APPROVED

Palisades Charter High School

Minutes

Board Meeting

Date and Time
Tuesday January 28, 2025 at 5:00 PM

Location
Join from PC, Mac, iPad, or Android:
https://go.palihigh.org/BoardOfTrusteesLive

Phone one-tap:
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Webinar ID: 818 3573 8513
International numbers available: https://palihigh-org.zoom.us/u/kbRBd8ExWN

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

Trustees Absent
None

Trustees who arrived after the meeting opened
Kristina Irwin

Ex Officio Members Present
Dr. Pam Magee (remote)

Guests Present
Charlie Speiser (remote), Jeff Roepel (remote)

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 Jan 28, 2025 at 5:00 PM.

B. Record Attendance and Guests

C. Public Comment

Pete Stevens: Asked to move the agenda item regarding relocation to the beginning of the meeting.

Lisa Cahill: Update regarding the January 14th meeting action items as well as the math department which was brought up in December.

GOOGLE FORM RESPONSES

Anonymous: "Can you please be more transparent as to how many students have left Pali already and how many students remain?"

Linda Deeds: "Would the Board please consider having the students attend school for full days while on zoom? Currently, students receive only 3 hours of instruction per day. Teachers are struggling to fit their normal lesson plans into these shortened classes, which are now approximately 60% as long as were previously. Out of necessity, they are unable to cover everything that they normally would.

Personally, I would like my daughter to get as normal of an education as possible this semester. Having rushed classes and less time with their teachers is not a good idea at this time. Our students have lost so much; please don't take their education away from them too."

D. Approve Minutes

Nicholas Albonico made a motion to approve the minutes from Special Board Meeting on 01-21-25.
Andrew Paris seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Roll Call

Sara Margiotta	Aye
Amir Ebtehadj	Aye

E. Approve Minutes

Nicholas Albonico made a motion to approve the minutes from Special Board Meeting on 01-14-25.
Kiumars Arzani seconded the motion.
Note that some agendized items were tabled re: math department and other item.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Approve Minutes

Sara Margiotta made a motion to approve the minutes from Board Meeting on 12-10-24.
Andrew Paris seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Organizational Reports

A. Student Report

The ASB representative reported that:

- Students are actively coordinating with local restaurants to organize grade-level events and support sports games
- The Booster Club successfully hosted a bowling night and partnered with KTLA for a community night at the Santa Monica Pier
- Several companies have reached out expressing interest in hosting fundraising events to benefit Palisades Charter High School

B. Parent Report

Questions regarding the status of relocation and updates were raised.

When Pali will be back in-person learning?

C. Represented Classified Staff Report

Happy to see other paraprofessionals in Zoom classes and creating a sense of community.

D. Unrepresented Classified Staff Report

Management is very proud of the faculty, staff and whole community for coming together.

E. Faculty Report

The faculty representatives provided the following updates:

- Teachers are rapidly adapting to remote instruction via Zoom, working diligently to maintain student engagement despite challenges similar to those experienced during COVID-19.
- Faculty members are organizing extracurricular activities and outings to foster community among students and staff.
- Special recognition was extended to Athletic Director Rocky Montz and Assistant Director Adam Licea for their exceptional support during this transition regarding the continuation of athletic games and programs.

Concerns raised:

- Faculty expressed frustration regarding recent emails about the ADP time-tracking app, noting that threats of reprimands for non-compliance have negatively impacted morale.
- Questions were raised about when faculty might be permitted to return to campus to retrieve personal belongings, or whether these items were lost in the fire.

Student engagement:

- Students have been actively participating in Zoom classes with cameras on, demonstrating commitment to their education despite the circumstances.
- The IT department received commendation for their quick response in ensuring technological access and connectivity for the entire school community.

F. Human Resources Director (HR) Report

The HR director expressed her appreciation to the UTLA and PESPU leadership for their guidance and support throughout this challenging situation. Gratitude was extended to the various community organizations and individuals who have contributed to easing the current circumstances. Recognition was also given to the tenacity demonstrated by staff members and their unwavering commitment to serving students despite the difficulties faced.

G. Director of Operations Report

Report stands as submitted.

H. Director of Information Technology Report

Report stands as submitted.

I. Director of Development Report

The Director of Development Rene Rodman reported that numerous individuals and organizations, both locally and nationally, have reached out to support Palisades Charter High School in its recovery efforts.

