APPROVED

Palisades Charter High School

Minutes

Board Meeting

Date and Time
Tuesday May 20, 2025 at 5:00 PM

Location
Pali South
302 Colorado Avenue
Santa Monica, CA 90401

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, Andrew Paris, Kristina Irwin, Maggie Nance, Martha Monahan, Minh Ha Ngo, Nicholas Albonico, Roger Crystal (remote)

Trustees Absent
Jessica Recinos, Kiumars Arzani, Sara Margiotta

Trustees who arrived after the meeting opened
Minh Ha Ngo

Ex Officio Members Present
Dr. Pam Magee

Guests Present
Charlie Speiser

I. Opening Items

A. Call the Meeting to Order

Maggie Nance called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday May 20, 2025 at 5:10 PM.

B. Recognitions and Certificates of Appreciation

Dr. Sayer recognized and presented certificates of appreciation to several groups instrumental in Pali's transition to Sears.

Margaret's Place, an emotional drop-in support program by Joe Torre's Safe at Home, was recognized for assisting students impacted by the recent fires. Maile Zambuto, representing Margaret's Place, noted that similar initiatives exist at Venice, Samohi, and Pali, with hopes to expand to the Bowdoin campus upon the school's return.

The National Center for School Crisis and Bereavement at Children's Hospital Los Angeles was recognized for providing mental health resources, presentations, and support focused on resiliency for staff, students, and and parents since the start of the Palisades fires recovery. The Center's Director, David Schonfeld M.D., Program Director Karen Rogers Ph.D., and Center Administrator Jose Gomez were acknowledged, and it was mentioned that The Wonderful Company has awarded them funding for the next several years.

Jane Rainsford was recognized on behalf of Judi Barker and the **Barker Center** for their generous donation of their venue for two weeks to host AP examinations.

Finally, the **Santa Monica Masonic Lodge** was recognized for honoring two Pali educators, Rob King and Monique Parks, during their educator awards. Charlie Guillen from the Lodge also expressed their desire to financially support for the school, offering assistance with venue space and school supplies

C. Record Attendance and Guests

D. Public Comment

Alice: a student, reported that many students were unaware of the potential discontinuation of the Math Lab for the upcoming year, a program to be advertised at tomorrow's Dolphin Night. Alice emphasized the program's value to their math education and recommended that administration either maintain the program or clearly communicate its discontinuation to the student body.

Lisa Saxon: Submitted a comment for a follow-up to their October request for an independent investigation into alleged workplace discrimination and hostile work environment created by Human Resources. They reported concerns including: failure to implement accommodations following submission of a doctor's note requesting a standing desk; unprofessional conduct including inappropriate personal comments; delayed implementation of the Interactive Process; non-payment for approved summer work while colleagues on the same project were compensated; and lack of assistance with other accommodation requests. Saxon noted they have only received an informal "coffee chat" with two trustees since their initial complaint, with no formal Board response, and requested resolution before the end of the school year. They indicated they are pursuing payment for hours worked through appropriate channels, including filing a California Public Records Act request.

E. Announce items for closed session, if any.

The non-interested board members entered closed session at 5:28pm.

II. Open Session

A. Return to Open Session

The board returned to open session at 5:45pm.

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

In closed session the non-interested members of the Board, by a vote of 3 to 0, took action to terminate the employment of the PCHS Special Education Coordinator (Employee #102076). Trustee Monahan did not participate in the meeting.

III. Approve Minutes

A.

Approve Minutes

Nicholas Albonico made a motion to approve the minutes from Board Meeting on 04-22-25.
Maggie Nance seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Minh Ha Ngo arrived at 5:53 PM.

IV. Organizational Reports

A. Student Report

With only 15 days remaining in the school year, students are beginning to prepare for final exams. "Future Dolphin Night" is scheduled for tomorrow, and several upcoming events were highlighted, including the Will.i.am event, various senior activities such as senior night and the senior picnic, and Grad Night at Six Flags. Additionally, it was reported that prom was highly successful, with over 700 tickets sold.

B. Parent Report

The Santa Monica City Council has passed an open beverage container ordinance, raising concerns among some parents in the community. Additionally, as indicated in last week's LAUSD presentation, there remains uncertainty for some parents regarding the timeline for returning to the Bowdoin campus.

C. Community Report

Brentwood Community Council recognized three Pali juniors with the prestigious Youth of the Year award: Alessandra Santini (incoming ASB President), Yasmine Santini (Tideline Editor in Chief) and Ocean Silkman (Ambassadors President).

D. Represented Classified Staff Report

Excited to be helping the school close up the school year.

E.

Unrepresented Classified Staff Report

Dr. Monahan commended the ASB for their work at prom, expressing great pride in their efforts and noting that she had never attended a school dance with such well-behaved students.

F. Faculty Report

Faculty members have inquired about the status of their classroom belongings over the summer, specifically whether materials will need to be relocated or if they can remain in place. Questions were also raised regarding the timeline for the disbursement of LAUSD fire aid grants to affected staff. Despite existing challenges, faculty are working diligently to complete the semester, noting that smaller class sizes have been beneficial and remaining students have shown commendable engagement and participation.

G. Human Resources Director (HR) Report

A well-received staff appreciation week was hosted in the basement area that has been transformed into a makeshift staff break room. Food for the event was catered by Palisades Garden Cafe.

H. Director of Operations Report

Stands as submitted.

