APPROVED

Palisades Charter High School

Minutes

Board Meeting

Date and Time
Tuesday May 19, 2020 at 5:00 PM

Location
Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://palihigh-org.zoom.us/s/85766508584?pwd=R3AxVUlna21BUTFZWlBlR013UFBKUT09
Password: dolphins
Or join by phone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592
Webinar ID: 857 6650 8584
Password: 949321

As per Executive Order N-29-20 from Governor Newsom, the Palisades Charter High School Board of Education meeting scheduled for Tuesday, May 19, 2020, at 5:00p.m. will move to a virtual/teleconferencing environment. ***Calling into the meeting may incur a charge and PCHS is not responsible for any charges.***

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.

Trustees Present
Adam Glazer, Andrew Paris, Brooke King, Dara Williams, Emily Hirsch, Larry Wiener, Leslie Woolley, Paula Anderson, Reeve Chudd, Rick Steil, Sara Margiotta

Trustees Absent
None

Ex Officio Members Present
Dr. Pam Magee, Greg Wood

Guests Present
Amy Nguyen, Arleta Ilyas, Chris Lee, Dave Suarez, Don Parcell, Jeff Roepel, Laney Chao, Mary Bush, Mike Rawson, Monica Iannessa, Stephen Klima

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I. Opening Items

A. Call the Meeting to Order

Leslie Woolley called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday May 19, 2020 at 5:03 PM.

B. Record Attendance and Guests

C. Public Comment

D. Approve Minutes

2H. The reduction of expenses is about $800,000.
Plus corrections emailed by Reeve
Paula Anderson made a motion to approve the minutes from Board Meeting on 04-21-20.
Sara Margiotta seconded the motion.
The board **VOTED** unanimously to approve the motion.

E.

Approve Minutes

Sara Margiotta made a motion to approve the minutes from Special Board of Trustees Meeting on 05-12-20.
Adam Glazer seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Organizational Reports

A. Student Report

Student election for Board and the ceramics teacher, Ellen Unt won.
All the class presidents are posting activities for their class.
There is a talent show on line.
A survey was administered to the students about their academic experiences; it includes pre and post-quarantine. About 600 students responded. It is usually done during school so in the past there have been a better turnout.
Some seniors are having issues.

B. Parent Report

Reeve Chudd
The off-campus online teaching is going well and he is appreciative. Thoughts go out to the seniors.
Sara Margiotta echoed those thoughts.

C. Classified Staff Report

Nothing to report.

D. Faculty Report

The faculty is disappointed that there is no contract. Many faculty echo what Ruth Mills said at the Special Board meeting. That being said, the teachers do appreciate the accolades for their efforts at online learning.

E. Human Resources Director (HR) Report

Report stands as submitted.
Accoloades to teachers for their efforts.

F. Director of Operations Report

The report stands as submitted.

G. Director of Development Report

Mike Rawson
Unrestricted funds total just under $400,000.
Giving Tuesday in response to COVID pandemic; brought in around $31,000.
Students produced a thank you video that was well done.
20 campaigns were initiated this year along with the grant applications.
Assessment and plans to move forward are scheduled for Tuesday's meeting.
He believes that Pali could raise much more; he believes there is a lot of potential to raise more.

H. Chief Business Officer (CBO) Report

CBO Materials are included in the packet.
Listened to a meeting on the Governor's revised budget.
There will be deferrals for this year and for next; these deferrals could amount to $3 million so the paycheck protection program will be able to cover the paychecks until the amounts are received from the state.
There are still questions about forgiveness of the payroll protection loan. Pali will seek legal advice about whether it is forgivable once the Treasury Department answers some questions.
SBA would make the determination as to whether it is forgivable.
The monies from the payroll protection funding are currently in the Cathay bank account
The funds will go into the county treasury (LACOE) but electronic transfers cannot be made into that account so that is why they are temporarily in Cathay.

I. Executive Director/Principal (EDP) Report

The report stands as submitted.
Stakeholders are anxious to know about instruction for the next school year. LAUSD will be part of the decision about when and how to re-open because LAUSD is the owner of the campus.
Charters are asking to be part of the conversation.
Curriculum Council is meeting on Friday will look at some possibilities for options depending on what rules are in place by state and local governments and LAUSD.
Registration has happened online.
Regular activities are happening virtually.
Faculty and staff have worked hard to make things operate smoothly.
Annual Performance Review - things will take place virtually. Expecting a report toward the end of July.

III. Board Committees (Stakeholder Board Level Committees)

A. Budget & Finance Committee Updates

Most of the things discussed are agendized later in this meeting.
Their annual lengthy meeting is scheduled.

B. Election Committee Updates

Paula Anderson and Reeve Chudd update:
Thanks to everyone who reached out to get people to run.
We have one person for each seat with the exception of Reeve's non-traveling parent seat, for which there are 2 people. So we will have to hold an election for that seat.
The election could be run through Schoology.
Reeve Chudd made a motion to approve all candiates running unopposed and that we run an election for the non-traveling parent seat.
Emily Hirsch seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Rick Steil	Aye
Andrew Paris	Aye
Emily Hirsch	Aye
Adam Glazer	Aye
Brooke King	Abstain
Larry Wiener	Aye
Paula Anderson	Aye
Leslie Woolley	Abstain
Reeve Chudd	Aye
Sara Margiotta	Aye
Dara Williams	Aye

IV. Academic Excellence

A. Academic Policy Review

Monica Iannessa and Pam Magee discussed the policies.
The thought is that this is a good time given that we are in an eLearning environment.
Realize that the school has some growth to do with regard to some of Pali's policies.
Pali wants to make sure that policies are fair and equitable and that there is nothing punitive.
It's important that stakeholders feel that policies are transparent.
Pali wants to analyze the impact of course grade policies and other policies on grades for the semester.
This semester can be instructive to assist with going forward and modifying policies to make sure that student needs are addressed, especially with regard to virtual learning.