Fundraising Updates:

- The core "Raise Pali" campaign has successfully raised $120,000 to date.
- The fundraiser at Pacific Park on the Santa Monica Pier, in partnership with KTLA, generated $10,000 in a single evening.
- A restaurant opening event in downtown Los Angeles last week contributed $4,500 to the recovery fund.
- Alumni-organized fundraising initiatives have collectively raised $30,000.
- Mr. Marsden has personally coordinated a separate fundraiser as well.

Operational Considerations:

- Andrea King has been providing valuable support to fundraising efforts, though the team is currently discouraging in-kind donations due to uncertainty about the school's status and lack of storage facilities.
- The development team is encouraging individuals to utilize the Give Butter platform for fundraising to ensure donors receive proper tax deductions.

- Sue Seltzer was recognized for creating a comprehensive style guide and providing graphic design support for fundraising events.
- The team is working with Joe Lin to secure a P.O. Box and is preparing to share detailed plans for how funds will be allocated.

Strategic Planning:

- Board member Kiumars Arzani suggested reaching out to Rick Caruso regarding potential support for rebuilding efforts.
- The current focus remains on national fundraising while media attention extends beyond Southern California.
- Funds are being prioritized for securing an offsite location, purchasing classroom supplies, and supporting sports teams' participation in off-campus competitions.

Questions Raised:

- A question was posed regarding specific support for teachers who lost their classroom materials and equipment.
- Concern was expressed about the significant time and resources required for teachers to reconstruct their classroom environments.
- Rene indicated openness to community assistance with grant writing initiatives.

Financial Considerations:
The Director noted challenges with earmarking funds for specific teachers, explaining that as a 501(c)(3) organization, all funds must be directed to the school as a whole rather than to individuals.
Kristina Irwin arrived at 5:40 PM.

J. Chief Business Officer (CBO) Report

Stands as submitted.

K. Executive Director/Principal (EDP) Report

EDP Magee expressed profound gratitude to the entire Palisades Charter High School community for their unwavering support throughout the rebuilding process. She conveyed optimism that reconstruction efforts would progress swiftly, while acknowledging the community's ongoing questions about return dates. She recognized that establishing definitive timelines remains challenging at this juncture.

Enrollment Status:

- The EDP reported current enrollment stands at 2,700 students, with approximately 300 students having transferred to other schools.
- She clarified that students who leave Palisades this semester would not be permitted to return mid-semester, as this restriction helps maintain program stability. However, these students will be eligible to return in the fall semester.

- The administration is collaborating with the Charter School Division to ensure this return policy can be properly implemented.

Communication Updates:

- Questions raised during the previous board meeting will be addressed in a comprehensive FAQ to be distributed via ParentSquare.
- The Math Lab remains operational from 7:30-8:30 AM and during additional afternoon hours.
- Updates to the Study Center are underway and will be communicated to the community once completed.

External Support Acknowledgments:

- The EDP extended special thanks to Beverly Hills Unified School District for hosting a back-to-school meeting and for support from their education foundation.
- Appreciation was expressed to University High School and Principal Claudia Middleton, who have offered their former continuation school as potential space for administrative offices and the Special Education program.
- Additional acknowledgments were extended to the Governor, the Mayor, and LA City Councilmember Traci Park for their guidance throughout this challenging period.

Community Engagement:
While expressing gratitude for teachers' commitment to remote instruction, the EDP encouraged continued "in-person" engagement opportunities outside the virtual classroom environment.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

Has not met yet.

B. Budget & Finance Committee Update

Met, not many updates, more regular meetings will be forthcoming given the school's situation, in order to prevent stopgap. Special meeting next week.

C. Election Committee Update

Has not yet met.

D. Charter Committee Update

Next charter renewal will now be in 2028, however we are still in the midst of our annual review.

IV. Board Committees (Board Members Only)

A. Board Members Only - Committee Updates

Audit: Has not yet met.
Survey: Has not yet met.
Grade Appeal: Not met, yet appeals are anticipated.

V. Academic Excellence

A. Facility and Temporary Relocation Planning Updates

The administration reported that they are exercising caution and discretion to maintain confidentiality and avoid jeopardizing negotiations for potential relocation sites.

Site Options Overview:

- Of the thirteen potential locations under consideration, six are open spaces that would accommodate modular classroom structures.
- The remaining options are commercial buildings that would require retrofitting to meet educational specifications.
- One particularly option is a campus of a former school.
- All potential locations are situated within the Westside area.

