. Requested adequate paper supplies and copiers for staff use, acknowledging that while reducing paper usage is reasonable, eliminating it entirely is not feasible for effective instruction.

Ashly Stohl: Expressed appreciation for the team's extraordinary efforts in resuming in-person instruction. Raised serious safety concerns regarding exterior doors at Pali South being secured with bike locks during part of the day. Described this practice as unsafe and illegal, demanding its immediate discontinuation. Stated that if this practice continued, she would contact authorities and personally remove the locks, emphasizing that student safety must not be compromised by preventing emergency egress.

**D. Approve Minutes**

Andrew Paris made a motion to approve the minutes from Special Board Meeting on 03-24-25.

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

**Roll Call**

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

**E. Approve Minutes**

Martha Monahan made a motion to approve the minutes from Board Meeting on 03-18-25.

Andrew Paris seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**II. Organizational Reports**

**A. Student Report**

The student representative reported that students are pleased to have returned to in-person learning at Pali South. ASB elections have recently concluded, with class representatives to be selected this week. Upcoming student events include the Lady Gaga HAUS Labs event this weekend and senior movie night in the coming week.

**B. Parent Report**

Nothing to report.

### C. Represented Classified Staff Report

Happy to be back, nothing to report.

### D. Unrepresented Classified Staff Report

Nothing to report.

### E. Faculty Report

The faculty representatives reported that faculty members are pleased to return to in-person instruction but noted concerns regarding limited access to copiers and the absence of audible bells. Teachers also lack access to their historical files, making WiFi access and digital resources particularly important. Positive feedback was shared regarding the quality of furniture and supplies provided in each classroom and the support from the operations and technology teams. Faculty are looking forward to additional screens and projectors to minimize paper usage. Each department has published wish lists and teachers are reaching out to personal contacts to fulfill classroom needs.

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

Dr. Monahan reported that the all-staff professional development day on April 21 was highly successful. Special recognition was extended to the administration and support teams for their assistance during the first day back. Two temporary contracted staff positions (one in counseling and one teaching position) will not be renewed due to declining enrollment and categorical funding limitations.

Sara Margiotta made a motion to pursuant to Education Code Section 44954(b), the Board may notify temporary employees on or before the end of the school year of its decision to release the employee at the end of the school year due to uncertainty surrounding student enrollment projections for the 2025-2026 academic year. Temporary employees will be released in on expiration of their current contracts. Employee numbers: 1. 012184 2. 052082.

Martha Monahan seconded the motion.

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

#### Roll Call

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

**Roll Call**

Nicholas Albonico Abstain

**G. Director of Operations Report**

Mr. Negroe reported appreciation for community support throughout the transition. Several operational challenges were encountered on the first day at the new location. There are plans to explore additional facility improvements, including carpeting for noise reduction and cubicle offices for staff. Mr. Negroe maintains ongoing communication with LAUSD regarding the Bowdoin campus and rebuilding efforts. Meetings are scheduled with Santa Monica city officials to discuss the impact of Pali's presence in the community. Additional safety measures have been implemented, including increased police presence at the train station and coordination with SMPD regarding student activity in Downtown Santa Monica. He offered positive observations regarding student resilience and attitudes during the transition to the new location.

**H. Director of Information Technology Report**

**I. Director of Development Report**

The Chair on behalf of Rene Rodman reported that approximately \$700,000 has been raised through various campaigns and events. Sony has awarded a \$200,000 grant to the media department for equipment to be used at both Pali South and the Bowdoin campus.

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

John Azzizzi, the new CBO, introduced himself to the board, noting that this is his first week in the position. He is attending meetings with various groups and staff to facilitate a smooth transition and working with Alexis regarding the audit scheduled for May 2. He brings 13 years of experience in charter school finance. His official title with Charter Impact is the Director of Client Finance, with supporting staff available. He will not be on-site regularly but will remain accessible as the representative for PCHS. The purchase order and purchasing procedures remain unchanged, and Charter Impact is equipped to fully support the school's financial operations.

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

EDP Magee expressed gratitude to the entire community for their assistance in preparing the school for reopening, with special appreciation for students, particularly ASB members and Ambassadors, who dedicated time to the transition. A morning press conference was held with the City of Santa Monica to commemorate the opening of Pali South, with extensive media coverage. Representatives from Gensler, CWDriver, City of Santa Monica, LAUSD Board, and Councilmember Traci Park attended the event. Despite some operational hiccups on opening day, the administrative team responded quickly and effectively. The school is receiving significant positive attention as a beacon of hope for the Palisades community. A town hall is scheduled for tomorrow with LAUSD regarding all affected Palisades schools to begin discussions about recovery and



rebuilding. A May 2nd gratitude event is planned for all individuals involved in the school's transition.

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

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

The committee reported that the English and Social Science departments presented to the committee last month. Meeting materials and minutes are available on the school website. A primary concern raised was the use of AI tools such as ChatGPT and similar applications. The committee is working to develop a policy and procedures for addressing suspicious work, including enforcement protocols for deans. The goal is to implement these policies before the new school year begins.

Issues regarding World Languages instruction were discussed, noting that much of the student work is translated, which may not reflect oral assessment proficiency. Apex Learning virtual language courses do not align well with Pali High in-person instruction. Ms. Nance expressed concern that language instruction should be offered exclusively in-person rather than online.

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

The Chair reported that they met yesterday and John Azzizzi is reviewing financial materials. The current finance team consists of five staff members. This will be reduced to three staff members by the end of June. By August, three staff members will remain with reassigned responsibilities.

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

The Chair reported that they met on Monday afternoon. Several open Board of Trustees positions received no applications. The application window has been extended until Wednesday, April 23, at 3:00 PM. The email notification for the teacher-nominated position has not been distributed. Thirteen teachers have been nominated for the available seat. Max from ASB will share the list of nominated teachers with Sara Margiotta, who will contact them.

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

Mr. Arzani reported on his observations of the current LAUSD board's approach to charter schools, noting that the board appears to be adopting a stricter stance toward charter schools. A higher percentage of charter applications and renewals are being denied compared to previous years.

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

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

**Grade Appeal Committee:** One appeal was upheld and eight appeals were denied.

**Survey Committee:** The committee has not met recently. Surveying regarding enrollment was discussed. The enrollment lottery process was completed successfully. Families have responded to enrollment offers. Some previously enrolled students are returning. At least 400 students have committed to the incoming freshman class.

**Audit Committee:** No update at this time.

## **V. Academic Excellence**

### **A. Facility and Pali South Updates**

The administration stated that a dedicated staff space/lounge is being established in the basement area. Furniture for this space will arrive tomorrow, including stands and seating. The space will be located directly outside of room B1.

### **B. Pali South Calendar and Bell Schedule**

The EDP and Director of Operations reported that work continues on optimizing the daily schedule. Potential staggered start/end times are being considered to ensure safe ingress and egress and prevent bottlenecks. The existing fire alarm speakers will be utilized for the bell system. Clocks will be installed in classrooms.

### **C. AP Testing Update**

The EDP reported that arrangements for large-scale testing at Barker Hangar are nearly finalized. Testing will take place over two weeks at this location. WiFi considerations and bandwidth were brought up. Students will likely report directly to the testing site rather than to school. The later testing option for AP Calculus should be utilized to maximize review time. Some students have withdrawn from AP tests. A question was raised regarding potential reimbursements, though it may be too late since tests have already been ordered.

## **VI. Governance**

### **A. 2024-2025 LAUSD CSD Oversight Visit**

The administration reported that LAUSD has extended the timeline for the oversight visit. All required documentation will be submitted by May 2, and the site visit is scheduled for May 18. Response materials will be based on existing data and information. Mr. Arzani inquired about previously identified areas for improvement, particularly regarding credentialing categories, and encouraged the team to review these items.

## **VII. Finance**

### **A.**

## **Second Interim with 2 Year Projection**

The CBO John Azzizzi reported that the board approved the second interim financial report last month, which included two-year projections. A preliminary outlook for fiscal years 2025-26 and 2026-27 will be provided for the LAUSD oversight report. A comprehensive three-year budget will be presented in June. Governor Newsom and State Superintendent Tony Thurmond issued a press release regarding the school's reopening.

### **B. Relocation Budget Update**

Mr. Azzizzi reported that the original relocation budget was \$12.2 million. After numerous revisions, the budget now stands at just over \$10 million. This figure is likely to increase as additional expenses are identified. Detailed documentation for all replacement items is required for the reimbursement process.

### **C. Parking Update at Pali South**

Parking arrangements include parking permit applications submitted for all students who previously had permits. 150 permits have been requested from the City of Santa Monica at \$199.30 each. Passes should be available by the end of the week. Each pass is assigned to a specific parking structure, and students must park only in their designated lot. Parking structure five is reserved exclusively for faculty. Students will be assigned to either parking structure five or six.

### **D. Transportation Update**

Mr. Negroe reported that transportation adjustments include nine buses currently operating, with a new route serving Topanga Canyon added (125 students expressed interest, but only 26 registered). Approximately 300 current bus riders. Potential consolidation of one bus route is being considered, which would affect approximately 150 riders.

### **E. International Baccalaureate**

Social Science teacher John Rauschuber and Director of Academic Achievement Diana Kim presented information on potentially implementing an International Baccalaureate (IB) program for the 2026-27 and 2027-28 school years. Staff have visited several local schools that offer IB programs. Benefits include a community-based learning environment and safe opportunity for junior and senior students to take academic risks as well as a service project.

Program considerations include that students cannot simultaneously enroll in both AP classes and IB courses. The IB diploma program requires a two-year commitment. All six IB classes must be taken each semester. Some schools like Agoura offer non-diploma AP IB programs. Fairfax High is also an additional school that will be contacted regarding their program.

Further analysis needed includes cost analysis to assess impact on course offerings and teacher availability, assessment of teacher preparation requirements for IB curriculum, and potential impact on enrollment, as this unique program could be attractive during the rebuilding phase. Financial sustainability is important, as the program should increase enrollment. Several elementary and middle schools in the area have already implemented IB programs. Dr. Ngo mentioned entry and exit surveys should be developed to assess impact.

#### F. CFOMW Tax, LLC - Services Fee Agreement

The EDP reported that the agreement concerns recovery funds that could provide additional funding for the school. Dr. Magee signed a letter of intent to meet the filing deadline. After negotiations, a 6.75% fee of funds recovered was established. During COVID, there was a misunderstanding that public charter schools were ineligible for Employee Retention Credit (ERC) recovery funds. The ERC provides approximately \$26,000 per employee. Since charter schools were eligible for PPP loans, it is believed that Pali High would qualify for these funds. Pali High's legal counsel is not aware of any schools that applied and were denied these funds.

Minh Ha Ngo made a motion to approve the CFOMW Tax, LLC - Services Fee Agreement.

Maggie Nance seconded the motion.

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

##### Roll Call

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

### VIII. Consent Agenda

#### A. Finance Items: School Organized Conferences/Trips

Amir Ebtehadj made a motion to approve the consent agenda.

Sara Margiotta seconded the motion.

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

##### Roll Call

Maggie Nance	Aye
Sara Margiotta	Aye

**Roll Call**

Nicholas Albonico	Aye
Kiumars Arzani	Aye
Jessica Recinos	Aye
Minh Ha Ngo	Aye
Andrew Paris	Aye
Martha Monahan	Aye
Amir Ebtehadj	Aye
Roger Crystal	Aye

**B. Personnel Items**

**IX. New Business / Announcements**

**A. Announcements / New Business**

Next regular scheduled board meeting will be on May 20th, at 5pm on the first floor of Pali South.

**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 7:28 PM.

Respectfully Submitted,  
Amir Ebtehadj

# Coversheet

## Human Resources Director (HR) Report

<b>Section:</b>	V. Organizational Reports
<b>Item:</b>	F. Human Resources Director (HR) Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	HR Board Report 05_20_2025.pdf



**PALISADES**  
CHARTER HIGH SCHOOL  
*Empowering Educational Excellence.*

**Human Resources Report  
Board of Trustees Meeting  
May 20, 2025**

**Pali Staff Celebrate Staff Appreciation Week**

Pali staff gathered at the basement level to celebrate one another during a fantastic Staff Appreciation Week. The atmosphere was filled with gratitude, laughter, and community spirit. Throughout the week, we enjoyed a delicious variety of food — including tacos, pastries, coffee, and yummy breakfast burritos from the Palisades Garden Café. A heartfelt thank you to our amazing PTA for generously providing the burritos.

As we look toward the end of a very challenging and unique year, moments like these remind us of the strength, dedication, and camaraderie that define our Pali community. Thank you to everyone who helped make this week so special!

**Closed Session**

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

Vote.

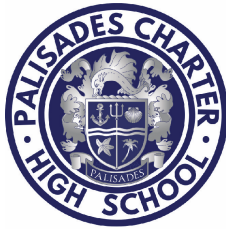
Respectfully Submitted,  
Martha Monahan, Ed.D.  
Director of Human Resources

# Coversheet

## Director of Operations Report

<b>Section:</b>	V. Organizational Reports
<b>Item:</b>	G. Director of Operations Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Operations Board Report 05_20_2025.pdf





# PALISADES

## CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

**May 20, 2025**

**Rafael Negroe**

Director of Operations & Facilities

### **Pali Campus Clean up**

- Clean up is behind schedule 3 weeks
- The Aquatic Center under review by the insurance company and our contractors

### **Pali Campus Temporary**

- LAUSD holding weekly meetings to discuss the temporary village
- There are 3 phases
- Phase 1- modular buildings installation occurring now

### **Pali Sears**

- Last couple of weeks at Pali south
- Operations will be preparing for the summer months
- Ops anticipates starting the new school year at Pali South
- 

### **Operations**

- Pali south will have security personnel from 6 am to 12 am daily during the summer (one guard per shift)
- The visitor ID scan and welcoming station is operational at Door #10 (driveway)
- Ops will not be staffed by security or janitorial staff at Uni
- Planning with Chartwells our upcoming food service operations at Pali

# Coversheet

## Chief Business Officer (CBO) Report

<b>Section:</b>	V. Organizational Reports
<b>Item:</b>	J. Chief Business Officer (CBO) Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	CBO Board Report 05_20_2025.pdf



Palisades Charter High School

## Budget & Finance Committee Finance Update

May 12, 2025

## Items for Board Agenda

- 1) Consent Agenda/Information: Updated 24-25 Financial Projection (sent to LAUSD as part of Oversight Visit information)
- 2) Regular Agenda: LACOE Resolution to Issue Funds and EFT Forms

## Updates / Information

### 1) 2023-24 Audit Status

As of 5/8/24 the 23-24 Audit Report is still not complete with one outstanding audit item to complete (Bank Reconciliations for July and August). The auditors have informed us that the draft Audit Report is effectively completed pending positive resolution of the last outstanding item. LAUSD-CSD has requested weekly updates on the audit status and the first update was sent on 5/1. The school will continue to provide updates as requested. It is expected that PCHS will be issued a repeat audit finding related to deficiencies in the financial closing process and timeliness of Audit Report submissions.

- Categorical Fund balances. There are several programs with unspent funds as of the end of 23-24: Prop 28 Arts & Music (\$388.4K); SpEd Mental Health (\$211.2K); Food Service Supply Chain Assistance (\$181.3K). We will look closely at each of these programs to determine if any prior year expenditures can be applied against these balances

### 2) 2024-25 Financial Statements and Reporting

Once the 2023-24 audit is completed and 2024-25 account reconciliations through April 2025 are completed, we will be able to generate updated financial reports for this year and deliver the standard suite of monthly financial reports. Alexis Duston has been doing a very good job in helping bring things up to date in very difficult circumstances.

### 3) Charter Impact Onboarding Status

The Onboarding Process is approximately 70% complete. Outstanding items include: account reconciliations, bank/credit card account access, and accurate prior and current year information.

