APPROVED

Palisades Charter High School

Minutes

Board Meeting

Date and Time
Tuesday April 16, 2024 at 5:00 PM

Location
Gilbert Hall, Palisades Charter High School
15777 Bowdoin Street, Pacific Palisades, CA 90272

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

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

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

Trustees Present

David Pickard IV, Karen Ellis, Kiumars Arzani, Kristina Irwin, Maggie Nance, Melissa Schilling, Robert Rene, Rustin Kharrazi, Sara Margiotta, Tyler Farrell

Trustees Absent
Andrew Paris, Saken Sherkhanov

Ex Officio Members Present
Dr. Pam Magee, Juan Pablo Herrera

Guests Present
Jeff Roepel, Martha Monahan

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 16, 2024 at 5:08 PM.

B. Record Attendance and Guests

Shira Berukhim is representing the student body in place of Rustin Kharrazi.

C. Public Comment

No public comment

D. Approve Minutes

Kiumars Arzani made a motion to approve the minutes from Board Meeting on 03-19-24.
Melissa Schilling seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Saken Sherkhanov	Absent
Robert Rene	Absent
Karen Ellis	Aye
Maggie Nance	Aye
Kristina Irwin	Aye
Melissa Schilling	Aye
Kiumars Arzani	Aye
Andrew Paris	Absent
Sara Margiotta	Aye
David Pickard IV	Aye
Rustin Kharrazi	Aye
Tyler Farrell	Aye

E. Approve Minutes

Sara Margiotta made a motion to approve the minutes from Special Board Meeting on 03-19-24.
Karen Ellis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Maggie Nance	Aye
Karen Ellis	Aye
Saken Sherkhanov	Absent
Kristina Irwin	Aye
Kiumars Arzani	Aye
Tyler Farrell	Aye
Robert Rene	Absent
Andrew Paris	Absent
Melissa Schilling	Aye
Sara Margiotta	Aye
Rustin Kharrazi	Aye
David Pickard IV	Aye

II. Organizational Reports

A. Student Report

Shira Berukhim:
- ASB elections have ended and we have decided the reps for next year. The roster is posted outside Mr. King's room, F104.
- Blood drive is Tuesday, April 30th.
- Frosh tug-of-war on May 2nd during lunch.
- Prom tickets on sale until this Friday.
- Puppies will be here during quiet week.
- Annual student survey is in the works. We no longer have a Pali Period to complete that, so we are working on a time for students to do that.

B. Parent Report

Kristina Irwin and Melissa Schilling: Nothing to report at this time.

C. Represented Classified Staff Report

Nothing to report at this time.

D. Unrepresented Classified Staff Report

Karen Ellis: Nothing to report at this time.

E.

Faculty Report

Tyler Farrell, Maggie Nance, and David Pickard IV: The report stands as submitted.

F. Human Resources Director (HR) Report

Martha Monahan: The report stands as submitted.

G. Director of Operations Report

The report stands as submitted.

H. Admin. Safety and Security Team

Brooke King:
- The front fence project is estimated to run September 2025-April 2026.
- Trainings are being accessed for administration and staff regarding safety and security.

I. Director of Development Report

Nothing to report at this time.

J. Chief Business Officer (CBO) Report

Juan Pablo Herrera: The report stands as submitted.

K. Executive Director/Principal (EDP) Report

Dr. Pam Magee: The report stands as submitted.
- We are aware of the Topanga Road closure and we are working to find ways to soften some of the compliance requirements for families and staff that have been affected. We are currently unaware of how long this will continue. More to come on this issue.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

Tyler Farrell: The report stands as submitted.

Sara Margiotta: In the state testing presentation they make a note that the math scores may be down because of how much online classes are being taken. Is this a hypothetical or is there data to support this?

Tyler Farrell: It is hypothetical because we don't always have access to different math courses students are taking.

Kiumars Arzani: If a student is taking a class outside of Pali, how do we know of this credit?

Tyler Farrell: Most are done through dual enrollment. Dr. Lee and the Counseling Office have more information on that data.

B. Budget & Finance Committee Update

Sara Margiotta:
- We met yesterday and approved most of what is on the agenda. We are circling back to the lab costs and are hoping to bring those down.

C. Election Committee Update

David Pickard IV: The election committee has completed this election cycle and the following results have been certified:
- Parent Seat, Non-Traveling: Roger Crystal
- Parent Seat, Traveling: Jessica Recinos
- 2 Year Faculty Seat: Nicholas Albonico
- 1 Year Faculty Seat: Maggie Nance
- Management/Admin Seat: Martha Monahan
- Community Seat: Amir Ebtehadj

Kiumars Arzani made a motion to approve the 2024-2025 Board of Trustees election results as presented.
Melissa Schilling seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Saken Sherkhanov	Absent
Rustin Kharrazi	Aye
Robert Rene	Absent
David Pickard IV	Aye
Sara Margiotta	Aye
Maggie Nance	No
Melissa Schilling	Aye
Kristina Irwin	Aye
Karen Ellis	Aye
Kiumars Arzani	Aye
Tyler Farrell	Aye
Andrew Paris	Absent

IV. Board Committees (Board Members Only)

A. Board Members Only- Committee Updates

Audit Committee - Will be meeting next week.
Grade Appeal Committee - 1 grade upheld, 1 grade denied, 1 still pending, 1 no action taken.
Risk Management Committee - Did not meet this month.

Survey Committee - We need to work with student survey so language matches. Once student survey is done, we will compare.

V. Academic Excellence

A. PCHS Revised Attendance Policy

Dr. Pam Magee - We had extensive conversation about the attendance policy starting last year and are looking to condense some of the information this year. Tyler Farrell has been working on this and we have some revisions.

