APPROVED

Palisades Charter High School

Minutes

Board Meeting

Date and Time
Tuesday September 17, 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

Amir Ebtehadj, Jessica Recinos, Kristina Irwin, Maggie Nance, Martha Monahan, Minh Ha Ngo, Nicholas Albonico, Roger Crystal, Sara Margiotta

Trustees Absent
Andrew Paris, Kiumars Arzani

Ex Officio Members Present
Dr. Pam Magee

Guests Present
Charlie Speiser

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 Sep 17, 2024 at 5:11 PM.

B. Record Attendance and Guests

C. Public Comment

Mark Cummins - Sam Cummins is transferring into Pali. He is choosing to come to Pali for his senior year. He's coming to Pali to be with friends. He has a 504. He took AP classes at Calabasas and he's coming here with a 3 on one score and a 4 for two classes. The AP grade bump scores will not transfer into Pali based on our policy. Please reconsider this policy.
Edi Cooke - Clinical psychology studying assessment. These are highly standardized tests. These are not out-of-context scores. They are the most standardized courses. The kids are at jeopardy of a source of discrimination if some kids get a boost and some do not.

D. Election Committee Update

We had a special election for the second year of the vacated faculty trustee seat. The election was closed on Sept. 12th. The committee received one applicant, Minh Ha Ngo. Her application was vetted and the Committee moved to accept her as the candidate and is recommending her to the Board for approval.
Maggie Nance made a motion to accept the recommendation from the Election Committee to seat Minh Ha Ngo in the vacated faculty seat for the remaining 1 year of the 2 year term.
Nicholas Albonico seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Approve Minutes

Roger Crystal made a motion to approve the minutes from 8/20/2024 Board Meeting on 08-20-24.
Jessica Recinos seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Organizational Reports

A. Student Report

Students are doing well. Everyone is settling in. Football Fest went well. Today was Student Union Club Day. Then we have service and interest-based club days and that is fun!

B. Parent Report

Kristina - Motorized bikes creating a safety issue for the kids leaving school.

C. Represented Classified Staff Report

No report given.

D. Unrepresented Classified Staff Report

Nothing to report

E. Faculty Report

Several teachers have approached Mr. Albonico asking about teachers having service workers, even one or two to help alleviate their workload.

F. Human Resources Director (HR) Report

Met with the Budget & Finance Committee (B&F) regarding changing one Tech I position to a Tech II position. Currently, there are 2 Tech I positions and 1 Tech II position. The result of this change would allow for 1 Tech 1 position and 2 Tech 2 positions. There are current employees eligible for the Tech II positions and have demonstrated exemplary work. The change would allow both to be promoted rather than just one.

M. Monahan met with B&F Committee who approved the addition of a Tech II position and the elimination of 1 Tech 1 position.

M. Nance brought up the concern if several employees are all at the higher step, would the cost difference be feasible. Steps are equivalent to years as teachers, it is all a case by case scale for different positions, i.e in administrative positions, how does a teacher that is elevated to admin with no experience get placed on the Step plan? Experience in and out of the classroom would be considered, such as dept. chair, etc..

M. Nance brought up equity concerns when teachers are elevated to administrative positions. Longevity and experience in the previous position should be considered when placing individuals into a different step.

Dr. Ngo brought up that a mechanism should be in place for these promotions.
Sara Margiotta made a motion to Approve the additional Tech II position and the elimination of a Tech I position.
Nicholas Albonico seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Band teacher has a single subject credential in music, but the marching band students would need the approval of PE single subject so that they can receive P.E credit.

K. Newbill has taught a knitting course for many years, she is a science teacher but needs a single subject approval to teach the elective course since it is out of her biology credential.

M. Nance brought up if kids could get CTE credit if she had a home economics credential.
M. Monahan stated that she hypothetically could.

In the case of the knitting class, it has to be approved each year by the board and she does not require a credential since she is qualified. This exemption allows teachers to instruct courses that they have expertise in but no credential.

Maggie Nance made a motion to approve the To approve Local Assignment Option for certificated employees, Peter Ye and Karyn Newbill, to work outside of their primary credential area.
Minh Ha Ngo seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

New fiscal director has been hired: Ms. Alexis Duston. She has a wide range of experiences in the financial sector.

Two updated job descriptions for the Assistant Director of Academic Planning as well as the Assistant Director for Student Support Services. The name has been reflected to capture a wider range of candidates that are more familiar with the title in special education sphere.

The title and job description is now updated to align with other schools and districts.

G. Director of Operations Report

Nothing to report at this time.