### 4) 2024-25 Interim Audit

The auditors have already released the items to be completed for the 24-25 Interim Audit. We will not be able to complete the financial items until we have completed 1. and 2. above. Alexis and I will work with other PCHS staff (e.g. attendance) to complete the other items requested.

### 5) Hold Harmless Protection for (at least) 2025-26

The school is assuming that the state will enact “hold harmless” ADA/funding protections for the school for at least the 25-26 school year at either 23-24 or 24-25 levels as documented in the current version of the budget trailer bill following the Governor’s January proposed budget (Section 40 of the draft K-12 Omnibus Trailer Bill version 10 dated 2025 03 16, excerpt copied below).

SEC. 40. It is the intent of the Legislature to enact future legislation that would hold harmless the following local educational agencies for the 2025–26 school year for their declines in average daily attendance claimed for apportionment purposes pursuant to Section 41601

of the Education Code resulting from the fire-related state of emergency proclaimed by the Governor in January 2025 pursuant to Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code:

(a) The Pasadena Unified School District.

(b) The following charter schools located within the Pasadena Unified School District:

[...list skipped]

(c) The Los Angeles Unified School District for its following charter schools:

(1) Palisades Charter Elementary.

(2) Marquez Charter.

(d) The Palisades Charter High School located within the Los Angeles Unified School District

#### 6) Current Enrollment / 25-26 Registrations

Current enrollment as of May 1 at the new Pali South temporary location is 2,444, a decrease of 463 students (-15.9%) from the beginning of the year. The school currently has 2,360 students enrolled and registered for 25-26 with more registrations in process and/or on hold.

#### 7) Cash Position

As of 4/30/25 the school cash balances total \$35.8MM (67.8% of projected annual expenditures) equivalent to 8.14 months of cash on hand. This level of cash is sufficient to cover the normal working capital requirements of the school and to cover short-term timing differences between receipt and disbursement of insurance claim funds. Once the school's finances are transitioned over to Charter Impact's financial system we will generate cash flow reports on a regular basis. We will also include a cash flow projection as part of our June budget submission.

#### 8) Pali South Insurance Coverage

There has been no update since the last report. We are awaiting the latest reports.

#### 9) Compliance Calendar Update

May and June are the busiest months of the year as we work on closing out 24-25 and related reporting as well as completing Budget and LCAP for 25-26.

### Attachments

- Consent Agenda: Financial Plan

- Regular Agenda: LACOE Resolution to Issue Funds and EFT Forms (to be filled out prior to 5/20/25 board meeting. Note: we will redact bank account numbers on the public forms that go out in the board packet.)
- Information: ADA Hold Harmless Provision – Excerpt  
[Section 40 of the draft K-12 Omnibus Trailer Bill version 10 dated 2025 03 16]
- Compliance Calendar (May/June 2025)

# FY24-25 PCHS Forecast

## Multi-Year Forecast

Revised 4/26/2025



	2024-25	2025-26	2026-27	2027-28
	Revised Budget	Forecast	Forecast	Forecast
<b>Assumptions</b>				
LCFF COLA	1.07%	2.43%	3.52%	3.63%
Federal Revenue COLA	n/a	0.00%	0.00%	0.00%
Expense COLA	2.00%	2.00%	2.00%	2.00%
Enrollment	2,907.00	2,907.00	2,907.00	2,907.00
Average Daily Attendance	2,739.00	2,739.00	2,739.00	2,739.00
<b>Revenues</b>				
<b>State Aid - Revenue Limit</b>				
8011 LCFF State Aid	\$ 20,363,485	\$ 21,006,348	\$ 21,987,015	\$ 23,163,520
8012 Education Protection Account	5,035,150	5,157,502	5,339,045	5,532,851
8096 In Lieu of Property Taxes	10,470,512	10,470,512	10,470,512	10,470,512
	35,869,147	36,634,362	37,796,572	39,166,883
<b>Federal Revenue</b>				
8181 Special Education - Entitlement	713,838	713,838	713,838	713,838
8220 Federal Child Nutrition	348,486	348,486	348,486	348,486
8290 Title I, Part A - Basic Low Income	292,162	292,162	292,162	292,162
8291 Title II, Part A - Teacher Quality	56,781	56,781	56,781	56,781
8294 Title V, Part B - PCSG	20,826	20,826	20,826	20,826
8296 Other Federal Revenue	207,979	-	-	-
	1,640,072	1,432,093	1,432,093	1,432,093
<b>Other State Revenue</b>				
8311 State Special Education	2,542,915	2,529,708	2,618,754	2,713,814
8520 Child Nutrition	174,243	178,477	184,760	191,466
8550 Mandated Cost	153,177	156,900	162,422	168,318
8560 State Lottery	747,747	747,747	747,747	747,747
8599 Other State Revenue	678,534	195,839	195,839	195,839
	4,296,616	3,808,670	3,909,521	4,017,184
<b>Other Local Revenue</b>				
8634 Food Service Sales	50,000	50,000	50,000	50,000
8650 Lease and Rental Income	400,000	400,000	400,000	400,000
8660 Interest Revenue	356,750	356,750	356,750	356,750
8697 Insurance Claim - Temp Relocation	10,000,000	-	-	-
8698 ASB Fundraising	581,047	600,000	500,000	400,000
8699 Fire Relief Fundraising	50,300			
	11,438,096	1,406,750	1,306,750	1,206,750
<b>Total Revenue</b>	<b>\$ 53,243,931</b>	<b>\$ 43,281,875</b>	<b>\$ 44,444,936</b>	<b>\$ 45,822,910</b>
<b>Expenses</b>				
<b>Certificated Salaries</b>				
1100 Teachers' Salaries	14,392,568	14,680,420	14,974,028	15,273,508

# FY24-25 PCHS Forecast

## Multi-Year Forecast

Revised 4/26/2025



	2024-25	2025-26	2026-27	2027-28
	Revised Budget	Forecast	Forecast	Forecast
1170 Teachers' Substitute Hours	436,790	445,526	454,437	463,526
1175 Teachers' Extra Duty/Stipends	-	-	-	-
1200 Pupil Support Salaries	1,066,955	1,088,294	1,110,060	1,132,261
1300 Administrators' Salaries	964,485	983,774	1,003,450	1,023,519
	16,860,798	17,198,014	17,541,974	17,892,814
<b>Classified Salaries</b>				
2100 Instructional Salaries	880,472	898,081	916,043	934,363
2200 Support Salaries	243,939	248,818	253,794	258,870
2300 Classified Administrators' Salaries	537,288	548,033	558,994	570,174
2400 Clerical and Office Staff Salaries	1,765,794	1,801,110	1,837,132	1,873,875
2900 Other Classified Salaries	1,403,422	1,431,491	1,460,121	1,489,323
	4,830,914	4,927,533	5,026,083	5,126,605
<b>Benefits</b>				
3101 STRS	3,220,412	3,284,821	3,350,517	3,417,527
3202 PERS	1,306,762	1,350,144	1,382,173	1,461,082
3301 OASDI	299,517	305,507	311,617	317,850
3311 Medicare	314,530	320,820	327,237	333,782
3401 Health and Welfare	3,938,611	4,056,770	4,178,473	4,303,827
3501 State Unemployment	109,200	109,200	109,200	109,200
3601 Workers' Compensation	284,161	289,845	295,642	301,554
3901 Other Benefits	672,443	685,892	699,610	713,602
	10,145,637	10,402,998	10,654,468	10,958,424
<b>Books and Supplies</b>				
4100 Textbooks and Core Curricula	44,000	44,880	45,778	46,693
4302 School Supplies	455,500	464,610	473,902	483,380
4305 Software	53,500	54,570	55,661	56,775
4310 Office Expense	72,600	74,052	75,533	77,044
4400 Noncapitalized Equipment	620,000	632,400	645,048	657,949
4700 Food Services	145,000	147,900	150,858	153,875
	1,390,600	1,418,412	1,446,780	1,475,716
<b>Subagreement Services</b>				
5102 Special Education	2,427,100	2,475,642	2,525,155	2,575,658
5106 Other Educational Consultants	987,300	1,007,046	1,027,187	1,047,731
	3,414,400	3,482,688	3,552,342	3,623,389
<b>Operations and Housekeeping</b>				
5201 Auto and Travel	105,000	107,100	109,242	111,427
5300 Dues & Memberships	117,700	120,054	122,455	124,904
5400 Insurance	487,300	497,046	506,987	517,127
5501 Utilities	413,100	421,362	429,789	438,385
5502 Janitorial Services	210,550	214,761	219,056	223,437
5516 Miscellaneous Expense	261,500	266,730	272,065	277,506



# FY24-25 PCHS Forecast

## Multi-Year Forecast

Revised 4/26/2025



	2024-25	2025-26	2026-27	2027-28
	Revised Budget	Forecast	Forecast	Forecast
5901 Postage and Shipping	52,000	53,040	54,101	55,183
	1,647,150	1,680,093	1,713,695	1,747,969
<b>Facilities, Repairs and Other Leases</b>				
5602 Additional Rent	475,000	484,500	494,190	504,074
5604 Other Leases	78,000	79,560	81,151	82,774
5615 Replacement Temp Facility	10,050,300	-	-	-
	10,603,300	564,060	575,341	586,848
<b>Professional/Consulting Services</b>				
5802 Audit & Taxes	8,500	8,670	8,843	9,020
5803 Legal	49,300	50,286	51,292	52,318
5804 Professional Development	200,000	204,000	208,080	212,242
5805 General Consulting	98,700	100,674	102,687	104,741
5806 Special Activities/Field Trips	261,100	266,322	271,648	277,081
5807 Bank Charges	202,400	206,448	210,577	214,788
5808 Printing	12,000	12,240	12,485	12,734
5809 Other taxes and fees	22,300	22,746	23,201	23,665
5810 Payroll Service Fee	44,600	45,492	46,402	47,330
5811 Management Fee	500,000	500,000	777,786	793,342
5812 District Oversight Fee	358,691	366,344	377,966	391,669
5813 County Fees	356,100	363,222	370,486	377,896
5814 SPED Encroachment	651,351	164,431	170,219	176,398
	2,765,042	2,310,875	2,631,673	2,693,225
<b>Depreciation</b>				
6900 Depreciation Expense	1,140,000	1,162,800	1,186,056	1,209,777
	1,140,000	1,162,800	1,186,056	1,209,777
<b>Interest</b>				
	-	-	-	-
<b>Total Expenses</b>	<b>\$ 52,797,842</b>	<b>\$ 43,147,473</b>	<b>\$ 44,328,413</b>	<b>\$ 45,314,766</b>
<b>Surplus (Deficit)</b>	<b>\$ 446,089</b>	<b>\$ 134,402</b>	<b>\$ 116,523</b>	<b>\$ 508,144</b>
Fund Balance, Beginning of Year	\$ 15,370,866	\$ 15,816,955	\$ 15,951,357	\$ 16,067,880
Fund Balance, End of Year	<b>\$ 15,816,955</b>	<b>\$ 15,951,357</b>	<b>\$ 16,067,880</b>	<b>\$ 16,576,024</b>
	30.0%	37.0%	36.2%	36.6%

## **Instructions for**

### **Electronic Funds Transfer (EFT) Payment Enrollment Form**

1. Complete Sections I, II, and III of this form.
2. **Do not complete Section IV.**
3. Submit the following items:
  - Resolution to Issue Funds – completed and signed by board members
  - Charter School Funds Distribution form – completed and signed by school administrators.
  - A voided check (not deposit slips).

**NOTE: A charter school's participation in Electronic Funds Transfer (EFT) is optional.**

- Charter schools with contracts for the sale of receivables to third party agencies are not eligible to participate in EFT processes.
- LACOE requires each charter school to provide a separate bank account for EFT deposits. Out of country accounts are not eligible for EFT.

Please return this form electronically to:  
[sfs\\_bcsu@laoe.edu](mailto:sfs_bcsu@laoe.edu)



**Los Angeles County  
Office of Education**

Serving Students ■ Supporting Communities ■ Leading Educators

## Accounting and Budget Development Electronic Funds Transfer (EFT) Payment Enrollment Form

Use this form to request EFT payments from the Los Angeles County Office of Education (LACOE). Through its financial system, LACOE will process Automated Clearing House (ACH) payments with an addenda record that contains required payment related information.

### PRIVACY ACT STATEMENT

The following information is provided to comply with Privacy Act of 1974. All information collected on this form is required under the provision of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by LACOE to transmit payment data, by electronic file transfer to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the ACH Payment System.

### CHECKING ACCOUNT VALIDATION

For the purpose of EFT payments, payees are requested to ensure the checking account specified on this enrollment form remains active. Payees shall notify the Accounts Payable Section with changes related to the ability of the specified checking account to receive ACH payment. **A voided check copy is required for the verification of bank account and routing transit numbers.**

### Section I - Please check appropriate box(es).

☐ New EFT Account
 ☐ Change in Bank Account or Mailing Address or Contact
 ☐ Delete EFT Account

### Section II - CHECKING ACCOUNTS ONLY

#### FINANCIAL INSTITUTION INFORMATION

NAME OF FINANCIAL INSTITUTION

ADDRESS (NUMBER, STREET, CITY, STATE, AND ZIP CODE)

NINE DIGIT ROUTING TRANSIT NUMBER:

--	--	--	--	--	--	--	--	--	--

TELEPHONE NUMBER

(     )

DEPOSITOR ACCOUNT NUMBER  
(NOT TO EXCEED 17 DIGITS)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**NOTE:** An example of a voided check, on page 2, indicates where to locate the routing transit number for the bank and the bank account number. Remember to mark the word "VOID" across the front of the check.

### Section III

#### PAYEE/COMPANY INFORMATION

NAME OF PAYEE/COMPANY

FEIN/SSN

ADDRESS OF PAYEE/COMPANY (NUMBER, STREET, CITY, STATE, AND ZIP CODE)

NAME OF CONTACT PERSON

TELEPHONE NUMBER

(     )

I hereby authorize the LACOE to initiate credit entries for payments to the account indicated in Section II, and the depository named is authorized to credit such account. Pursuant to the National ACH Association rules, LACOE may initiate a reversing entry or reversing file to recall a duplicate or erroneous entry or file which they previously initiated. If the reversal attempt fails, LACOE may employ other appropriate means to correct the error.

AUTHORIZED SIGNATURE

DATE SIGNED

TITLE

## INSTRUCTIONS FOR COMPLETING ENROLLMENT FORM

### 1. Section I - Desired Activity

Check the box indicating the desired action, e.g. **ADD**, **MODIFY**, or **DELETE**

### 2. Section II - Financial Institution Information Section

Enter the name and address of the financial institution receiving the ACH payment, telephone number, nine-digit routing transit number, and checking account number. **ONLY CHECKING ACCOUNTS CAN BE USED.**

### 3. Section III - Payee/Company Information Section

Enter the name of the payee/company, the address, the Federal Employer ID (FEIN) or Social Security Number (SSN), the designated contact person, and their telephone number.

#### Example of Voided Check

ABC Business	1001
Address _____	_____, 20____
Pay to the Order of _____ \$ _____	
_____ DOLLARS	
Any Bank	<b>VOID</b>
Memo: _____	<b><u>Not Negotiable</u></b>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">(1) 1:133404567</div> <div style="border: 1px solid black; padding: 2px;">(2) 1:1234561304 111</div> <div style="border: 1px solid black; padding: 2px;">(3) 1001</div> </div>	

(3) Check number

(2) Bank Account Number  
(not to exceed 17 digits)

(1) 9-digit Routing Transit Number



*Division of School Financial Services*  
*Resolution to Issue Funds to Charter School or School District*

---

**Instructions for**

**Resolution to Issue Funds to Charter School or School District**

**Page 1**

- 1) Print legibly using block letters or type the form.
- 2) Fill in the charter school's name on each blank line.