Tyler Farrell - We started with what we had and the biggest change is a reduction in the language. We also added the school attendance response team, which is pretty standard, but we do not have that yet. Any student that hits a certain number of absences will be contacted by an intervention team. We have also floated an idea of a "no go list" of students that are consistently skipping class, as well as a reduction of the attendance codes. Compulsory code and education code is still in there.

VI. Finance

A. 2023-24 Budget vs Actuals

Juan Pablo Herrera presented the 2023-2024 Budget vs. Actuals, which can be found in the board materials.

B. RFP No 2023-24-1 Custodial Services Contract

Juan Pablo Herrera presented the proposed RFP No 2023-24-1 Custodial Services Contract, which can be found in the board materials.
Kiumars Arzani made a motion to approve Khol Building Maintenance as the Custodial Service provider for 2024-2025. The maintenance agreement will be in accordance with the terms presented in the RFP bid.
Maggie Nance seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Sara Margiotta	Aye
Tyler Farrell	Aye
Melissa Schilling	Aye
Kristina Irwin	Aye
Rustin Kharrazi	Aye
David Pickard IV	Aye
Karen Ellis	Aye
Saken Sherkhanov	Absent
Robert Rene	Absent
Maggie Nance	Aye

Roll Call

Kiumars Arzani	Aye
Andrew Paris	Absent

C. RFP No 2023-24-2 Safety & Security Services Contract

Juan Pablo Herrera presented the RFP No 2023-24-2 Safety & Security Services Contract, which can be found in the board materials.
Melissa Schilling made a motion to approve St. Moritz Security as the security services provider for 2024-2025. The agreement will be in accordance with the terms presented in the RFP bid.
Karen Ellis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Andrew Paris	Absent
Melissa Schilling	Aye
Rustin Kharrazi	Aye
David Pickard IV	Aye
Kiumars Arzani	Aye
Sara Margiotta	Aye
Maggie Nance	Aye
Tyler Farrell	Aye
Saken Sherkhanov	Absent
Karen Ellis	Aye
Robert Rene	Absent
Kristina Irwin	Aye

D. RFP No 2023-24-3 Transportation Services Contract

Juan Pablo Herrera presented the RFP No 2023-24-3 Transportation Services Contract, which can be found in the board materials.
Kiumars Arzani made a motion to approve American Transportation System (ATS) as the transportation services provider for 2024-25. The contract will be in accordance with the terms in the RFP bid.
Melissa Schilling seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Karen Ellis	Aye
Rustin Kharrazi	Aye
Kristina Irwin	Absent
Andrew Paris	Absent
Sara Margiotta	Aye
Saken Sherkhanov	Absent
David Pickard IV	Aye
Robert Rene	Absent
Maggie Nance	Aye

Roll Call

Melissa Schilling	Aye
Tyler Farrell	Aye
Kiumars Arzani	Aye

E. 2024-25 MOU for LAUSD School Police Services

Juan Pablo Herrera presented the 2024-25 MOU for LAUSD School Police Services, which can be found in the board materials.
Kiumars Arzani made a motion to approve the 2024-2025 MOU for LAUSD school police services in the amount $183,936.
Melissa Schilling seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Kristina Irwin	Aye
Karen Ellis	Aye
Kiumars Arzani	Aye
Sara Margiotta	Aye
Maggie Nance	Aye
Andrew Paris	Absent
Robert Rene	Absent
Saken Sherkhanov	Absent
Rustin Kharrazi	Aye
Melissa Schilling	Aye
David Pickard IV	Aye
Tyler Farrell	Aye

F. PCHS Retirement Healthcare Benefits Trust Agreement

Juan Pablo Herrera presented the PCHS Retirement Healthcare Benefits Trust Agreement, which can be found in the board materials.
Kiumars Arzani made a motion to approve the PCHS Retirement Healthcare Benefits Trust and establish an irrevocable trust.
Kristina Irwin seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Tyler Farrell	Aye
Melissa Schilling	Aye
Saken Sherkhanov	Absent
Kiumars Arzani	Aye
Maggie Nance	Abstain
Karen Ellis	Aye
Sara Margiotta	Abstain
Rustin Kharrazi	Aye
Robert Rene	Absent
Andrew Paris	Absent

Roll Call

David Pickard IV	Aye
Kristina Irwin	Aye

G. Lab/Classroom Modernization Proposal

This agenda item has been tabled.

VII. Governance

A. 2024-2025 Board Meeting Calendar

Sara Margiotta made a motion to approve the 2024_2025 Board Meeting Calendar.
David Pickard IV seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Andrew Paris	Absent
Kristina Irwin	Aye
Maggie Nance	Aye
Robert Rene	Absent
Melissa Schilling	Aye
Sara Margiotta	Aye
Tyler Farrell	Aye
Kiumars Arzani	Aye
David Pickard IV	Aye
Rustin Kharrazi	Aye
Karen Ellis	Aye
Saken Sherkhanov	Absent

VIII. Consent Agenda: Finance Items

A. School Organized Conferences/Trips

Maggie Nance made a motion to approve the consent agenda.
Sara Margiotta seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Karen Ellis	Abstain
Kristina Irwin	Aye
Andrew Paris	Absent
Tyler Farrell	Abstain
Sara Margiotta	Aye
Robert Rene	Absent
David Pickard IV	Aye
Saken Sherkhanov	Absent
Kiumars Arzani	Aye

Roll Call

Maggie Nance	Aye
Melissa Schilling	Aye
Rustin Kharrazi	Aye

IX. New Business / Announcements

A. Announcements / New Business

Date of the next regular Board Meeting: Tuesday, May 14, 2024 at 5:00pm

B. Announce items for closed session, if any.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:29 PM.

Respectfully Submitted,
David Pickard IV