H. Director of Information Technology Report

No new updates.

I. Admin. Safety and Security Team

Nothing to report at this time.

J. Director of Development Report

S Margiotta reported that fundraising is off to a great start and we have raised more funds than last YTD.

K. Chief Business Officer (CBO) Report

Report to be reviewed under Fiscal item in the agenda.

L. Executive Director/Principal (EDP) Report

Highlighted the work of ASB regarding the student clubs student unions (LSU, BSU, GSA). The student unions were all showcased for the first time in the quad all together after ASB amended their constitution to formalize this gathering.

Moving forward with NWEA trainings and assessments in the following week.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

Dr. Ngo reported on the open seats in the AAC, new members will be seated at the next meeting.

B. Budget & Finance Committee Update

S. Margiotta reported that the committee met and approved the Tech II position, unaudited actuals, as well as the 24-25 EPA budget. They also had a conversation regarding the Temescal street banners and potentially reaching out to alumni for funding.

The group is looking for additional Budget & Finance Committee members.

C. Charter Committee Update

S. Margiotta reported that the Charter Committee is scheduled to meet next month. Dr. Magee stated they would meet monthly, and frequency would increase later into the year.

IV. Board Committees (Board Members Only)

A.

Board Members Only - Committee Updates

Jessica has stated interest in serving on Audit.
Grade Appeal will begin in the coming months.
Survey has not convened yet.

V. Academic Excellence

A. Santa Monica College Dual Enrollment Agreement

Annual document that the board has to approve regarding dual enrollment.

Dr. Ngo asked do students receive AP credit for these courses? Dr. Magee stated that she will check.

This current approval is for a photography course, M. Nance asked if the students receive a bump for the course? EDP responded that it is a year long course, so they will receive credit accordingly.

*Note to change Chris Lee's name as signatory since he is no longer at PCHS.

Jessica inquired if all these dual enrollment courses are online? Dr. Magee stated that this is the case with our bell schedule and instructional minutes. EDP stated that students can take other non-listed courses and can add them to their supplemental transcript.

Some courses can be taken with single basis approval, but in this case any student who takes photography would receive credit for it.

Kristina inquired if the same policy applies to summer courses at community colleges and receiving the approval from the school.

This course agreement allows a Pali teacher to instruct the class and for students to receive dual credit.
Kristina Irwin made a motion to approve the dual enrollment agreement with Santa Monica College.
Jessica Recinos seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Maggie Nance	Abstain
Andrew Paris	Absent
Roger Crystal	Aye
Minh Ha Ngo	Abstain
Martha Monahan	Aye
Kristina Irwin	Aye
Jessica Recinos	Aye

Roll Call

Nicholas Albonico	Abstain
Kiumars Arzani	Absent
Amir Ebtehadj	Aye
Sara Margiotta	Aye

B. Virtual Options at PCHS

Randy Tenansnow reviewed the presentation provided to the Board. History and development of the program was shared and how the program has developed throughout the years.

R. Tenansnow made a clarification about virtual academy students versus pupils that take one-off courses online/virtually.

R. Tenansnow provided information about the rigor, time-commitment and structure of the program. Students transcripts do not state that they are virtually enrolled as opposed to in-person attending students.

Exams are proctored, attendance is taken differently than in-person attending. Attendance is contingent on work completion. Students are proctored on Zoom or in-person. The teacher is on the call and students have locked-down browsers. Academic integrity concerns were mentioned, such as AI policy.

Dr. Ngo asked why can we not request students be proctored in-person. R. Tenansnow responded that the program has been designed in order to be conducive to students timelines and commitments.

M. Nance brought up the concern of the scale of academic dishonesty in regards to in-person work versus online coursework. She stated we should figure out a method or plan that allows students to perform honestly and to be prepared for re-integration to in-person courses.

R. Tenansnow acknowledged M. Nance's concern about Foreign Language challenges, but has seen first hand her AP Lit students be well prepared for their testing.

M. Nance believes that the online coursework and in-person instruction may be inequitable.

Dr. Magee stated that declining enrollment is of concern and the school must maximize opportunities for students to excel and be educated in the best format conducive to them.

R. Tenansnow presented that for the 504 online program does not include WL, upper level math, AP Courses, and other specialty courses.

The study seminar teacher is supporting the students in their coursework as well as support from their intervention counselors.

S. Margiotta inquired about Apex, 504 and credit recovery program use of credentialed teachers. For IEP, case managers have credentials to grade and assess special education student work.