**EFT PAYMENTS:**

Enter the information for the financial institution that will be used for electronic funds transfer (EFT) payments. *Strike through and write "void" across the paragraph requesting warrants.*

OR

**WARRANTS:**

Enter the charter school's name on the blank line in this paragraph. *Strike through and write "void" across the paragraphs requesting EFT.*

**Page 2**

- 1) In boxes 1-6:
  - Fill in each board member's name and office title. *(4-6 signatures required)*
  - Each board member is required to sign above his/her name.

**Certification by President of the Board:**

1. Enter the board meeting date for this board action.
2. The president of the charter school board should sign and date this resolution.

Submit this form via mail to: LACOE, School Financial Services  
Business Charter Schools Unit  
9300 Imperial Highway  
Downey Ca 90242

Telephone: (562) 401-5574, (562) 922-6292 or (562) 922-8693



*Division of School Financial Services*  
*Resolution to Issue Funds to Charter School or School District*

**Authorization for Los Angeles County Office of Education  
to Issue Funds for Charter School or School District**

**RESOLUTION ADOPTED BY UNANIMOUS WRITTEN CONSENT OF THE MEMBERS  
OF THE BOARD OF \_\_\_\_\_**

**Whereas,** \_\_\_\_\_ has been  
authorized by the State of California as a charter school; and

**Whereas,** \_\_\_\_\_ is operated as, or  
operated by \_\_\_\_\_ a California nonprofit corporation; and

**Whereas,** \_\_\_\_\_ has requested and has  
been approved to be funded under the New Charter School Funding Model and to receive funding.

**Therefore, Be It Resolved** that the governing board of the

\_\_\_\_\_  
authorizes the Los Angeles County Office of Education (LACOE) to issue funds in favor of the  
Charter School referred to herein, for all public funds received in the Los Angeles County Treasury  
for the Charter School. These funds will be distributed when LACOE receives public funds with  
documentation indicating our Charter School as the recipient. These public funds include, but are  
not limited to, charter school general-purpose entitlements and categorical block grants computed  
pursuant to Education Code Sections 47633 and 47634, other state and federal categorical aid, and  
lottery funds.

**It is further resolved that,** \_\_\_\_\_  
has requested that all public funds received in the Los Angeles County Treasury be issued using the  
Electronic Funds Transfer (EFT) payment method to:

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

or

**It is further resolved that,** \_\_\_\_\_  
has requested that all public funds received in the Los Angeles County Treasury be issued via  
warrants.



*Division of School Financial Services*  
*Resolution to Issue Funds to Charter School or School District*

**Authorization** (Each member sign and date below)

1. Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

2. Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

3. Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

4. Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

5. Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

6. Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

**Certification by President of the board**

I certify that the governing board of \_\_\_\_\_  
 took action at a board meeting on (date) \_\_\_\_\_ to authorize the  
 Los Angeles County Office of Education (LACOE) to distribute funds to the Charter School, for all  
 public funds received in the Los Angeles County Treasury for the Charter School, according to the  
 terms set forth in the authorization above and in the Charter School Funds Distribution form.

I also certify that the voided check attached to this board resolution is a true payment  
 instrument for the school's account at the institution listed above.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Office: \_\_\_\_\_

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



## CHARTER SCHOOL FUNDS DISTRIBUTION AUTHORIZATION

Charter School Name: \_\_\_\_\_

New School? Yes No Charter School Number \_\_\_\_\_ Effective Date: \_\_\_\_\_

*The Charter School listed above indicates its choice to distribute funding as noted below:*

☐ **Option 1: Mail** - Warrants will be mailed to the school via USPS. Please provide mailing information below.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attention: \_\_\_\_\_

☐ **Option 2: Pick up** - Warrants will be picked up by the representative(s) listed below.

1) Name: \_\_\_\_\_

DL# \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Email: \_\_\_\_\_

2) Name: \_\_\_\_\_

DL# \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Email: \_\_\_\_\_

☐ **Option 3: EFT** - Funds will be automatically deposited into the school's bank account. An email with a copy of the remittance advice will be sent to the people listed below. In addition, please submit the EFT Enrollment Form as well as the Resolution to Issue Funds Form.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

☐ **Option 4: EFT to Other Agency** - Funds will be sent to a third party agency listed below.

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ **Address Change ONLY** (Please Choose One): Site Address Change Mailing Address Change Both

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Two signatures required (Signers must be on the Certification of Signatures form)**

Signature: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form electronically to: [sfs\\_bcsu@lacoed.edu](mailto:sfs_bcsu@lacoed.edu)

For SFS use only: ☐ PSFS Vendor \_\_\_\_\_ ☐ Wt. Pickup List \_\_\_\_\_ ☐ EFT Setup \_\_\_\_\_

☐ Pre-Conf. JV \_\_\_\_\_ ☐ Email Pre-conf \_\_\_\_\_ ☐ EFT Conf. \_\_\_\_\_

☐ CS Comp List \_\_\_\_\_ ☐ Access Update \_\_\_\_\_



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An act to amend Sections 1622, 1623, 1630, 8337, 14041.6, 32526, 41020.2, 41203.1, 41344.1, 41601, 42127.1, 42127.6, 42128, 42129, 42238.016, 42238.02, 44258.9, 46120, 48857, 51225.3, 51284.5, 56836.168, 60151, and 66032.2 of, to add Sections 1631, 17037, 48004, and 52065.1 to, to add Article 13.5 (commencing Section 44400) to Chapter 2 of Part 25 of Division 3 of Title 2 of, and to repeal Section 42120 of, the Education Code, to amend Section 66007 of the Government Code, to amend the Budget Act of 2021 (Chapters 21, 69, and 240 of the Statutes of 2021) by amending Items 6100-001-0001 and 7760-101-0001 of Section 2.00 of that act, to amend Sections 137 and 152 of Chapter 44 of the Statutes of 2021, to amend Section 126 of Chapter 52 of the Statutes of 2022, and to amend the Budget Act of 2024 (Chapters 22, 35, and 994 of the Statutes of 2024) by amending Item 6100-001-0001 of Section 2.00 of that act, relating to education finance, and making an appropriation therefor, to take effect immediately, bill related to the budget.



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second principal apportionment payment made pursuant to Section 14041 of the Education Code for deposit into the Education Protection Account. The fourth-quarter Education Protection Account payment for the current fiscal year shall be made by the Controller as soon as practical, but not later than August 15 of the subsequent fiscal year.

SEC. 40. It is the intent of the Legislature to enact future legislation that would hold harmless the following local educational agencies for the 2025–26 school year for their declines in average daily attendance claimed for apportionment purposes pursuant to Section 41601 of the Education Code resulting from the fire-related state of emergency proclaimed by the Governor in January 2025 pursuant to Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code:

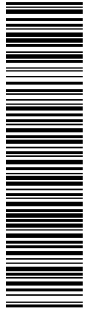
- (a) The Pasadena Unified School District.
- (b) The following charter schools located within the Pasadena Unified School District:
  - (1) Aveson Global Leadership Academy.
  - (2) Odyssey Charter School — South.
  - (3) Odyssey Charter School.
  - (4) Pasadena Rosebud Academy.
  - (5) Aveson School of Leaders.
- (c) The Los Angeles Unified School District for its following charter schools:
  - (1) Palisades Charter Elementary.
  - (2) Marquez Charter.
- (d) The Palisades Charter High School located within the Los Angeles Unified School District.

SEC. 41. (a) On or before January 31, 2026, the Superintendent of Public Instruction shall examine and determine the feasibility of streamlining specified career technical education grant processes and funding awards into a single universal application.

(b) On or before October 15, 2025, the Superintendent of Public Instruction shall provide the chairs of the relevant policy committees and budget subcommittees of the Legislature, the executive director of the State Board of Education, and the Director of Finance information, in writing, relevant to various career technical education programming. The information shall include, but not be limited to, all of the following:

- (1) Name of each grant or funding award that was administered under the specialized secondary programs, the Career Technical Education Initiative, and the California Partnership Academies in the 2024–25 fiscal year, including the purpose of each grant and funding award, the entities eligible to apply for each grant and funding award, and if the grant and funding award is ongoing.
- (2) Historic funding levels of each grant and funding award beginning from the 2017–18 fiscal year.
- (3) Projected funding level of each grant and funding award for the 2025–26 and 2026–27 fiscal years.
- (4) The fiscal year each grant and funding award began.
- (5) The process for funding consideration and general timeline for each grant and funding award in the 2024–25 fiscal year.

(c) On or before January 31, 2026, pursuant to subdivision (a), the Superintendent of Public Instruction shall provide the chairs of the relevant policy committees and



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## Monthly Compliance Reminders: May 2025

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA	May-06	<b>CALPADS End-of-Year 1, 2, 3 and 4</b> - The data submission window opens on May 6, 2025 and closes on July 25, 2025. End-of-Year data includes: Course completion, program eligibility/participation, homeless students, student discipline, cumulative enrollment, student absence, postsecondary, RFEP count, work-based learning indicator, CTE, postsecondary outcomes for Students with Disabilities and SpED.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/">https://www.cde.ca.gov/ds/sp/cl/</a>
FINANCE	May-15	<b>Extended Due Date - Form 990</b> - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	Client/Audit firm	Yes	No	<a href="http://www.publiccounsel.org/useful_materials?id=0025">http://www.publiccounsel.org/useful_materials?id=0025</a>
FINANCE	Board approval before June 30	<b>Local Control and Accountability Plan</b> - The LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for local educational agencies (LEAs) to share their stories of how, what, and why programs and services are selected to meet their local needs. The components of the LCAP for the 2025-2026 LCAP year must be posted as one document assembled in the following order:  LCFF Budget Overview for Parents Plan Summary Engaging Educational Partners Goals and Actions Increased or Improved Services for Foster Youth, English Learners, and Low-income students Action Tables Instructions  <b>The LCAP must be presented at the same public meeting as the budget, preceding the budget hearing. LCAP and budget adoption must be at least 1 day after the public hearing.</b>	Client with Charter Impact support	Yes	No	<a href="https://www.cde.ca.gov/re/lc/">https://www.cde.ca.gov/re/lc/</a>
FINANCE	Board approval before June 30	<b>Submit Preliminary Budget Plan to Authorizer</b> - Charter Schools are required to submit their annual budgets to their authorizer by the authorizer-imposed deadline. Authorizers then use the budget to determine if the Charter School has reasonable financial health to sustain operations.  <b>The budget must be presented at the same public meeting as the LCAP, following the budget hearing. LCAP and budget adoption must be at least 1 day after the public hearing.</b>	Charter Impact	Yes	No	<a href="https://www.cde.ca.gov/fg/sf/tr/calendar23district.asp">https://www.cde.ca.gov/fg/sf/tr/calendar23district.asp</a>
FINANCE	Board approval before June 30	<b>Education Protection Account (EPA) spending plan</b> - The governing board is required to approve a spending plan for EPA funds prior to recording allocable expenses for the year. This approval is not required by June 30th but is commonly approved during the annual budget adoption meeting for the upcoming year.	Charter Impact	Yes	No	<a href="https://www.cde.ca.gov/fg/aa/pa/pafaq.asp">https://www.cde.ca.gov/fg/aa/pa/pafaq.asp</a>
FINANCE	Board approval before June 30	<b>Complete Consolidated Application reporting - Spring</b> - The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in May, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program.	Charter Impact with Client support	Yes	No	<a href="https://www.cde.ca.gov/fg/aa/co/index.asp">https://www.cde.ca.gov/fg/aa/co/index.asp</a>
FINANCE	Board approval before June 30	<b>Prop 28 Annual Report</b> - This annual report must be board approved, submitted to the CDE through the Arts and Music in Schools Portal, and posted to the LEA's website. The mandated information for this report includes: The number of full-time equivalent teachers, classified personnel, and teaching aides; The number of pupils served; The number of school sites providing arts education programs with AMS funds.	Charter Impact with Client support	Yes	No	<a href="https://www.cde.ca.gov/eo/in/prop28artsandmusicdfunding.asp">https://www.cde.ca.gov/eo/in/prop28artsandmusicdfunding.asp</a>
FINANCE	Jun-20	<b>Certification of the Second Principal Apportionment</b> - The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The Second Principal Apportionment (P-2), certified by June 20, is based on the second period data that LEAs report to CDE in April and May. P-2 supersedes the P-1 Apportionment calculations and is the final state aid payment for the fiscal year ending in June.	FYI	No	No	<a href="https://www.cde.ca.gov/fg/aa/pa/">https://www.cde.ca.gov/fg/aa/pa/</a>
FINANCE	Jun-30	<b>2021 Kitchen Infrastructure and Training (KIT) Funds Expenditure Deadline</b> - KIT funding can be used to purchase, repair, or fund infrastructure improvements, including those needed to implement the Universal Meals Program, at the district or school-site level such as electrical, plumbing, and construction related to the following four categories: Cooking equipment and supporting infrastructure needs; service equipment; refrigeration and storage; transportation between sites.	FYI	No	No	<a href="https://www.cde.ca.gov/ls/nu/kidfunds2021.asp">https://www.cde.ca.gov/ls/nu/kidfunds2021.asp</a>
FINANCE	Jun-30	<b>Middle College and Early College Grantees (MCEC) Progress Report and Expenditure Report Due</b>	Client with Charter Impact support	No	No	<a href="https://www.cde.ca.gov/fg/fo/r17/mcec24rfa.asp">https://www.cde.ca.gov/fg/fo/r17/mcec24rfa.asp</a>