I. Director of Information Technology Report

J. Director of Development Report

K. Chief Business Officer (CBO) Report

The 2023-24 audit has been completed, allowing preparations to begin for the upcoming fiscal year. All IRS filing requirements were met ahead of the May 15th deadline. As budget season approaches, the finance team is simultaneously closing the current year's books and preparing for the 2025-26 school year. It was noted that fire-affected schools will be protected by a "hold-harmless" provision based on total funding amounts rather than Average Daily Attendance (ADA). The significant distinction is that ADA-based funding would include Cost of Living Adjustments (COLA), whereas the current approach maintains funding at last year's rates.

L. Executive Director/Principal (EDP) Report

Stands as submitted. Community meetings regarding the fire rebuilding effort are ongoing. A presentation for Pali staff and the Board concerning the rebuilding is scheduled for June 2nd. Additionally, an administrative committee for the fire rebuilding will be formed, including representatives from the Board, faculty, parents, and students. Finally, Trustees are invited and encouraged to attend the Hollywood Bowl graduation ceremony on June 4th from 3-5pm.

V. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

The committee discussed the International Baccalaureate (IB) program, noting unanimous support from all attendees at their meeting. They have also discussed the bell schedule, and the Math, Science, and P.E. departments have presented to the committee. The committee's meeting minutes and presentations are available on the school website.

B. Budget & Finance Committee Update

The committee met last week to discuss fundraising and development efforts related to fire aid. ASB expressed concern that decreased revenue would impact their activities. The committee approved holding steady the amount of transportation scholarships for the coming year. Additionally, the International Baccalaureate (IB) program was brought before the finance committee, with a request that the Board task the Academic Accountability Committee to make a recommendation.

C. Election Committee Update

Trustee Irwin presented an update from Election Committee Chair David Pickard. A runoff election for the all-stakeholder community seat is currently being held between Fati Adeli and Kiumars Arzani, with voting open until Friday. Voting is taking place on Infinite Campus for community members, and students are casting their votes on Schoology. The committee plans to meet next week to certify the election results.

D. Charter Committee Update

The EDP commented on the extension of the school's charter and the upcoming Los Angeles Unified School District (LAUSD) visit for authorization on May 28th. The next charter renewal is scheduled for 2028.

VI. Board Committees (Board Members Only)

A. Board Members Only - Committee Updates

There was no update provided for either the Survey Committee or the Audit Committee at this time. All grade appeals have concluded, with the exception of one appeal scheduled to be heard tomorrow.

VII. Academic Excellence

A. Environmental Studies Update

EDP Magee summarized the findings from Citadel EHS, a leading environmental, health, safety, and sustainability (EHS&S) consulting firm. Studies were conducted across all

spaces in Pali South, and their recommendations were detailed in their report. Key considerations and action items included the recommendation to clean and regularly filter air filters; these have since been replaced and will continue to be regularly swapped out. Additionally, it was advised to regularly wet wipe surfaces instead of dry dusting to minimize airborne particulates and accumulation.

VIII. Finance

A. Audit Engagement Letter & Motion

The Audit Engagement Letter and its corresponding motion will be presented at the next board meeting.

B. Independent Audit Report

A draft of the Independent Audit Report was received last Friday. The final report is scheduled for submission to the Board next month. The audit yielded a clean report, with the only consideration noted being a delay in submitting some materials.

C. LACOE Resolution to Issue Funds and EFT Forms

This item authorizes the Los Angeles County Office of Education (LACOE) to regularly make electronic funds transfers (EFTs) for funds allocated to Pali High. Currently, these funds are held in a County treasury account until requested. A recommended cash management strategy will be presented at a later date to ensure the proper and responsible management and investment of these funds.
Maggie Nance made a motion to approve the Resolution to Issue Funds to Charter School and execute all related forms.
Nicholas Albonico seconded the motion.
The board **VOTED** to approve the motion.

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

D. PCHS Transportation and Scholarships (2025-2026)

Maggie Nance made a motion to approve the PCHS Transportation and Scholarships (2025-2026).

Nicholas Albonico seconded the motion.
The motion would approve $180,000 and hold individual amount per student unchanged.
The board **VOTED** to approve the motion.

Roll Call

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

E. CFOMW Tax, LLC - Services Fee Agreement

The Services Fee Agreement with CFOMW Tax, LLC was presented and approved in principle at the previous meeting. The necessary documentation has since been filed, with the expectation that Pali will receive the anticipated funding.
Maggie Nance made a motion to approve the CFOMW Tax, LLC - Services Fee Agreement.
Minh Ha Ngo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. International Baccalaureate

The International Baccalaureate (IB) program was discussed, noted as an internationally recognized program not currently offered by any high schools on the Westside. Key considerations for its implementation include staffing and programming adjustments. The Budget & Finance Committee (B&F) expressed a desire for the Trustees to task the Academic Accountability Committee (AA) with thoroughly analyzing the program and making a recommendation to both the Finance Committee and the Trustees. It was also

clarified that there is no intention to hire a program coordinator for the upcoming school year, and initial estimates suggest approximately $20,000 would be needed to fund the training program next year.
Maggie Nance made a motion to task the AA committee to evaluate the IB program and to report back to the B&F committee and the Trustees with a recommendation of whether or not the program should be implemented.
Kristina Irwin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IX. Governance

A. 2025-2026 Board Meeting Schedule

Maggie Nance made a motion to approve the 2025-2026 Board Meeting Schedule as presented.
Amir Ebtehadj seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

X. Consent Agenda

A. Finance Items: School Organized Conferences/Trips

Nicholas Albonico made a motion to approve the field trips in the consent agenda.
Amir Ebtehadj seconded the motion.
The board **VOTED** to approve the motion.

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

B. Personnel Items

XI. 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 6:49 PM.

Respectfully Submitted,
Amir Ebtehadj