The more consistency we have the fairer we will be.
Looking forward to getting feedback from all of the stakeholders.

B. Update on Schoolwide Goals

See materials for school-wide goal updates, which contain the specifics of the budget.
Largely unchanged from previous reports.
Stephen Klima inquired about what the transportation budget is for next year; if we are learning virtually then that expense would not be the same; for now, the transportation costs are anticipated but that could change; as could revenue numbers for cafeteria and civic center permit/pool fees.
Budget & Finance Committee will meet to discuss these things with the goal of being able to dynamically change numbers depending on the circumstances: budget reductions; extra costs and reduced costs based on whether there is virtual learning.
The May revised includes a reduction in funding.
The budget will likely be based on having students in class because that comes with higher costs so it's the most fiscally responsible way to address the budget.
There are many variables that are up in the air both on the revenue and expense side depending on how the school is operated in the fall.

C. 2020-21 Calendar/Important Dates

Start date for next year has been agreed upon.
The start date for 2nd semester is incorrect; it is actually January 11th.

V. Changes/Updates in Response to COVID-19

A. COVID-19 Related Issues and Impact on School

Nothing to add from the previousl discussion.

VI. Finance

A. Current Budget Update

Budget materials include the current budget numbers. Largely unchanged from previous budget reports.
Greg Wood went through the materials
Stephen Klima inquired about what the transportation budget is for next year; if we are learning virtually then that expense would not be the same; for now, the transportation costs are anticipated but that could change; as could revenue numbers for cafeteria and civic center permit/pool fees.
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There are many variables that are up in the air both on the revenue and expense side depending on how the school is operated in the fall.
Adjustments will be made based upon what funding we receive.
July is a huge revenue month for the school so that will need to be adjusted depending on when the school can re-open.
Opening of our Civic Center permit is an LAUSD decision because it is their property and they are concerned about liability.
A question about savings from substitutes will be addressed when Greg Wood talks about salaries.
Savings in substitutes for this semester is about $75,000.
Benefit areas; there will be some reduced costs but those costs will have to be made up in future years.
2% health benefits increases;
Total salaries and benefits are down approximately $170,00
Issues with cafeteria being open given possible social distancing guidelines that may be in place; so food delivery to students may look different; parents may be concerned as well.
Insurance rates may go up quite high
Consulting costs may be lower if eLearning
Transportation budge is also affected; athletics and other activities buses were canceled as were the school buses for students and special education students
Budgeting worst-case scenario on transportation.
The timing of cash deferrals isn't factored in.
Stand to lose $500,000.
Budget & Finance Committee will be working on this.
Board direction was asked for. There was a discussion about this, including that the Board cannot give direction without a vote.
Rick Steil mentioned that technology should be a priority. A discussion ensued that individual comments would be considered but they would not be considered as an official directive from the Board.
June 9th is the budget board meeting.
June 23rd would allow for a discussion at the June 9th meeting and a re-calibration of the budget if necessary to then be discussed at the June 23rd meeting.

B. Budget Projections for 2020-2021 School Year

C. Pool Heater Replacement

Don presented.
One of the heaters is broken.

Money allocated for this is monies that have to be used on maintenance. It can't be used for other purposes.
The more expensive system gives us long term savings.
The pool is important not only for a source of revenue but also for the community.
It's important for our swim teams, water polo teams, and for PE classes and teaching students to swim.
The heater is for the large competition pool now. The other heater will have to be replaced but this is more important.

Dara Williams made a motion to purchase the heater as recommended by the Budget & Finance Committee.
Adam Glazer seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Dara Williams	Aye
Sara Margiotta	Aye
Emily Hirsch	Aye
Paula Anderson	Abstain
Leslie Woolley	Aye
Rick Steil	Abstain
Adam Glazer	Aye
Larry Wiener	Abstain
Brooke King	Abstain
Andrew Paris	Abstain
Reeve Chudd	Absent

VII. Facilities/Operations

A. Transportation Update

B. Janitorial Contract

Contract with the materials.
Greg asked: Does the contract cover that there not be an increase if there is no minimum wage increase?
Contigent approval that if minimum wage law is appealed then the cost increase should not be passed on.
Sara Margiotta made a motion to approve the Uniserve contract as presented with an amendment that any minimum wage freeze be reflected in the costs in the contract.
Adam Glazer seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Emily Hirsch	Aye
Leslie Woolley	Aye
Brooke King	Abstain

Roll Call

Larry Wiener	Abstain
Rick Steil	Abstain
Dara Williams	Aye
Paula Anderson	Abstain
Andrew Paris	Abstain
Sara Margiotta	Aye
Reeve Chudd	Absent
Adam Glazer	Aye

C. Operations Updates

Nothing additional to report.

VIII. Governance

A. Executive Director/Principal Evaluation

Ongoing.

IX. Consent Agenda: Finance Items

A. Approval of reimbursements for Executive Director/Principal

None.

X. New Business / Announcements

A. Announcements / New Business

Palisadian Post featured two teachers
Virtual graduation June 4th
Board meetings June 9th and June 23rd.

B. Announce items for closed session, if any.

Closed session items as noted on the agenda.

XI. Open Session

A. Return to Open Session

Return to open session to adjourn.

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

Nothing to report out.

XII. 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 9:19 PM.

Respectfully Submitted,
Leslie Woolley

Documents used during the meeting

None