## Monthly Compliance Reminders: May 2025

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Jun-30	<b>School Nutrition Application Due for Community Eligibility or Provision 2</b> - School Nutrition Program Provisions 1, 2, 3, and the Community Eligibility Provision are alternative ways for local educational agencies to claim student meals. Provisions are methods for reducing paperwork and other administrative burdens at the local level by simplifying the traditional operating procedures for meal eligibility and meal counting. Schools must apply to participate in Provisions and receive approval from the California Department of Education (CDE) prior to implementation.	Client	No	No	<a href="https://www.cde.ca.gov/ls/nu/sn/cep.asp">https://www.cde.ca.gov/ls/nu/sn/cep.asp</a> <a href="https://www.cde.ca.gov/ls/nu/sn/provisions.asp">https://www.cde.ca.gov/ls/nu/sn/provisions.asp</a>
DATA	Jun-30	<b>Principal Apportionment Data Collection</b> - End-of-Year ADA data must be reconciled and submitted to Charter School authorizers for funding purposes. All attendance data collected from the first day of school to June 30 must be included in this submission. Due dates may vary and are prescribed by the schools' authorizer. The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general purpose funding; Special Education (AB 602); Expanded Learning Opportunities Program; and funding for several other programs. The Principal Apportionment is a series of apportionment calculations that adjust the flow of state funds throughout the fiscal year as information becomes known.	Charter Impact with Client support	No	Yes	<a href="https://www.cde.ca.gov/fg/aa/pa/index.asp">https://www.cde.ca.gov/fg/aa/pa/index.asp</a>
DATA	Jun-30	<b>English Language Proficiency Assessment</b> - Students must be reclassified as fluent English proficient (RFEP) on or before 6/30 per the school's reclassification criteria. Reclassification is the process whereby a student is reclassified from English learner (EL) status to Fluent English Proficient (RFEP) status. Reclassification can take place at any time during the academic year, immediately upon the student meeting all the criteria. General information on how to setup, monitor and report students' RFEP status can be found at the website within the Notes column.	Client with Charter Impact support	No	No	<a href="https://www.cde.ca.gov/sp/el/rd/">https://www.cde.ca.gov/sp/el/rd/</a>
FINANCE	Jun-30	<b>CSFA Charter School Revolving Loan Application</b> - The CA School Finance Authority's Charter School Revolving Loan Fund provides low-interest loans of up to \$250,000 to new charter schools in their first charter term to assist them with meeting the purposes of the school's approved charter. The program is available to any charter school that is not a conversion of an existing public school, and that has not yet completed the full term of its initial charter.	Client with Charter Impact support	Yes	Yes	<a href="http://www.treasurer.ca.gov/csfa/csrif/index.asp">http://www.treasurer.ca.gov/csfa/csrif/index.asp</a>
OPERATIONS	Jun-30	<b>Approve school calendar and instructional minutes</b> - 180/175 days charter schools and are allowed to shorten instructional year by 5 days without fiscal penalty. Kindergarten ~ 600 hours; Grades 1-3 ~ 840 hours; Grades 4-8 ~ 900 hours; Grades 9-12 ~ 1080 hours	Client with Charter Impact support	Yes	No	<a href="https://www.cde.ca.gov/fg/aa/pa/lcfitfaq.asp">https://www.cde.ca.gov/fg/aa/pa/lcfitfaq.asp</a>
FINANCE	Jun-30	<b>Executive School Leadership Review Evaluation</b> – The board of directors is responsible for hiring and establishing the compensation (salary and benefits) of the executive director by identifying compensation that is "reasonable and not excessive". The board conducting the review should document who was involved and the process used to conduct the review, as well as the disposition of the full board's decision to approve the executive director's compensation (minutes of a meeting are fine for this). The documentation should demonstrate that the board took the comparable data into consideration when it approved the compensation.	Client	Yes	No	<u>This is an IRS requirement for Executive Director positions.</u> <u>If needed, Charter Impact can provide data on comparable salaries for your organization's Board of Directors.</u>
GOVERNANCE	Jun-30	<b>Review your Homeless Education Policy</b> - A Homeless Education Policy is used to ensure that your school is compliant with key provisions of the Education for Homeless Children and Youths Act. It is also used to collect the contact information for your required designated homeless liaisons at your school. All schools are required to establish a board approved Homeless Education Policy.	Client	No	No	<a href="https://www.cde.ca.gov/sp/hs/cy/strategies.asp">https://www.cde.ca.gov/sp/hs/cy/strategies.asp</a>
GOVERNANCE	Jun-30	<b>Review your Parental Involvement Policy</b> - Every local educational agency (LEA) in California must have a parental involvement policy: Federal requirement (LEAs accepting Title I funds). State requirement (California Education Code [EC] for non-Title I schools. Parents must be involved in how the funds reserved for parental involvement will be allocated for parental involvement activities. Keep minutes and sign-in sheets documenting these discussions. The California Department of Education (CDE) reviews the Consolidated Application and Reporting System (CARS) to see if the required reservation has been made.	Client	Yes	No	<a href="https://www.cde.ca.gov/sp/sw/t1/parentfamilyinvolve.asp">https://www.cde.ca.gov/sp/sw/t1/parentfamilyinvolve.asp</a>
FINANCE	Jul-11	<b>Federal Stimulus Reporting</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through ESSER III. LEAs are required to report corrections for the period through June 30, 2025.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/fg/cr/reporting.asp">https://www.cde.ca.gov/fg/cr/reporting.asp</a>
DATA TEAM	Jul-25	<b>CALPADS EOY 1, 2, 3 and 4 certification deadline</b> - Course completion data for grades 7-12, CTE participants, concentrators, completers, program eligibility/participation, homeless student counts, student discipline, cumulative enrollment and student absence data must be submitted to CDE by 7/25/25, with an amendment deadline of 8/8/2025.	Client	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp">https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp</a>
DATA TEAM	Jul-31	<b>2024-25 Local Indicators Dashboard deadline</b> - The 2025 Dashboard reporting window will be open from June 3, 2025 through July 31, 2025. California School Dashboard Coordinators report their LEA's 2024–25 Local Indicators to the Dashboard on the myCDEconnect unified system. These are the local indicators that will be reported on the 2024 Dashboard. This includes reporting the date that the 2025 local indicator results were reported to the local governing board/body on or before July 1, 2025, at the same meeting at which the Local Control and Accountability Plan (LCAP) is adopted. If an LEA does not submit results within the reporting window, a performance rating of "Standard Not Met" or "Standard Not Met for Two or More Years," as applicable, will appear on the LEA's 2025 Dashboard. For further information regarding Dashboard Coordinators or local indicators, please contact the Local Agency Systems Support Office by email at LCFF@cde.ca.gov.	Client	Yes	No	<a href="https://www.cde.ca.gov/ta/ac/cm/localindicators.asp">https://www.cde.ca.gov/ta/ac/cm/localindicators.asp</a>
FINANCE	Jul-31	<b>Comprehensive Support and Improvement (CSI) Expenditure Reporting - 2024 Report 1 and 2023 Report 4</b> - Actual expenditures for each performance period within the grant period shall be reported to the California Department of Education (CDE) as part of regular grant management and administration.	Charter Impact with Client support	No	No	<a href="https://www.cde.ca.gov/sp/sw/t1/cstileagrntprt.asp">https://www.cde.ca.gov/sp/sw/t1/cstileagrntprt.asp</a>

## Monthly Compliance Reminders: May 2025

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Jul-31	<b>Federal Cash Management - Period 1</b> - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; Title III Immigrant; and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/cm/">https://www.cde.ca.gov/fg/aa/cm/</a>
FINANCE	Jul-31	<b>Public Charter School Grant Program and Dissemination Grant Program - Qtr 4</b> - The California Public Charter Schools Grant Program (PCSGP) Quarterly Expenditure Report (QER) is the accountability document that reflects the dollar amount spent towards work plan activities. A QER is due to the California Department of Education's Charter Schools Division within 30 days of each respective quarter.	Charter Impact	No	Yes	<a href="https://www.cde.ca.gov/sp/cs/re/pcsgp.asp">https://www.cde.ca.gov/sp/cs/re/pcsgp.asp</a>
GOVERNANCE	Jul-31	<b>Annual review of organization's Fiscal Policies</b> - Board approved fiscal policies define the organization's financial operations and internal controls to ensure compliance with industry and government regulations. An annual review is recommended to ensure compliance with current procedures and annually updated regulations. If updates are necessary, revised policies may be documented and presented for Board approval.	Charter Impact with Client support	Yes	No	

# Coversheet

## Executive Director/Principal (EDP) Report

<b>Section:</b>	V. Organizational Reports
<b>Item:</b>	K. Executive Director/Principal (EDP) Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	EDP Board Report 05_20_2025.pdf LAUSD_PCHS Townhall Meeting Presentation .pdf LAUSD CSD Guiding Question Response.pdf



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## Executive Director/Principal Report Board of Trustees Meeting May 20, 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 Appreciation and Gratitude for Community Partnerships:

This month we are recognizing four partners who have generously supported PCHS. Their collaboration during a time of tremendous challenge has uplifted the school community and provided critical resources.

- Dr. David Schonfeld and Karen Rogers - National Center for School Crisis and Bereavement at Children's Hospital Los Angeles have provided mental health resources, presentations, and support for staff, students, and parents focused on resiliency since the start of the Palisades fires recovery.
- Safe at Home: Margaret's Place Pali High's partnership with Margaret's Place has been in place since our return to in-person school at Pali South. This drop-in service is available to every student on campus and is situated to support students in need, throughout the day.
- The Barker Hanger donated the use of the facility for two weeks of Advanced Placement testing. PCHS will also hold the annual Senior Awards here on Thursday, May 29 at 3:30pm.
- Santa Monica-Palisades Masonic Lodge recognized two PCHS staff members as Masonic Educators who exemplify our core beliefs of Educational Excellence, Civic Responsibility, and Personal Growth. These representatives go above and beyond in their position and dedication to our students and school community. Congratulations to Robert King and Monique Parks, Masonic Educator Award recipients.

### Campus Updates:

*LAUSD/PCHS Meetings about Rebuilding Plans and Progress*

May 16 - LAUSD/PCHS Community Meeting

May 22 - LAUSD Board Oversight Committee

June 2 – Presentation for Staff and PCHS Board of Trustees

June 3 – Presentation for LAUSD Board of Education

## June 5 – LAUSD/PCHS Community Meeting

Palisades Campus updates (*This information was presented during the May 16, 2025, LAUSD and PCHS Community Meeting. The full presentation is included in the meeting materials*)

LAUSD Office of Environmental Health and Safety Updates – Looking toward students and staff returning to campus, environmental monitoring will continue. Air quality will be measured in real time with online public access. There are plans to create a program to monitor air quality during community recovery.

### Preliminary Rebuilding Plans

- **Interim Facilities** to be installed including portable classrooms and office spaces
- **Restoration of Existing Facilities** to include environmental clean up, building systems repair and replacement, structural assessment of fire damage and associated repairs, track and field repairs
- **Permanent Facilities** proposed to include general and specialty classrooms with associated support spaces, administrative support areas, and hardscape and landscape improvements

### Current Status & Preliminary Timeline

- Fire Debris Removal: Completed
- Facility Assessments: Underway – May 2025
- Building and Infrastructure Replacement and Repairs: Underway – May 2025
- Interim Campus: Underway – Anticipated 2025
- Completion of Permanent Campus: Anticipated Winter 2028

### **Future Dolphin Night: Wednesday, May 21 5:30pm-7:30pm**

This is a drop-in event where parents can visit the Pali South campus (302 Colorado Ave. Santa Monica) and meet Pali faculty and student leaders. Some of the participating groups/presentations include 9<sup>th</sup> grade Academic Programs, Band, Business of Fashion, Career Technical Education (CTE) Pathways, Dance Team, DECA, Digital Media, Marching Band, Video Game Design, and Virtual Enterprise International (VEI).

**Parking Information:** No parking will be available on site. PCHS will not validate parking. Many of the decks offer 90-minutes free parking and are just a short walk from our campus.

### **Community Mural Painting at Pali South with LA artist Ed Massey**

What: Community mural painting

Who: Renowned LA artist Ed Massey/Portraits of Hope; volunteers from the PCHS school community (students, teachers, staff, parents, alumni, community members)

When: Saturday, May 31, 2025

Where: Pali South Atrium

Time: TBD



Pali students earn community service credit

More details to come!

<https://www.edmassey.com>

### **LAUSD Charter School Division Annual Performance-based Oversight (Modified) Visit**

In consideration of the January 2025 wildfires and its extraordinary impact on Palisades Charter High, the Charter Schools Division offered, and the school elected to participate in the “modified” oversight visit for the 2024-2025 school year. The oversight visit is scheduled for **Wednesday, May 28, 2025.**

Guiding Question for this year’s oversight visit: In light of the catastrophic impact the January 2025 Los Angeles wildfires have had on the school community, please share an overview of the school’s efforts (e.g., social emotional support, community meetings, continuity of instruction, etc.) to support stakeholders (i.e., students, families, and staff) and preserve/rebuild the school community. *(The PCHS response is included in the meeting materials.)*

### **Ad-Hoc Bell Schedule Committee Updates**

Beginning Fall 2025, PCHS will formally begin collecting data and feedback pertaining to our arrangement of Instructional Minutes (bell schedule) to optimize student learning and our alignment with our mission, vision, values, and action plan. PCHS will utilize a WASC-like format to ensure the process is open and inclusive of all educational partners, allowing us to learn as much from each group as possible and take the wisest path forward. This would involve some carved-out time in the fall for focus group meetings of faculty, administration, staff, students, and parents. Stay tuned!

If you would like to hear some of the rationale for a bell schedule change, faculty member Paul Mittelbach will be giving a data presentation twice before the end of the semester:

1. Academic Accountability Committee | 3:00pm Wednesday May 21, 2025
2. Long-Term Strategic Planning | 3:30pm Wednesday May 28, 2025

**Graduation Ceremony for the Class of 2025** – The commencement ceremony for the Class of 2025 will be held at the Hollywood Bowl on Wednesday, June 4 at 3pm.



**LAUSD**  
**UNIFIED**

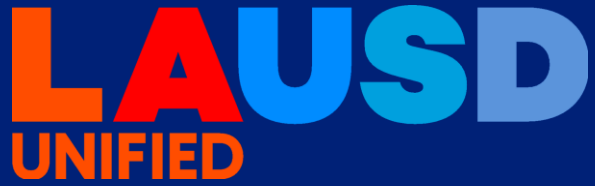
# **Palisades Charter High School Town Hall**

May 16, 2025

# Agenda/Speakers



Welcoming Remarks	Dr. Magee Palisades Charter High School Executive Director
Office of Environmental Health and Safety (OEHS) Updates	Jennifer Flores Deputy Director, OEHS
Facilities Updates	Issam Dahdul Director, Facilities, Planning and Development
Q&A/Feedback Request	



# Welcome

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**Dr. Magee**

Palisades Charter High School Executive Director

# Office of Environmental Health and Safety (OEHS) Updates

Jennifer Flores  
*Deputy Director*



# OEHS Updates

## Environmental Investigation and Cleanup Effort

### 1. Environmental Investigation

- Soil sampling of all open landscaping (exposed soil)
- soil sampling of areas to be uncovered that will be a part of the buildout of the interim campus
- Prepare a soil removal plan based on the findings of the investigation

### 2. Cleanup Effort

- Decontamination of interior of the buildings and exterior from fire debris
- Confirmation testing and verification

### 3. Oversight During Construction

- Oversee contractors during environmental cleanup and soil handling

# OEHS Updates

## Safety Measures When Students Return

### 3. Continue Environmental Monitoring

- LA Unified Know Your Air Network
  - Monitor for air quality (PM2.5) in real time with online public access
  - Enhance by adding sensors for measurement of PM10 and met data
- Create program to monitor air quality during community recovery efforts



# Our Commitment

Students and staff will return to their respective school sites only after it is deemed environmentally and structurally safe to do so.





# Campus Reconstruction Updates

## Palisades CHS

Issam Dahdul  
*Director, Facilities, Planning and Development*



### Facilities Services Division

- FSD Home -
- Community Relations -
- About My School
- Facilities Initiatives -
- Facilities Branches -
- Business With FSD -



# Palisades CHS Facilities Presentation Overview



- Rebuilding Scope of Work Plan
- Current Status & Preliminary Timelines
- Interim Campus at Palisades Charter HS
- Permanent Reconstruction

# Palisades Charter High School Preliminary Rebuilding Plan

- **Interim Facilities** to be installed including portable classrooms and administrative spaces
- **Restoration of Existing Facilities** to include environmental clean up, building systems repair and replacement, structural assessment of fire damage and associated repairs, track and field repairs
- **Permanent Facilities** proposed to include general and specialty classrooms with associated support spaces, administrative support areas, and hardscape and landscape improvements



# Current Status & Preliminary Timeline



1. Fire Debris Removal: **Completed** 
2. Facility Assessments: **Underway – May 2025**
  - Environmental assessments and remediation – **in progress**
  - Infrastructure assessment (e.g., electrical, water, waste) – **in progress**
  - Structural evaluation of fire damage to buildings and site – **in progress**
  - Utility assessments (e.g., HVAC, communications) – **in progress**
3. Building and Infrastructure Replacement and Repairs: **Underway – May 2025**
  - Anticipated timeline pending assessment – report available in May – **in progress**
4. **Interim Campus : Underway – Anticipated 2025**
  - Installation of temporary portable classrooms with support spaces – **in progress (site)**
  - **Staff and Students will return to campus when it is deemed safe to do so**
5. Completion of **Permanent Campus** : Anticipated Winter 2028
  - Planning, design, and construction of proposed permanent facilities



# Palisades Charter High School – Campus Reconstruction Project

## Project Scope

### Phase 1 – Interim Facilities

- Procurement and installation of approximately 29 classroom units, 5 administration/workroom units, and 3 restroom units.
- Installation of temporary infrastructure as necessary.
- Site preparation including asphalt removal, soil removal, grading, and hardscape/landscape replacement.
- Site restoration for play areas.
- Restoration and repair of existing intact buildings including potentially new building equipment, systems, and interior improvements necessary to reoccupy.