Amir asked what Granda is doing, what are other schools using? Teachers have concerns, APEX was used twelve years ago, being used again this year.

Dr. Ngo asked about which coursework will be posted on the transcript. There are specific teachers in each subject who oversee the courses in the virtual program. Her concern is that the IEP, 504 of credit recovery students do not have enough support in content-knowledge.

R. Tenansnow stated the benefit of the Apex program is the reduction of video instruction and more reading-heavy coursework.

Dr. Magee stated that the school has used a variety of different programs and surveyed to find the most suitable option.

S. Margiotta asked if Virtual Academy (VA) instructors are a part of the department-specific PLC work?

R. Crystal asked about the population, R. Tenansnow stated 250 students are VA, and hundred or so in IEP virtual. He also asked how are students aware that in-person learning should be the preferred method. Dr. Magee stated that in-person coursework instruction is overwhelmingly the most popular and commonplace choice. During credit recovery at most 70 students are enrolled over the summer in-person.

Dr. Ngo reiterated her concern with outside-Pali learning programs such as Laurel Canyon or Silicon Valley, and how to encourage students to take these courses in-person at Pali. S. Margiotta inquired on how to make the vetting for these online-schools more rigorous. Who would vet these courses?

R. Tenansnow added that this program is not the "easy-way".

M. Nance stated to review the formatting before the one-sheeter is disbursed widely. Also included that we should discuss how we can better the program and the instruction plan to benefit students.

VI. Athletics

A. CIF Membership Renewal Application

Ms. Nance presented on behalf of the AD, we must have this agreement to ensure that all our sports teams are in the CIF.
Sara Margiotta made a motion to approve the 2024-25 CIF Membership Renewal Contract.
Amir Ebtehadj seconded the motion.
The board **VOTED** to approve the motion.

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

VII. Finance

A. 2023-24 Unaudited Actuals Report

The CBO presented the report and it stands as submitted. The report was sent to LACOE and LAUSD.

M. Nance asked if the interest revenue is coming from the reserve. The CBO said the monies come from the generated revenue of the unspent allocated funds.

Dr. Ngo mentioned the decrease in permitting is concerning, Mr. Lin stated that some funds could have been un-reflected from the Zelle account. Sara mentioned that the new Director of Operations should revise the process to ensure streamlined accounting.

Dr. Ngo mentioned that there were no new math paraprofessionals hired, Mr. Lin will review to have the document accurately reflect this.

M. Nance stated that we budgeted conservatively, however as a whole things turned out better than anticipated.

Jessica inquired why they are unaudited, Mr. Lin responded that once we have closed our internal review an outside independent company will conduct an audit.
Maggie Nance made a motion to approve the 2023-2024 Unaudited Actuals.
Roger Crystal seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. 2024-25 Budget Update

This is a snapshot from August, next month we will be at a better place to project the budget.

M. Nance inquired about the allocation that must be spent by the end of the month. Mr. Lin stated that will be on par to allocate funds and expenditures amounting to 100k by the end of the month.

M. Nance also asked about the 100k that has been allocated for PD, that 10k of has already been spent. Dr. Magee stated a large amount has been set aside for PLC work training and goals.

C. 2024-25 EPA Budget

Mr. Lin reviewed the 2024-2025 EPA Budget as submitted. The Education Protection Account (EPA) account, funds are derived from the Local Control Funding Formula (LCFF) and the funds received from Prop. 30. The budget represents the allocated amount and how PCHS intends spend the funds.

Dr. Ngo inquired if this is supplemental. Mr. Lin stated these are not supplemental and clarified that we are obligated to allocate these funds to teachers salaries. The money cannot be used for anything else.
Amir Ebtehadj made a motion to approve 2024-25 Education Protection Account (EPA) Budget.
Maggie Nance seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Andrew Paris	Absent
Sara Margiotta	Aye
Martha Monahan	Aye
Kristina Irwin	Aye

Roll Call

Jessica Recinos	Aye
Maggie Nance	Aye
Kiumars Arzani	Absent
Amir Ebtehadj	Aye
Roger Crystal	Aye
Nicholas Albonico	Aye

VIII. Consent Agenda: Finance Items

A. School Organized Conferences/Trips

Amir Ebtehadj made a motion to approve the consent agenda as submitted.
Jessica Recinos seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Kiumars Arzani	Absent
Andrew Paris	Absent

IX. New Business / Announcements

A. Announcements / New Business

The next regular Board meeting is Tuesday, October 15, 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 7:03 PM.

Respectfully Submitted,
Amir Ebtehadj