



Palisades Charter High School

Governance Training

Date and Time

Monday September 8, 2025 at 5:00 PM PDT

Location

In-Person

Pali South

302 Colorado Avenue

Santa Monica, CA 90401

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

Agenda

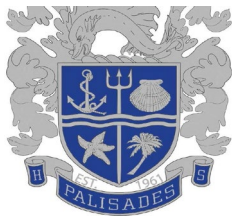
	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Call the Meeting to Order		Maggie Nance	
B. Record Attendance and Guests			2 m
II. Consent Agenda			5:02 PM
A. Finance Items: School Organized Conferences/Trips	Vote	Maggie Nance	5 m

	Purpose	Presenter	Time
September 18-21 St. Louis, MO - 2025 ITAA Conference Attendee: Ms. Shannon Skelly			
III.	New Business/Announcements		5:07 PM
A.	Upcoming Board Meeting Dates	FYI	Maggie Nance
	<ul style="list-style-type: none">• Governance Training: Monday, September 15 at 5:00pm• Annual Goal Setting Retreat: Saturday, September 13, at 10:00am (Location: TBD)• Monthly Board Meeting: Tuesday, September 16 at 5:00pm		
IV.	Governance		5:09 PM
A.	Board Governance Training	Discuss	Greta Proctor, Procopio Firm
	Legal Requirements/Regulations Including Brown Act, Conflict of Interest Laws, Fiduciary Duties, etc.; Best Practices for Excellence in Governance		
V.	Closing Items		6:39 PM
A.	Adjourn Meeting	FYI	Maggie Nance

Coversheet

Finance Items: School Organized Conferences/Trips

Section:	II. Consent Agenda
Item:	A. Finance Items: School Organized Conferences/Trips
Purpose:	Vote
Submitted by:	
Related Material:	Skelly - 2025 ITAA Conference.pdf



Palisades Charter High School

15777 Bowdoin St. • Pacific Palisades • California 90272

(310) 230-6623 • FAX (310) 454-6328

CONFERENCE/TRAVEL REQUEST FORM

Employee Attendee(s) Name(s): Shannon Skelly

Department/Site: CTE - Tech Date of Request: 8/25/2025

Name of Conference/Activity: 2025 ITAA Annual Conference

Organization/Company Holding the Conference/Activity: International Textile & Apparel Association

Location of Conference/Activity: St. Louis, MO Date(s) of Conference/Activity: 9/18-21

Purpose/Rationale (How will this conference/activity be of value to the school?)
Workshops/talks for teaching fashion merchandising. Topics: AI Tools, Product Development, & Data Analysis

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 @ \$ - per person	970		\$ 970 -
Certificated Substitute(s) <u>4</u> days @ 35.45 per day (sal. & stat. ben.)			\$ -
Travel - Mileage _____ miles @ \$ 0.5750 per mile			\$ -
Travel - Airfare <u>1</u> people @ \$ - per person	500		\$ 500 -
Travel - Ride Sharing Svs/Taxi/Shuttle _____ Type total amount into "cost" cell		160	\$ 160 -
Lodging <u>3</u> nights @ \$ 165 - per night	583		\$ 583 -
Meals <u>4</u> Breakfasts @ \$ 10.00 per meal <u>4</u> Lunches @ \$ 10.00 per meal <u>4</u> Dinners @ \$ 20.00 per meal			\$ 160 -
Other (Parking, Tolls, Conference Materials, etc.) - please list below: <u>3 Workshops</u>	65		\$ 65 -
TOTAL APPROXIMATE COST			\$ 2,438 -
AMOUNT APPROVED			

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

Requestor Signature: 

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)