### Phase 2 – Permanent Construction

- Construction of approximately 22 general and specialty classrooms with associated support spaces for the high school programs (includes replacement of the buildings destroyed at the former Temescal Canyon Continuation School), and administrative spaces.
- Replacement of synthetic track and football field, ancillary football field buildings, football and baseball field lighting, baseball field, and storage containers throughout the campus.
- Associated greening requirements, landscape, hardscape, parking improvements, and infrastructure replacement as necessary including, but not limited to, sanitary sewer, water, stormwater, and electrical utilities. Requirements from the ADA, DSA, CEQA, DTSC, or other improvements to ensure compliance with local, state, and federal requirements.



### Project Budget

~\$267M

### Anticipated Construction Schedule

Phase 2 Construction Start	Q1-2027
Construction Bldgs Complete	Q4-2028
Construction Baseball Field Complete	Q3-2029

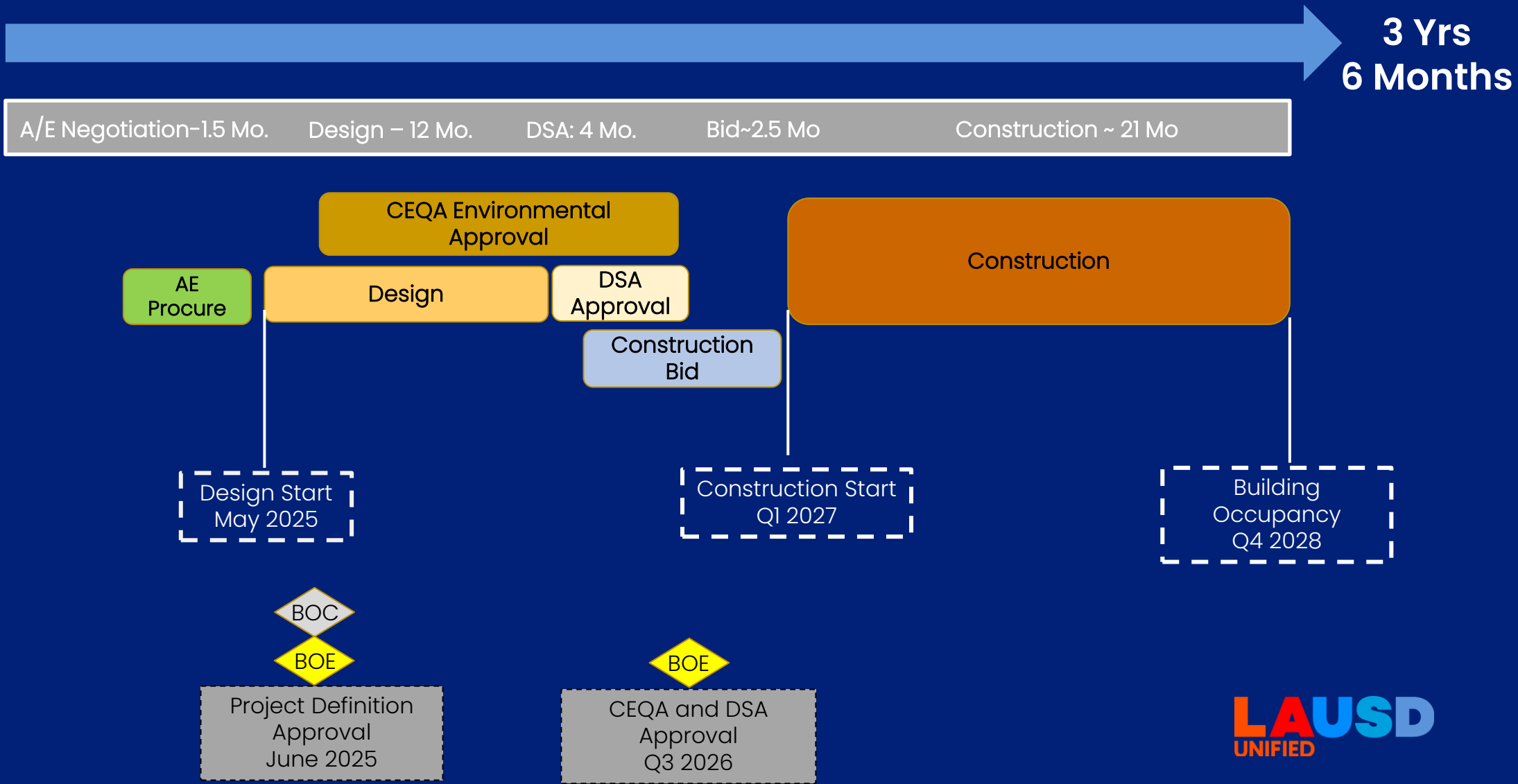
#### LEGEND

- Phase 1 – Interim Facilities
- Phase 2 – Permanent Construction
- Property Line



Enrollment (2024-25):	2,907
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# Proposed Reconstruction Timeline



# 12-Month Design Milestones Overview

Railsades Charter High School - Board Meeting - Agenda - Tuesday May 20, 2025 at 5:00 PM

## **Preliminary Schematic Design Phase: ~2 months:**

Initial Phase including continuing Due Diligence and Site Analysis, Programming, and development of initial design/massing options.

Community Meeting #1

## **Final Schematic Design Phase: ~2 months :**

Development of site and floor plans, building massing, initial development of building engineering systems, and exterior environment for recommended Design Option including preliminary interior and exterior renderings.

Community Meeting #2

## **Design Development Phase: ~3 months :**

Refinement of the Design with detailed plans, sections, elevations, and material and color selections. Development and Coordination of work by project engineers.

Community Meeting #3

## **50% Construction Document Phase: ~2.5 months :**

Initial Construction Documentation development of plans, details, specifications as required for agency permitting and construction. Technical Reviews by LAUSD Staff to ensure compliance of design with LAUSD Standards.

## **100% Construction Document Phase: ~2.5 months**

Final Construction Documentation development of plans, details, specifications as required for agency permitting and construction.

Submittal to the Division of the State Architect (DSA) for Plan check Approvals at the Conclusion of this Phase.

# Long Term Commitments

- Ongoing meetings between the entire Palisades Community and LAUSD to gather feedback regarding the preliminary rebuild plans of the impacted schools. **Next meeting date TBC, via Zoom.**
- Facilities will host community meetings to gather input on the design of new facilities.
- The preliminary reconstruction project will be presented to the Bond Oversight Committee on May 22, 2025, and the Board of Education on June 3, 2025.
- Continue to provide timely updates.



# Closing Remarks

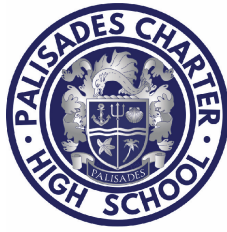
We appreciate your interest, participation, and support as **unified** we move forward in rebuilding the Palisades community schools.

Should you have any questions, concerns, or wish to provide other input or feedback, please send an email to: [FireRecoveryWest@lausd.net](mailto:FireRecoveryWest@lausd.net).

Thank you!

# Questions?





# PALISADES

## CHARTER HIGH SCHOOL

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[Guiding Questions Document from LAUSD](#)  
[2024-25 Schoolwide Academic Achievement Data](#)

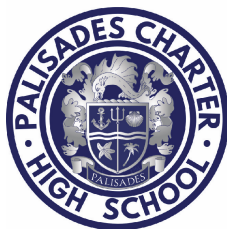
### I. Response to Guiding Question

A. Guiding Question: *In light of the catastrophic impact the January 2025 Los Angeles wildfires have had on the school community, please share an overview of the school's efforts (e.g., social emotional support, community meetings, continuity of instruction, etc.) to support stakeholders (i.e., students, families, and staff) and preserve/rebuild the school Community.*

On January 7th, 2025, a fire broke out in the mountains north of the Palisades Charter High School, causing significant damage to the campus and the surrounding community. The 23,000-acre fire scorched about 40% of the school's property, resulting in the closure of the campus and a delay in the start of instruction for the second semester. Palisades Charter High School began remote instruction on January 21, 2025. To ease the transition to virtual learning, PCHS elected to use an instructional continuity model similar to one used during the 2021-22 school year. After 58 days of remote or online instruction, Palisades Charter High School proudly welcomed over 2,300 students to its new, temporary location at the Historic Sears Building in Santa Monica, California.

The PCHS Administration Team remains in constant communication with all faculty/staff, students, families, and the broader community throughout every step of the transition back to our Bowdoin Street location. PCHS utilized its already established communication channels to communicate any and all updates to our community. Messages, texts, and calls were sent through our official communication platform, ParentSquare. Virtual town halls, webinars, and meetings of our Board of Trustees were held via Zoom. With Beverly Hills USD's help, we hosted an in-person event for our faculty and staff on January 13, 2025, to come together to grieve, see one another, and provide social/emotional support.

At the January 13th event, PCHS partnered with the UCLA Geffen Academy to have their Wellness Director, Ross Szabo, present to our faculty on resiliency. In addition to Ross's well-received message of resilience and effective grieving/coping strategies, PCHS was visited by Jennifer Siebel Newsom, and LAUSD Board District Four Representative Nick Melvoin, Allison Holdorff Polhill, and others who offered words of encouragement, support, and hope. PCHS also partnered with Dr. David Schonfeld and the National Center for School Crisis and Bereavement (NCSCB), <https://www.schoolcrisiscenter.org/>. The NCSCB has supported schools throughout the nation that have been faced with crises, including natural disasters, school violence, and loss of life. They have worked hand in hand with the PCHA school leadership to create trauma-informed professional development and resources that teachers can use to discuss the wildfires and their impact on the mental well-being of the PCHA community, including staff and students. In partnership with the PCHS' school leadership team, Dr. Schonfeld and the NCSCB team have presented at two staff development trainings, one parent townhall meeting, two leadership team meetings, and a meeting with the PCHS counseling staff to guide the groups through the grieving and growth process for the PCHA communities mentioned above. PCHS has also entered into a partnership with Safe at Home: Margaret's Place, a school-based counseling group that provides comprehensive healing services to students who are impacted by trauma or violence, <https://joetorre.org/>. This group has provided free drop-in mental health support and a safe space for students to be engaged with trauma-informed counselors. Since students have returned to in-person education, this group has set up an area on campus where students can drop in at any time during the school



# PALISADES CHARTER HIGH SCHOOL

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day for support, the rebuilding of the school community, and to find a safe space to express their concerns and feelings.

Palisades Charter High School made every effort to return to in-person learning as quickly and as safely as possible. We know students learn best when they are in a classroom with teachers who care about them, so it was important to us to make the transition as soon as possible. Although we faced numerous hurdles along the way, on April 22, 2025, PCHS re-opened to our students at the Historic Sears Building for in-person learning through the end of the 2024-25 school year.

## Academic Achievement Data:

### CAASPP

#### Overall Students for Math (All Subgroups)

- Standard Met or Exceeded (i.e., meeting/exceeding expectations):
  - 2022–23: **38%** (21% Met + 17% Exceeded)
  - 2023–24: **42%** (21% Met + 21% Exceeded)
  - We **increased by +4 percentage points in Math**

#### Overall Students for ELA (All Subgroups)

- Standard Met or Exceeded:
  - 2022–23: **68%** (38% Met + 30% Exceeded)
  - 2023–24: **73%** (29% Met + 44% Exceeded)
  - We **increased by +5 percentage points in ELA**

### NWEA

- Science showed the biggest gain, improving by +5 percentile points (66th percentile to 71st percentile in the Fall 2024-2025).
- Math also improved slightly, moving up +2 percentile points (72nd percentile to 74th percentile).
- Language dropped by -1 point, but is still performing strongly overall (above 70th percentile; 74th percentile to 73rd percentile).
- Reading remained the same at the 64th percentile — no gain or loss.

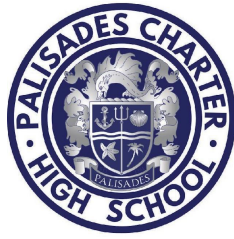
### Performance Task Common Assessment by PLC

Our PLCs created a common assessment and used Performance Matters to provide these tests. 75% of Geometry and 81.5% of Math Analysis students scored Proficient/Advanced. 93% of English 9 and 10 were Proficient/Advanced.

# Coversheet

## Budget & Finance Committee Update

<b>Section:</b>	VI. Board Committees (Stakeholder Board Level Committees)
<b>Item:</b>	B. Budget & Finance Committee Update
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Budget Com Meeting Minutes 05_12_2025.pdf



# PALISADES

## CHARTER HIGH SCHOOL

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### REGULAR MEETING MINUTES - BUDGET/FINANCE COMMITTEE MONDAY, MAY 12, 2025 – 3:30 – 5:30 PM

VIA ZOOM - <https://palihigh-org.zoom.us/j/89220202894?pwd=BBg8kqwWdT6LabcurbGs5Wbwiruis9.1>  
Passcode: 455891

#### **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 3:36 pm. In attendance: S Margiotta, S Sherkhanov, R Kianfar, D Gronich and L Mirzadeh. Non-voting members: P Magee, J Azzizzi. Guests: Kate Keiter, Zoya Kassan, Spencer Carpio and Nathan Hall.

1. Introductions

B. Public Comments – No public comment was made.

C. S Sherkhanov made a motion to approve the meeting minutes from April 21, 2025 as presented. R Kianfar seconded the motion. Motion passed unanimously with no abstentions in roll call.

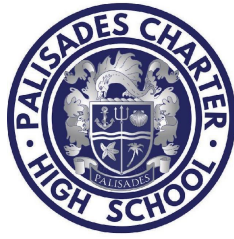
#### **III. REPORTS (5 minutes each):**

A. Executive Director - P Magee reported that Pali South is coming together well with tours of prospective and old parents and discussing options for students who can't go back to PCHS. Administration is trying to be conscious of ADA and working on showing everyone the new Pali South campus. There have been 3 days of tours (2/day). All of these have been booked with positive feedback. There is a New Parent Informational meeting coming up. In addition, this Friday @ 5 pm, LAUSD is holding a meeting to present updates regarding the new construction to Palisades school sites.

B. CBO Report-Discussion - J Azzizzi reviewed report and it stands as submitted. He thanked Alexis for working on the 2023/2024 audit. They are working on getting it done and everything submitted. At this point, they are going back and forth with auditor but it will be done by May 15<sup>th</sup> to file our 990 forms. He also noted that there is a placeholder in the current budget for 2025/2026 regarding ADA. Waiting for Hold Harmless to be finalized. There are also discussions about extending the Hold Harmless for a longer period of time.

C. Fundraising & Development - R Rodman reviewed her report and it stands as submitted. A King continues to field in-kind donations. LAUSD Ed Foundation is also allowing Instacart donation up to \$5000 or \$500/classroom to buy items for classroom needs. New groups are also wanting to donate. Administration needs to meet with A King and R Rodman for an overall needs assessment. Development will spend the summer cleaning up with ongoing foundations and alumnae outreach.

D. ASB Treasurer Report – L Mirzadeh reported that ASB is discussing how decreased revenue will impact ASB and monies for referees and \$ allocated to the various teams. Overall, trying to budget for the upcoming year.



# PALISADES

## CHARTER HIGH SCHOOL

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E. Booster Club - R Rodman reported that their benefit event was successful. They will also be meeting with R Rodman for a tour of Pali South and discussing the fundraising path moving forward.

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

A. 2nd Interim with 2 year projection – J Azzizzi says he is finishing up the audit and next year's is already upon us. He is already prepping for an on-time audit moving forward.

B. Relocation Budget Update - No additional update.

C. LACOE Resolution to Issues Funds and EFT Forms – J Azzizzi presented and committee discussed. S Sherkhanov made a motion to approve disbursement authorization for LACOE to issue funds for Palisades Charter High School with corresponding EFT Forms. S Margiotta seconded the motion. Motion carried unanimously with roll call. There were no abstentions.