Planning Process:

- A suggestion was made to establish an ad-hoc committee dedicated to the rebuilding effort, with a focus on creating an improved campus through the reconstruction process.
- The administration announced that a potential site will be identified and publicly announced very soon.

B. LAUSD Charter School Compliance Monitoring and Certification of Board Compliance Review 2024-2025

The administration provided an update on the annual compliance audit process, which ensures the school meets all charter requirements and operational responsibilities.

Audit Timeline:

- While the formal site visit is scheduled for April, preparatory work is already underway.
- The administration noted that the initial review deadline occurred earlier this month, but the school was granted an extension.

Policy Updates:

- A standardized uniform complaint form, accessible through Google Forms, was presented to the board. This form will serve as a universal mechanism for addressing all types of complaints.
- The school's wellness policy was also shared with the board for review.

Implementation Progress:

- The administration conducted a comprehensive review of all checklist items that required implementation.
- It was noted that these items were initially presented to the board in October, and the current presentation provided status updates on implementation progress.
- Students will be informed about these forms and procedures through ASB communication channels and support platforms.

VI. Finance

A. 2024-25 Budget vs Actual

The CBO Joe Lin presented the current financial outlook for the school:

Financial Projections:

- A net decrease of $183,000 in assets is anticipated for the current fiscal period.
- The decline in assets is attributed to reduced Average Daily Attendance (ADA) funding, combined with increased operational costs related to the emergency situation.
- Security, custodial, and food services will be suspended for the next two months, with plans to reinstate these services once the school has relocated to its interim campus.

Grant Allocations:

- The Expanded Learning Opportunities (ELO) grant has been utilized to address immediate needs.
- Emergency relief funding is expected to support one-to-one technology costs for students.
- The Visual and Performing Arts (VAPA) grant remains unallocated at this time. Joe will collaborate with relevant departments to assess needs and develop an allocation plan.
- There will be exploration of whether VAPA funds can be directed toward rebuilding efforts and replacing materials for visual and performing arts programs.

Budget Notes:
The current budget projections do not incorporate revenue from ongoing fundraising campaigns.

B. Executive Director Executive Orders

A procedural change was approved regarding Associated Student Body (ASB) financial operations:

ASB Account Signature Authority:

- The standard procedure for the ASB account has required two authorized signatories to approve expenditures and sign checks.
- The Budget and Finance Committee reviewed this requirement and determined that a modification would improve operational efficiency during the current situation.
- The committee established a new process authorizing Executive Director/Principal Magee to serve as the sole signatory for ASB account transactions.
- This temporary change is intended to expedite financial processes and reduce logistical challenges in obtaining multiple signatures during the displacement period.

VII. Consent Agenda

A. Finance Items: School Organized Conferences/Trips

The board reviewed an upcoming school-sponsored trip:

DECA Conference Approval:

- Students from the DECA program will attend a conference at the Anaheim Marriott.
- The administration was directed to verify the number of substitute teachers required to accommodate this field trip.
- Current estimates suggest that one substitute teacher will be needed depending on if in-person instruction resumes by then.

B. Personnel Items

A new moderate to severe Special Education teacher that has joined the team.
Maggie Nance made a motion to approve the consent agenda as submitted.
Sara Margiotta seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Minh Ha Ngo	Aye
Kristina Irwin	Absent
Roger Crystal	Aye
Andrew Paris	Aye
Amir Ebtehadj	Aye
Kiumars Arzani	Aye

Roll Call

Jessica Recinos	Aye
Maggie Nance	Aye
Sara Margiotta	Aye
Nicholas Albonico	Aye
Martha Monahan	Aye

VIII. New Business / Announcements

A. Announcements / New Business

B. Announce items for closed session, if any.

ASB representative was dismissed at 6:52pm and the board entered closed session.

IX. Open Session

A. Return to Open Session

The board came out of closed session at 7:52pm and the Chair updated the public the board discussed temporary site locations and costs associated with them tin order to get students to learning in person as soon as possible.

The Budget and Finance meting will meet next week to discuss the specifics and a special board meeting will be scheduled for February 11th where more updates will hopefully be shared.

B. Report Out on Action Taken In 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 7:53 PM.

Respectfully Submitted,
Amir Ebtehadj