D. Compliance Calendar (May/June 2025) - J Azzizzi presented during CBO report. He also noted that Alexis is working on budgeting with the various PCHS Departments.

E. Environmental Studies - P Magee reported that the school conducted a multi-day environmental study once the school moved into Pali South. Admin received multiple bids and chose Citadel (\$24K) with other bidders coming in at \$60-\$70K/\$100K. She further clarified that PCHS has an additional contract with Citadel and it is also a company used by LAUSD. Result was all positive finding with a few recommendations like wet mopping. It was also reported that the air filters were just changed again.

F. PCHS Transportation and Scholarships (2025-2026) – R Negroe discussed transportation. It was clarified by the committee that historically the Topanga bus was cancelled due to lack of ridership, which is again low at Pali South but being used due to closures on PCH. R Negroe agreed to look for a smaller bus but committee also clarified that this route is a short term solution and should not be used when traffic patterns return to normal unless ridership covers the cost of this route. It was also clarified that bus costs are going up 4% next year. Scholarships for 2024/2025 school year was \$180K. S Sherkhanov made a motion to approve \$180,000 in transportation scholarships and to hold individual scholarship amount per student unchanged as compared to the 2024/2025 school year. S Margiotta seconded the motion. Motion carried unanimously a roll call. S Sherkhanov-yes, D Gronich-yes, S Margiotta-yes, R Kianfar-abstained, L Mirzadeh was absent for the vote.

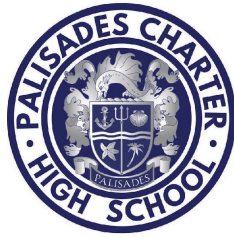
G. CFOMW Tax, LLC - Services Fee Agreement - P Magee presented the contract as reviewed at the April 2025 B&F Committee meeting. S Sherkhanov made a motion to approve the CFOMW Tax, LLC Services Fee Agreement to determine ERC eligibility related to the CARES Act. D Gronich seconded the motion. Motion passed unanimously with a roll call with no abstentions. L Mirzadeh was absent for the vote.

H. International Baccalaureate – D Kim discussed the IB proposed budget. She reported that a workshop to train 6 teacher was \$450/person and 2 coordinators at \$975/person. IB collaboration time was \$4200, Authorization Annual Fee was \$9500. Overall estimate with IB Coordinator and planning period was \$17,375. This would be a similar cost the following year with an ongoing cost of \$10,000 in annual IB program fee. B&F would like to incorporate these costs into the overall 2025/2026 budget planning process. However, we didn't feel like it was our place to evaluate the program. It will be presented to the BOT at next week's meeting with the hope that the Board can task Academic Accountability to review the program and make recommendations to B&F and the Board of Trustees.

I. 2025/2026 Budgeting Schedule was discussed. Group agreed to meet on May 29, 2025 and May 30, 2025 at 11 am to work through next year's budget so that a recommendation can be made to the Board of Trustees and the annual budget approval meeting.

#### **V. OTHER:**





# PALISADES

## CHARTER HIGH SCHOOL

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Date of Next Regular Meeting June 2, 2025 @ 3:30 pm. Agenda items must be submitted to B&F Committee Recording Secretary (S Margiotta) 1 week prior to meeting by 2pm (via EMAIL)



# Coversheet

## Environmental Studies Update

<b>Section:</b>	VIII. Academic Excellence
<b>Item:</b>	A. Environmental Studies Update
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Environmental Studies Executive Summary.pdf



# CITADEL EHS

assess • resolve • strengthen

May 17, 2025

Pamela Magee  
Executive Director  
**PALISADES CHARTER HIGH SCHOOL**

**Re: CITADEL Project No.2636.1002.0**  
**Indoor Air Quality Assessment- Executive Summary**  
**302 Colorado Avenue**  
**Santa Monica, California 92530**

Dear Ms. Magee:

Enclosed please find a copy of the Indoor Air Quality Assessment Executive Summary prepared by Citadel EHS, Inc.

If after your review you have any questions or require additional information, please do not hesitate to telephone me at the Citadel Office in Valencia at 661.257.9009.

Sincerely,  
**CITADEL ENVIRONMENTAL SERVICES, INC.**

Natasha Stratton, MS  
Associate Principal, Industrial Hygiene and Safety

Enclosure



# CITADEL EHS

assess • resolve • strengthen







## **1.0 BACKGROUND**

Citadel EHS, Inc., (Citadel) was contracted by Palisades Charter High School (Client) to conduct an indoor air quality assessment at their temporary school location at 302 Colorado Avenue in Santa Monica, California. Citadel understands that the Client's home campus was severely compromised by the Palisades Fire event and a temporary campus was constructed at the project Site to service the student population during the demolition and clean-up process (of the home campus).

The purpose of this project was to characterize the current indoor air quality within the Site to address reported concerns (i.e., chemical odors, stuffy conditions) and provide recommendations, if any, in accordance with applicable guidelines and standard industry best practices.

## **2.0 SCOPE AND METHODOLOGY**

Citadel's Industrial Hygiene and Safety Consultant, Laura Smolyar, and Industrial Hygiene and Safety Consulting Specialists, Ms. Astrid Galindo and Mr. Sam Zheng, conducted the assessment on April 29 and 30, 2025.

The investigation scope and sampling methodologies are described below.

### **VISUAL ASSESSMENT & (DIRECT READ) AIR QUALITY MONITORING**

Citadel performed a walkthrough and visual inspection for signs of poor IAQ (e.g., chemical use or storage, new finishes or carpeting, accumulated dust and/or debris on surfaces, malodors, etc.). The inspection included assessment of accessible the HVAC system include supply and exhaust registers, building fresh air intake, and AHU components.

The inspection was supplemented by use of direct-read instruments to sample common IAQ parameters and contaminants as follows:

- TSI IAQ-Calc – Monitor for oxygen, carbon dioxide, relative humidity (RH) and temperature
- Multi-RAE Gas Meter (or equivalent) – Monitor for volatile organic compounds (VOCs)
- TSI DustTrak- Monitor for total airborne particulates
- RKI FP31- Monitor for formaldehyde

### **AIR SAMPLING FOR DUST CHARACTERIZATION**

Air sampling was conducted on April 29 and 30, 2025, to determine the airborne concentration and characterization of dust and pollen using Air-O-Cell cassettes manufactured by Zefon Analytical. The samples were collected over a 5-minute interval at 15 liters per minute (lpm) with a Zefon Biopump sampling pump, Model ZBP-100. Flow rates for the Zefon sampling pump were maintained by a Zefon Analytical rotometer. The rotometer is calibrated against a United States National Institute of Science and Technology (NIST) traceable primary standard.

### **VOLATILE ORGANIC COMPOUNDS (VOCs)- SUMMA CANISTERS**

Air sampling was conducted at representative locations of the Site. All sampling was conducted in accordance with standard industry sampling practices. Samples were collected using SUMMA canisters provided by L.A. Testing of Huntington Beach, California. The evacuated cylinder (negative pressure relative to the surrounding atmosphere) of the SUMMA canister draws in



ambient air through a high temperature stainless steel bellows valve. Flow-controlled valves were added to the SUMMA canisters so as to collect the samples over an eight-hour period of time.

### **3.0 OBSERVATIONS**

Observations noted during the site visit on April 29<sup>th</sup> and 30<sup>th</sup> are listed in the table below.

**Table 1- Observations April 29, 2025**

<b>Location/Area</b>	<b>Observations April 29, 2025</b>
Basement - East Side Open Area	<ul style="list-style-type: none"> <li>No mechanical ventilation observed.</li> <li>Area used as a student walkway.</li> <li>Air sampling conducted using SUMMA canisters (VOCs) and direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul> <p>➤ New carpet odor was present.</p> <p>➤ Conditions reported as stuffy</p>
Basement - Room B10	<ul style="list-style-type: none"> <li>Room used as a classroom.</li> <li>Limited ventilation observed.</li> <li>Air sampling conducted using SUMMA canisters (VOCs) and direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul> <p>➤ Conditions noted as very stuffy, with no discernable airflow.</p> <p>➤ Subtle (new) carpet odor noted.</p>
Counselor Office Area	<ul style="list-style-type: none"> <li>Occupied by staff and students.</li> <li>No ventilation registers (neither supply nor exhaust) observed.</li> <li>Air sampling conducted using SUMMA canisters (VOCs) and direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul> <p>➤ Subtle (new) carpet and paint odors noted.</p>
Staff Break Room	<ul style="list-style-type: none"> <li>Occupied during visit.</li> <li>Ventilation registers present, and slightly cooler temperatures noted (69.6 °F) when compared to adjacent areas (70.4°F -70.9°F).</li> <li>No odors noted.</li> <li>Air sampling conducted for dust characterization (common allergens) and direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul>
Principal's Office	<ul style="list-style-type: none"> <li>Room occupied during visit.</li> <li>No ventilation registers (neither supply nor exhaust) observed.</li> <li>No odors noted.</li> <li>Air sampling conducted for dust characterization (common allergens) and using direct-read</li> </ul>



Location/Area	Observations April 29, 2025
	instruments (particulates, TVOCs and comfort parameters).
BO8 Room	<ul style="list-style-type: none"> <li>Room occupied at the time of inspection.</li> <li>No ventilation registers (neither supply nor exhaust) observed.</li> <li>Air sampling conducted for dust characterization (common allergens) and using direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul> <p>➤ Subtle (new) furniture odor noted.</p>
Hallway Between BO9 and Counselor Office	<ul style="list-style-type: none"> <li>No odors noted.</li> <li>Air sampling conducted for dust characterization (common allergens) and using direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul> <p>➤ No ventilation registers (neither supply nor exhaust) observed and stuffy conditions noted.</p>
Facilities Area	<ul style="list-style-type: none"> <li>Area occupied at the time of visit.</li> <li>No ventilation registers (neither supply nor exhaust) observed.</li> <li>Air sampling conducted using direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul> <p>➤ Slightly cooler temperatures noted (68.5 °F) when compared to adjacent areas (69.9°F -70.9°F).</p> <p>➤ Subtle perfume-like odor noted at entrance</p>
Hallway Near Room 101	<ul style="list-style-type: none"> <li>Unoccupied room.</li> <li>No ventilation registers (neither supply nor exhaust) observed, and no odors noted.</li> <li>Air sampling conducted using SUMMA canisters (VOCs) and direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul>
Room 115	<ul style="list-style-type: none"> <li>Occupied during visit.</li> <li>Ventilation registers were observed in the room, but the system appeared to have been turned off.</li> <li>No odors detected.</li> <li>Air sampling conducted using SUMMA canisters (VOCs) and direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul> <p>➤ Stuffy conditions noted.</p>
Hallway Near Room 129	<ul style="list-style-type: none"> <li>Unoccupied area.</li> <li>No odors noted.</li> <li>Air sampling conducted using SUMMA canisters (VOCs) and direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul>



Location/Area	Observations April 29, 2025
	<ul style="list-style-type: none"> <li>➤ No ventilation registers (neither supply nor exhaust) observed, and conditions noted as stuffy. No discernable airflow.</li> </ul>
Room 123	<ul style="list-style-type: none"> <li>• Unoccupied room.</li> <li>• Air sampling conducted for dust characterization (common allergens) and using direct-read instruments (particulates, TVOCs and comfort parameters).</li> <li>➤ Ventilation registers noted, but the system appeared to have been turned off, and conditions noted as stuffy. No discernable airflow.</li> <li>➤ Subtle(new) carpet odor noted.</li> </ul>
Room 103	<ul style="list-style-type: none"> <li>• Unoccupied.</li> <li>• Air sampling conducted for dust characterization (common allergens) and using direct-read instruments (particulates, TVOCs and comfort parameters).</li> <li>➤ Ventilation registers present but the system appeared to have been turned off, and conditions noted as stuffy. No discernable airflow</li> <li>➤ New furniture present.</li> <li>➤ Subtle mildew-like odor noted, but no visible signs of moisture impact.</li> </ul>
Hallway in Front of Room 111	<ul style="list-style-type: none"> <li>• Unoccupied area.</li> <li>• Air sampling conducted for dust characterization (common allergens) and using direct-read instruments (particulates, TVOCs and comfort parameters).</li> <li>➤ No ventilation registers (neither supply nor exhaust) observed.</li> <li>➤ Subtle (new) paint odor detected</li> </ul>
Room 110	<ul style="list-style-type: none"> <li>• Unoccupied.</li> <li>• Air sampling conducted for dust characterization (common allergens) and using direct-read instruments (particulates, TVOCs and comfort parameters).</li> <li>➤ Ventilation registers present but the system appeared to have been turned off, and conditions noted as warm and stuffy. No discernable airflow</li> <li>➤ Subtle(new) paint odor noted.</li> </ul>
Room 121	<ul style="list-style-type: none"> <li>• Unoccupied.</li> <li>• Ventilation registers present but the system appeared to have been turned off.</li> <li>• Air sampling using direct-read instruments (particulates, TVOCs and comfort parameters).</li> </ul>





Location/Area	Observations April 29, 2025
	<ul style="list-style-type: none"> <li>➤ Conditions noted as warm and stuffy. No discernable airflow</li> <li>➤ Subtle new furniture odor detected.</li> </ul>
Maintenance Activity	<ul style="list-style-type: none"> <li>➤ Dry brush sweeping observed at approximately 5:08 PM on the first floor.</li> <li>➤ A visible dust cloud was observed.</li> </ul>
Occupant Move-In & Complaints	<ul style="list-style-type: none"> <li>• Staff and students moved in approximately one week prior.</li> <li>• Occupants reported concerns related to paint and carpet odors.</li> <li>• Headaches reported by some individuals.</li> </ul>
Ventilation Infrastructure	<ul style="list-style-type: none"> <li>• HVAC units serve approximately every third room.</li> <li>• Early filter replacement scheduled for April 30, 2024.</li> <li>➤ Filters were heavily dust-loaded.</li> </ul>

## **4.0 RESULTS**

### **VISUAL ASSESSMENT & (DIRECT READ) AIR QUALITY MONITORING**

Results of the visual assessment are summarized above in Table 1, and a brief description of the direct read air quality monitoring is provided below.

#### Direct-read Air Sampling for Comfort Parameters

- Indoor temperature measurements collected on Basement level and Floor 1 ranged from 68.5°F -75.2°F, and on Floor 2 and 3 ranged from 71.7-73.4°F. ASHRAE recommends that temperatures be maintained between 68°F and 75°F during the winter for comfort. The average temperature was within ASHRAE's recommended range.
- Indoor relative humidity measurements on Basement Level and Floor 1 ranged from 50.0%-59.2%, and on Floor 2 and 3 ranged from 54.4%-60.9%. ASHRAE recommends that indoor relative humidity be maintained between 20% and 65%. The average relative humidity was within ASHRAE's recommended range.
- Indoor CO<sub>2</sub> measurements on Basement Level and Floor 1 ranged from 464 ppm-797 ppm, and on Floor 2 and 3 ranged from 712 ppm-1255 ppm. The outdoor CO<sub>2</sub> concentration was measured to be an average of 402 ppm. ASHRAE recommends that indoor CO<sub>2</sub> concentration be maintained at less than the sum of 700 ppm plus the current outdoor air CO<sub>2</sub> concentration (1,102ppm for this event). The average CO<sub>2</sub> concentration was 550 ppm, below ASHRAE's recommended maximum threshold.
- Indoor CO measurements ranged from 0.0 to 0.5 ppm. The USGBC recommends that CO not exceed 9 ppm. The outdoor CO concentration was 0.0 ppm. CO measurements were below the USGBC recommended threshold.
- Indoor oxygen concentrations collected were 20.9-21.9% oxygen. Indoor oxygen concentrations should be maintained within 19.5 to 23.5% to support normal respiration. The concentration measured in the room is within the Cal-OSHA requirements.



### Direct Read Air Sampling for Formaldehyde and TVOCs

Formaldehyde concentrations throughout the Site were 0.01 ppm. This is just at the limit of detection for the monitoring equipment and below all applicable regulatory guidelines. Citadel considers these results acceptable.

TVOC concentrations throughout the Site were 0.0 ppm. AIHA's *The IAQ Investigator's Guide*, states that typical indoor TVOC concentrations range from 0.05 to 1mg/m<sup>3</sup> (0.012 to 0.25 ppm). Citadel considers these results acceptable.

### Direct-read Air Sampling for Particulate Matter

Average total particulate matter (TPM) concentrations on Basement Level and Floor 1 ranged from 0.013 to 0.124 mg/m<sup>3</sup> and on Floor 2 and 3 ranged from 0.024 to 0.134 mg/m<sup>3</sup>. Elevated average TPM concentrations were noted at several sample locations on the Basement Level and Floor 2 and 3.

Citadel notes that while TPM concentration is not a lone indicator of air quality, the results indicate that implementation of routine housekeeping efforts could assist with overall air quality.

### **AIR SAMPLING FOR DUST CHARACTERIZATION**

Results for all samples indicated airborne particulates were primarily composed of skin cells, fungal matter, opaque/dark particles, and cellulose fibers. Overall total particle concentrations were higher in the following areas when compared to other sample locations: Basement Hallway (between B09 and Counseling), Rooms 103/110/223/306, and the Floor 2- Student Lounge.

The EMSL particle glossary indicates that:

- Opaque/dark particles are a large category of particles that may include paint dust, rust, dark clays, soil, insect droppings, soot, char, rubber dust, metal dust, and other non-specific organic dust.
- Cellulose fibers are biologically derived from bark, wood, leaves, or other plant parts and used to make textiles (clothing fabric), drywall paper, ceiling tiles, and paper products. Cotton and other natural fibers are grouped in this identification.
- Fungal matter includes the fungal spores, hyphae and fruiting structures combined. Fungi are found growing in all ecosystems on earth and spores can travel a long distance in the air. Indoor sources may come from water damaged building materials from flooding or leaks as well as on condensing surfaces or growing in house dust in humid environments.

Citadel notes that while particle concentration is not a lone indicator of air quality, the results indicate that implementation of routine housekeeping efforts could assist with overall air quality.

### **VOLATILE ORGANIC COMPOUNDS (VOCs) – SUMMA CANISTERS**

Select volatile organic compounds (VOCs) were detected in representative areas of the Site. Citadel notes that all buildings contain a large variety of chemical sources, such as plastics, floor wax, cleaning compounds and substances associated with combustion, liquid-process printers, or copiers.

Some of the identified VOCs include acetone and ethanol, which can be found in paints and caulking, and isopropyl alcohol, which can be found in cleaning fluids. The total VOC concentrations in all areas were below Permissible Exposure Limits (PELs) established by the California Occupational Safety and Health Administration (CAL/OSHA) and recommended American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs).



Sample Number	Sample Description / Location	TVOCs Results (mg/m <sup>3</sup> )
042925-S01 (Canister ID #E0531)	Building Exterior- Basement Level	0.041
042925-S02 (Canister ID #E0560)	Basement Level- East Open Area	0.250
042925-S03 (Canister ID #E0299)	Basement Level- Counseling Office	0.160
042925-S04 (Canister ID #E0318)	Basement Level- B10	0.270
042925-S05 (Canister ID #E0517)	First Floor- Room 115	0.190
042925-S06 (Canister ID #E15641)	First Floor- Hallway in front of Room 129	0.410
042925-S07 (Canister ID #E0311)	First Floor- Open area in front of Room 101	0.620
043025-S01 (Canister ID #E40562)	Room 207	0.340
043025-S02 (Canister ID #E15306)	Second Floor- Student Lounge	0.360
043025-S03 (Canister ID #E15303)	Exterior- Entrance	0.043
043025-S04 (Canister ID #E12298)	Room 312	0.370
043025-S05 (Canister ID #E0568)	Floor 3- At Elevator	0.450
043025-S06 (Canister ID #E0567)	Room 223	0.200
043025-S07 (Canister ID #E12289)	Room 302	0.520
Applicable Exposure Limit(s)		Substance specific
References		Cal-OSHA, ACGIH

## **5.0 DISCUSSION AND RECOMMENDATIONS**

Based on the walkthrough visual inspection, results of the direct-read monitoring for comfort parameters, air sampling for particulates and VOCs, Citadel recommends the following:

1. As a best management practice, continue routine housekeeping practices to reduce airborne particulates and minimize accumulation of particulates on surfaces. This may include wet wiping of horizontal surfaces (as opposed to dry dusting), use of HEPA equipped vacuum on floors and horizontal surfaces, performing routine maintenance on air filter and air condition units, and keeping windows closed when possible.
2. Regarding comfort parameters, Citadel does not see the need for any corrective actions at this time. During the investigation, measurements taken at representative locations of the Site were within applicable guidelines. In light of "stuffy" conditions which may still be



noted in some areas, Citadel suggests that the Client continue current protocols to deliver adequate air exchange and promote comfortable temperatures to occupied areas.

3. Regarding VOCs, Citadel does not see the need for any corrective actions currently. During the investigation, measurement taken at representative locations of the Site were within applicable guidelines. In light chemical odors which may still be noted in some areas, Citadel suggests that the Client continue current protocols to increase filtration and introduce fresh air to occupied areas.

## **6.0 DISCLAIMER AND LIMITATIONS**

This report has been prepared by Citadel exclusively for our Client and their Authorized Representatives. The information contained herein pertains only to indoor air quality issues reported by the Client to be present at the referenced property which were evaluated in accordance with a mutually agreed upon scope of work. The findings and recommendations presented are based upon observations of present conditions, and may not necessarily indicate future conditions. Citadel implies no warranty to the accuracy of information provided to them by the Client or outside agents and transmitted herein. The information contained herein may not be used, disclosed, or copied without written permission of the Client.

# Coversheet

## LACOE Resolution to Issue Funds and EFT Forms

<b>Section:</b>	IX. Finance
<b>Item:</b>	C. LACOE Resolution to Issue Funds and EFT Forms
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Resolution_to_Issue_Funds_for Board Packet_2025 05 20_redacted.pdf



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## FINANCE

### **BOARD REPORT / COVER SHEET FOR AGENDA ITEM**

**May 20, 2025**

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

Resolution to Issue Funds to Charter School and related forms

#### **PERSONNEL INVOLVED:**

Board of Trustees, Executive Director/Principal, Director of IT (bank/LACOE signatory), Finance, Board Chair

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

The purpose of this action is to continue to migrate finance functions to the Charter Impact system/platform and away from the LA County Office of Education (LACOE) treasury account, systems, and platform. The resolution would streamline the process of having all state and federal funds received through the county transferred to the school's commercial bank account on a monthly/automatic basis and eliminate the need to utilize the LACOE BEST financial system to access school funds and processes on an as-requested basis. In the longer run, the school will save approximately \$15,000 per year in fees for the LACOE BEST system, this would be partially offset by higher fees for STRS and PERS retirement reporting.

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

This action will support the school achieving more effective and efficient finance and back office processes

#### **FINANCE RECOMMENDATION:**

Finance recommends that the Board approve the Resolution to Issue Funds to Charter School and obtain the requisite wet-signatures on the resolution and attached documents.

#### **RECOMMENDED MOTION:**

"To approve the Resolution to Issue Funds to Charter School and execute all related forms."

Note: Forms are redacted in order to protect sensitive information. Actual forms will be stewarded at the meeting by the Recording Secretary for signatures.



*Division of School Financial Services*  
*Resolution to Issue Funds to Charter School or School District*

---

**Instructions for**

**Resolution to Issue Funds to Charter School or School District**

**Page 1**

- 1) Print legibly using block letters or type the form.
- 2) Fill in the charter school's name on each blank line.

**EFT PAYMENTS:**

Enter the information for the financial institution that will be used for electronic funds transfer (EFT) payments. *Strike through and write "void" across the paragraph requesting warrants.*

OR

**WARRANTS:**

Enter the charter school's name on the blank line in this paragraph. *Strike through and write "void" across the paragraphs requesting EFT.*

**Page 2**

- 1) In boxes 1-6:
  - Fill in each board member's name and office title. *(4-6 signatures required)*
  - Each board member is required to sign above his/her name.

**Certification by President of the Board:**

1. Enter the board meeting date for this board action.
2. The president of the charter school board should sign and date this resolution.

Submit this form via mail to: LACOE, School Financial Services  
Business Charter Schools Unit  
9300 Imperial Highway  
Downey Ca 90242

Telephone: (562) 401-5574, (562) 922-6292 or (562) 922-8693









*Division of School Financial Services*  
*Resolution to Issue Funds to Charter School or School District*

**Authorization** (Each member sign and date below)

1. Signature

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Office  
 \_\_\_\_\_  
 Date

2. Signature

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Office  
 \_\_\_\_\_  
 Date

3. Signature

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Office  
 \_\_\_\_\_  
 Date

4. Signature

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Office  
 \_\_\_\_\_  
 Date

5. Signature

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Office  
 \_\_\_\_\_  
 Date

6. Signature

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Office  
 \_\_\_\_\_  
 Date

**Certification by President of the board**

I certify that the governing board of PALISADES CHARTER HIGH SCHOOL  
 took action at a board meeting on (date) MAY 20, 2025 to authorize the  
 Los Angeles County Office of Education (LACOE) to distribute funds to the Charter School, for all  
 public funds received in the Los Angeles County Treasury for the Charter School, according to the  
 terms set forth in the authorization above and in the Charter School Funds Distribution form.

I also certify that the voided check attached to this board resolution is a true payment  
 instrument for the school's account at the institution listed above.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Office: Board Chair

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



## CHARTER SCHOOL FUNDS DISTRIBUTION AUTHORIZATION

**Charter School Name:** Palisades Charter High School

**New School?** Yes ☐ No ☒ **Charter School Number** 0037 **Effective Date:** 3/23/1995

*The Charter School listed above indicates its choice to distribute funding as noted below:*

☐ **Option 1: Mail** - Warrants will be mailed to the school via USPS. Please provide mailing information below.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attention: \_\_\_\_\_

☐ **Option 2: Pick up** - Warrants will be picked up by the representative(s) listed below.

1) Name: \_\_\_\_\_

DL# \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Email: \_\_\_\_\_

2) Name: \_\_\_\_\_

DL# \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Email: \_\_\_\_\_

☒ **Option 3: EFT** - Funds will be automatically deposited into the school's bank account. An email with a copy of the remittance advice will be sent to the people listed below. In addition, please submit the EFT Enrollment Form as well as the Resolution to Issue Funds Form.

Name: Dr. Pamela Magee Email: pmagee@palihigh.org

Name: Jeff Roepel Email: jroepel@palihigh.org

Name: Sam Burris Email: accounting\_palisadeshigh@charterimpact.com

Name: Alexis Duston Email: aduston@palihigh.org

☐ **Option 4: EFT to Other Agency** - Funds will be sent to a third party agency listed below.

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ **Address Change ONLY** (Please Choose One): ☐ Site Address Change ☐ Mailing Address Change ☐ Both

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Two signatures required (Signers must be on the Certification of Signatures form)**

Signature: \_\_\_\_\_ Title/Office: Executive Director / Principal

Name: Dr. Pamela Magee Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title/Office: Director of Information Technology

Name: Jeff Roepel Date: \_\_\_\_\_

Please return this form electronically to: [sfs\\_bcsu@lacoedu](mailto:sfs_bcsu@lacoedu)

<b>For SFS use only:</b> <input type="checkbox"/> PSFS Vendor _____ <input type="checkbox"/> Pre-Conf. JV _____ <input type="checkbox"/> CS Comp List _____	<input type="checkbox"/> Wt. Pickup List _____ <input type="checkbox"/> Email Pre-conf _____ <input type="checkbox"/> Access Update _____	<input type="checkbox"/> EFT Setup _____ <input type="checkbox"/> EFT Conf. _____
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**Los Angeles County  
Office of Education**

Serving Students ■ Supporting Communities ■ Leading Educators

## Accounting and Budget Development Electronic Funds Transfer (EFT) Payment Enrollment Form

Use this form to request EFT payments from the Los Angeles County Office of Education (LACOE). Through its financial system, LACOE will process Automated Clearing House (ACH) payments with an addenda record that contains required payment related information.

### PRIVACY ACT STATEMENT

The following information is provided to comply with Privacy Act of 1974. All information collected on this form is required under the provision of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by LACOE to transmit payment data, by electronic file transfer to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the ACH Payment System.

### CHECKING ACCOUNT VALIDATION

For the purpose of EFT payments, payees are requested to ensure the checking account specified on this enrollment form remains active. Payees shall notify the Accounts Payable Section with changes related to the ability of the specified checking account to receive ACH payment. **A voided check copy is required for the verification of bank account and routing transit numbers.**

### Section I - Please check appropriate box(es).

☐ New EFT Account
 ☐ Change in Bank Account or Mailing Address or Contact
 ☐ Delete EFT Account

### Section II - CHECKING ACCOUNTS ONLY

#### FINANCIAL INSTITUTION INFORMATION

NAME OF FINANCIAL INSTITUTION

ADDRESS (NUMBER, STREET, CITY, STATE, AND ZIP CODE)

NINE DIGIT ROUTING TRANSIT NUMBER:

--	--	--	--	--	--	--	--	--	--

TELEPHONE NUMBER

(     )

DEPOSITOR ACCOUNT NUMBER  
(NOT TO EXCEED 17 DIGITS)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**NOTE:** An example of a voided check, on page 2, indicates where to locate the routing transit number for the bank and the bank account number. Remember to mark the word "VOID" across the front of the check.

### Section III

#### PAYEE/COMPANY INFORMATION

NAME OF PAYEE/COMPANY

FEIN/SSN

ADDRESS OF PAYEE/COMPANY (NUMBER, STREET, CITY, STATE, AND ZIP CODE)

NAME OF CONTACT PERSON

TELEPHONE NUMBER

(     )

I hereby authorize the LACOE to initiate credit entries for payments to the account indicated in Section II, and the depository named is authorized to credit such account. Pursuant to the National ACH Association rules, LACOE may initiate a reversing entry or reversing file to recall a duplicate or erroneous entry or file which they previously initiated. If the reversal attempt fails, LACOE may employ other appropriate means to correct the error.

AUTHORIZED SIGNATURE

DATE SIGNED

TITLE

**INSTRUCTIONS FOR COMPLETING ENROLLMENT FORM****1. Section I - Desired Activity**

Check the box indicating the desired action, e.g. **ADD**, **MODIFY**, or **DELETE**

**2. Section II - Financial Institution Information Section**

Enter the name and address of the financial institution receiving the ACH payment, telephone number, nine-digit routing transit number, and checking account number. **ONLY CHECKING ACCOUNTS CAN BE USED.**

**3. Section III - Payee/Company Information Section**

Enter the name of the payee/company, the address, the Federal Employer ID (FEIN) or Social Security Number (SSN), the designated contact person, and their telephone number.

**Example of Voided Check**

ABC Business	1001
Address _____	_____, 20____
Pay to the Order of _____ \$ _____	
_____ DOLLARS	
Any Bank	<b>VOID</b>
Memo: _____	<b><u>Not Negotiable</u></b>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">(1) 1:133404567</div> <div style="border: 1px solid black; padding: 2px;">(2) 1:1234561304 111</div> <div style="border: 1px solid black; padding: 2px;">(3) 1001</div> </div>	

(3) Check number

(2) Bank Account Number  
(not to exceed 17 digits)

(1) 9-digit Routing Transit Number

# Coversheet

## CFOMW Tax, LLC - Services Fee Agreement

<b>Section:</b>	IX. Finance
<b>Item:</b>	E. CFOMW Tax, LLC - Services Fee Agreement
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	CFMOW Services Agreement 05_20_2025.pdf

CFOMW Tax, LLC  
333 Washington Blvd #607  
Venice, CA 90292

## **SERVICES FEE AGREEMENT**

**Via Email:** pmagee@palihigh.org

**RE: Fee Agreement and Engagement for Palisades Charter High School**

Dear Pam,

Thank you for selecting CFOMW Tax, LLC (the "Firm" of "we") to provide Palisades Charter High School ("Client" or "you") with the tax consulting services set forth below. In connection with our engagement to perform this work, we require written acknowledgement of this agreement for our files and the relevant rules of professional conduct.

We feel that it is in the best interest of our clients that they be fully informed of our billing practices and what services we will be undertaking on their behalf. The purpose of this letter, therefore, is to set forth the scope of our engagement to you, to set forth the financial arrangements regarding our engagement, and to verify our agreement of the foregoing:

### **1. Scope of Engagement**

Subject to the terms and conditions herein, including without limitation advance payment of the retainer and a signed copy of this agreement, the Firm will perform those services which you requested the IRS Employee Retention Tax Credit ("ERTC") and, more specifically

1. Provide information regarding eligibility for any ERTC provided for in the Coronavirus Aid Relief and Economic Stimulus Act (the "CARES Act");
2. Gather applicable client data (i.e. payroll data, employer healthcare cost information, etc.) from Client required to calculate the ERTC;
3. Calculate the anticipated ERTC for the Client;
4. Prepare and deliver a Tax Credit Package to Client that includes an eligibility analysis, applicable supporting schedules, and an ERTC calculation based on applicable law (the "Tax Credit Package"); and
5. Provide internal, external and IRS audit support (as required) (collectively, the "Engagement").

We anticipate this work will require us to review your historical tax records and ask you various questions related to the Engagement.

### **2. Responsibilities of the Parties**

The Firm will provide those services reasonably required to represent you in prosecuting the claims described in Paragraph 1 and will take reasonable steps to keep you informed of progress and developments, and to respond promptly to inquiries and communications. You agree to be truthful with the Firm, to cooperate, to keep the Firm informed of any information and developments which may come to your attention, to abide by this Agreement, to pay the Firm's bills on time, and to keep the Firm advised of your address, telephone number and whereabouts. You agree to cooperate fully with the Firm in all matters related to the preparation and presentation of your claims.

### **3. Fee for Representation**



Generally, we bill an hourly rate, however for this matter we will only bill you to complete the Engagement if the Engagement results in a refund of taxes or amounts previously paid or due related to a successful ERTC claim. In the event that you obtain a refund related to taxes or amounts paid pursuant to the ERTC claim, you shall pay a fee as follows:

Six Point Seven Five Percent (6.75%) of the total refund amount received. For the avoidance of doubt, should you receive a refund of \$100,000; you shall pay the Firm a fee of \$6,750. This fee is due immediately and payable within thirty (30) days of receipt of part or all of the refund you receive. Should your refund be overturned by the IRS on audit, the Firm will refund the fee previously paid pro-rata with the principal amount the Client repays to the IRS. For the avoidance of doubt, should the Client pay a fee to the Company of One Hundred Dollars \$100 and the IRS later overturns Ten Percent (10%) of the original refund principal amount, the Firm shall repay the Client Ten Dollars (\$10).

In the event we are required to do additional work outside the reasonably anticipated scope of this Engagement ("Out-of-Scope Services"), such work shall be on a separate hourly basis and shall require a separate engagement letter; no Out-of-Scope Services shall commence prior to your express written authorization and an hourly rate can be outlined in that agreement. Out-of-Scope Services shall include work on separate or distinct matters not contemplated initially by both parties at the time this Agreement was entered into, or rework or other updates to documents necessary to correct inaccurate statements or representations. If we anticipate the need to provide any significant Out-of-Scope Services in connection with Engagement, we will endeavor to notify you before commencing with such work and incurring expenses and time and may request that you sign a separate engagement letter for the additional services to be performed.

Out-of-Scope Services include, but are not limited to the following:

- Preparation of original or amended federal or state income tax returns other than those as outlined in the Engagement;
- Bookkeeping or financial record compilation services;
- Representation before state tax authorities concerning audits or formal examinations;
- Other business consulting services not related to the proposed Engagement;
- Preparing or drafting of other legal documents not specifically discussed earlier;
- Costs for subsequent state revenue authority appeals and audits, or costs incurred for filing in federal, District Court, or any other state court.

We do our best to see that our clients are satisfied not only with our services but also with the reasonableness of the fees and disbursements charged for these services. Therefore, if you have any questions about or objection to a statement or the basis for our fees to you, you should raise it promptly and not more than thirty (30) days after you receive a bill for discussion. If you object only to a portion of the statement, we ask you pay the remainder, which will not constitute a waiver of your objections.

#### **4. Disbursements**

The performance of professional services generally involves costs and expenses, some of which must be paid to third parties. These expenses include, but are not limited to, administrative filing fees, court reporters, deposition fees, travel costs, copying costs, telecopier costs, messenger services, long distance telephone charges, computerized research expenses and expenses of experts whom we deem appropriate to assist in our representation of you. For purposes of this Engagement, we shall not charge any amounts for costs and expenses.



**5. Retainer**

No retainer is being requested as part of this Engagement.

**6. No Guarantees**

The Firm and you understand and agree that no results have been guaranteed by the Firm or any of its employees and that this agreement is not based upon any such promises or anticipated results.

**7. Governing Law**

This Agreement shall be construed, governed, and enforced in accordance with the laws of the State of California without reference to its law on the choice of laws. Any disputes relating to the terms and/or language of this Agreement shall be resolved by a California court of competent jurisdiction or as otherwise mutually agreed upon in writing by all Parties to the Agreement.

**8. Withdrawal from Representation**

Our firm's relationship with you is one of mutual trust and confidence. If you, for whatever reason, wish us to cease representing you, you may do so. If we feel we no longer wish to represent you, we will inform you in writing so you have sufficient time to find new representation. We will only do so in the following circumstances: (a) a lack of cooperation by you in promptly submitting necessary requested information; (b) your knowingly providing us, your adversaries or the government with false information; (c) your disregard of advice about matters of critical importance to your case; (d) your failure to promptly pay fees; or (e) for any other breach of this Agreement unless you cure the breach to the Firm's satisfaction, not to be unreasonably withheld, within thirty (30) calendar days of the Firm providing written notice of the breach and notice to cure. .

Upon such termination, however, you would remain liable for any unpaid fees and costs. We also shall be authorized to reveal this agreement and any other necessary documents to any court or agency if the same should prove necessary to effect withdrawal or collection of our fees. Should you terminate the Engagement after the relevant forms required to file the ERTC are provided to you and a refund is later obtained, the fees stated above shall remain fully due and payable. If, within thirty (30) days after receiving initial approval from the IRS for your ERTC claim you decide to rescind your application and, if applicable, decide to return any ERTC proceeds to the IRS, you shall not owe any fees for the Services, unless you decide to re-apply for the ERTC and obtain a refund. In that case, the fees as outlined in this agreement shall apply.

It is the policy of this firm to make every effort to have our clients feel that they are treated on a fair basis. We welcome an honest discussion of our fees and our services and encourage our clients to inquire about any matter relating to our fee arrangement or monthly statements that are in anyway unclear or appear unsatisfactory. If you have any questions, please do not hesitate to call us.

**9. Miscellaneous**

By executing this agreement, you acknowledge that fees received by the Firm may be utilized to pay employees or contractors associated with the Firm who assisted with the Engagement.

The Firm is not responsible for any errors or omissions regarding information, in whatever form, that you provide to the Firm; you agree that the Firm cannot verify the accuracy of



your information and as such the Firm is in no way liable in any way for such provided information.

If this letter correctly sets forth your understanding of the scope of the services to be rendered to the company by the Firm and the manner by which fees will be charged and paid, and if the terms of the engagement are satisfactory, please execute the enclosed copy of this letter and return it to us. If the scope of the services described is incorrect or if the terms of the engagement set forth in this letter are not satisfactory to you, please let us know in writing so that we can discuss either aspect.

By executing this agreement, you acknowledge that there is uncertainty concerning the outcome of this matter and that the Firm and the undersigned professionals have made no guarantees as to the disposition of any phase of this matter. All representations and expression relative to the outcome of this matter, are only expressions of the said professional's opinions and do not constitute guarantees. We look forward to continuing to work with you and thank you once again for the opportunity to serve.

Very truly yours,



Michael Williams

READ, AGREED AND CONSENTED TO:

Dr. Pam Magee  
Signature

Executive Director/Principal  
Title

Dr. Pam Magee  
Name

4/28/2025  
Date

# Coversheet

## 2025-2026 Board Meeting Schedule

<b>Section:</b>	X. Governance
<b>Item:</b>	A. 2025-2026 Board Meeting Schedule
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	2025_2026_Board_Meeting_Schedule.pdf

## 2025 – 2026 Board of Trustees Meeting Schedule

**Saturday, July 12, 2025 – Governance Training**

No July Regular Meeting

**August 19, 2025**

**September 13, 2025 – Board Retreat**

**September 16, 2025**

**October 14, 2025**

**November 18, 2025**

**December 9, 2025**

**January 13, 2026**

**February 24, 2026**

**March 17, 2026**

**April 21, 2026**

**May 19, 2026**

**June 9, 2026 (Budget)**

**June 16, 2026**

# Coversheet

## Finance Items: School Organized Conferences/Trips

<b>Section:</b>	XI. Consent Agenda
<b>Item:</b>	A. Finance Items: School Organized Conferences/Trips
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	School Trip_Conference Request 05_20_2025.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 \_\_\_\_\_ Employee \_\_\_\_\_ Certified X  
 School: Palisades Charter High School Supervising trip Allison Cheng Non-Cert. \_\_\_\_\_  
 Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER 12

1. Destination Thailand Are admission fees charged? Yes \_\_\_\_\_ No X
2. Dates of Trips June 11 to June 21 3. Number of Students 3 Number of adults 2
4. Name and employee number of employee who will go on trip: Allison Cheng, Mike Schlotter
5. Substitute required? Yes \_\_\_\_\_ No X How Many? \_\_\_\_\_ Source of funds \_\_\_\_\_
6. Time schedule required by school: Leave School 5:00AM Arrive destination 6:00AM  
 Leave destination \_\_\_\_\_ Return school \_\_\_\_\_
7. Duration of trip: Less than one day \_\_\_\_\_ One day \_\_\_\_\_ Overnight X (if overnight, how many days?) 11
8. Method of transportation: School bus (indicate number required) \_\_\_\_\_ Walking \_\_\_\_\_ Automobile \_\_\_\_\_  
 Public Carrier: airplane X 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 perform in a concert exchange in Thailand with another school.
10. Source of funds for trip Choir ASB

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 X
12. Have forms for parent's or guardian's permission been obtained? Yes \_\_\_\_\_ No X
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 X
  - b. Has the area been checked for potential hazards? Yes \_\_\_\_\_ No X
  - c. Has the School Police Department been notified of the trip? Yes \_\_\_\_\_ No X

## APPROVALS:

Principal or Asst. Principal \_\_\_\_\_ Date: \_\_\_\_\_

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

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



**Palisades Charter High School**

15777 Bowdoin St. • Pacific Palisades • California 90272

(310) 230-6623 • FAX (310) 454-6328

**CONFERENCE/TRAVEL REQUEST FORM**

Employee Attendee(s) Name(s): Matthew Golad

Department/Site: Tech Ed Date of Request: 5/13/25

Name of Conference/Activity: Train-the-Trainer 63 at Gateway Technical College

Organization/Company Holding the Conference/Activity: NC3 (National Coalition of Certification Centers)

Location of Conference/Activity: Kenosha, WI Date(s) of Conference/Activity: July 23-25, 2025

Purpose/Rationale (How will this conference/activity be of value to the school?)

By attending the training, I will be able to certify students in Hand Tool Identification, Safety and Usage through Snap-On.

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

Estimated Expenditures	Pali to Pay Directly	Reimbursement Requested	Cost
Conference Registration <u>1</u> people @ \$ 695 - per person			\$ 695 -
Certificated Substitute(s) <u>    </u> days @ <u>    </u> per day (sal. & stat. ben.)			\$ -
Travel - Mileage <u>110</u> miles @ \$ 0.625 per mile			\$ 68.75 -
Travel - Airfare <u>1</u> people @ \$ 307 per person			\$ 313 -
Travel - Ride Sharing <u>    </u> Car rental <u>    </u> Type total amount into "cost" cell			\$ 226.04 -
Svs/Taxi/Shuttle <u>    </u>			
Lodging <u>2</u> nights @ \$ 154 - per night			\$ 349.58 -
Meals <u>2</u> Breakfasts @ \$ 10.00 per meal			\$ 80 -
<u>2</u> Lunches @ \$ 10.00 per meal			
<u>2</u> Dinners @ \$ 20.00 per meal			
Other (Parking, Tolls, Conference Materials, etc.) - please list below:			\$ -
<b>TOTAL APPROXIMATE COST</b>			<b>\$ 1732.37 -</b>
<b>AMOUNT APPROVED</b>			

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: Matthew Golad

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

<b>Section:</b>	XI. Consent Agenda
<b>Item:</b>	B. Personnel Items
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Consent Agenda Personnel Items 05_20_2025.pdf



## PCHS BOARD CONSENT AGENDA: PERSONNEL ITEMS May 20, 2025

### Approve/Ratify Certificated Employment

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
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### 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>
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Lin, Joseph	CBO	3/26/25
Rick, Michele	English Teacher	6/5/25
Cassarro-Fracchiolla	VAPA Teacher	6/5/25
Pickard, David	CTE Coord	6/5/25
Gonzalez, Johnny	Temp Counselor	6/30/25
Mikkelson, Nells	Temp English Teacher	6/5/25
McClean, Moosa	English Teacher	6/5/25
Licea, Jesus Adam	Admin	6/30/35
Seyler, Tom	Counselor	6/30/25
Hahn, Molly	Counselor	6/30/25



# Coversheet

## Announcements / New Business

<b>Section:</b>	XII. New Business / Announcements
<b>Item:</b>	A. Announcements / New Business
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	School Trip_Conference Request 05_20_2025.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 \_\_\_\_\_ Employee \_\_\_\_\_ Certified X  
 School: **Palisades Charter High School** Supervising trip Allison Cheng Non-Cert. \_\_\_\_\_  
 Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER 12

1. Destination Thailand Are admission fees charged? Yes \_\_\_\_\_ No X
2. Dates of Trips June 11 to June 21 3. Number of Students 3 Number of adults 2
4. Name and employee number of employee who will go on trip: Allison Cheng, Mike Schlotter
5. Substitute required? Yes \_\_\_\_\_ No X How Many? \_\_\_\_\_ Source of funds \_\_\_\_\_
6. Time schedule required by school: Leave School 5:00AM Arrive destination 6:00AM  
 Leave destination \_\_\_\_\_ Return school \_\_\_\_\_
7. Duration of trip: Less than one day \_\_\_\_\_ One day \_\_\_\_\_ Overnight X (if overnight, how many days?) 11
8. Method of transportation: School bus (indicate number required) \_\_\_\_\_ Walking \_\_\_\_\_ Automobile \_\_\_\_\_  
 Public Carrier: airplane X 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 perform in a concert exchange in Thailand with another school.
10. Source of funds for trip Choir ASB

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 X
12. Have forms for parent's or guardian's permission been obtained? Yes \_\_\_\_\_ No X
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 X
  - b. Has the area been checked for potential hazards? Yes \_\_\_\_\_ No X
  - c. Has the School Police Department been notified of the trip? Yes \_\_\_\_\_ No X

### 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.

Request for Approval of School Organized Trip

Revised January 2012



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