

**PALISADES CHARTER HIGH SCHOOL
CBO REPORT
MARCH 15, 2011
BOARD OF TRUSTEES MEETING**

2010-2011 Updates

Attendance

- **ADA- At the end of Month Six (102 days of instruction), our enrollment was 2,809 (2,821 last month-revised). This amount includes 69 Temescal (65 last month) enrolled students. PCHS' cumulative ADA was 2,730.99 (at 95.9%). Budgeted ADA for the Year is 2,743. Latest Projected ADA that will be funded is 2,725.1 (Down 5 ADA from last month's revised projection) and is used in the latest financial projections (attached). Grade level reclassifications were made due to CAHSEE and enrollment efforts were made to start the second semester resulting in the corresponding enrollment by Grade level : 9th-720 (790 1/11), 10th-764 (753 1/11),11th-725 (729 1/11) & 12th- 600(550 1/11) students. The Free & Reduced Student Population at the end of February was 1,018 (818 Free-200 Reduced) or 36.2% of the total enrolled students.**

Funding

- **2010-2011 Funding Levels per ADA- No Budget Updates have been received.**

Funding

- **The latest Fundraising Update is attached.**

**PALISADES CHARTER HIGH SCHOOL
CBO REPORT
MARCH 15, 2011
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2010-2011 Budget Updates (continued):

- **The latest 2010-2011 Budget forecast is attached. Updates include latest ADA projections, updated permit funding and loan principal & interest calculations (net lower by approx. \$70k). The Mid-Year review will continue in conjunction with the Second Interim Report.**
- **Work is being finalized for the Second Interim Financial Report (which includes annual budget updates and actual results as through January 31, 2011) and will be filed with the CDE by March 15, 2011.**
- **Staffing- The Finance Department continues to be down two staff since the beginning of the year for medical/ personal leave reasons**
- **Cafeteria -2010-2011 Operating results are attached. Operations have improved results vs. 2009-2010 of approximately \$44,000. Salary savings have been the most significant cause of these savings. More use of students and staff, who were previously on disability, lead to optimism that increased sales efforts will be made with more remote carts on campus. Sodexo will be meeting with PCHS to update our mutual goals and will be presenting to an upcoming Board meeting.**

PCHS Financials
Profit & Loss Statement
 March 10,2011

2010-2011

	Approved Budget	Updated Projection	COMMENTS
ADA	2,742.7	2,725.1	Projected from Using YTD February 2011 Attendance
Revenue:			
Revenue Limit Sources	\$12,329,439	\$ 13,056,493	Updated ADA Funding approved by State
Federal Revenues	1,173,545	1,863,744	Federal Jobs Funding (\$610,000)
Other State Revenues	3,930,360	4,003,583	Prior Year Mandated costs Funded (\$85,000)
Other Local Revenues	5,026,687	4,742,383	Lowered Permit Funds updated (approx. \$250,000 for pool opening)
Total Revenues	22,460,032	23,666,203	
Expenses:			
Certificated salaries	10,330,623	10,520,723	Study Hall Est. Costs (1 semester)/Club dolphin Recl. of ED Budgeted in Classified to Certificated/Lower Permit Salaries (approx. \$30k)
Classified Salaries	2,863,779	2,717,279	
Total employee benefits	4,305,860	4,379,251	Updated medical/worker's comp estimates
Total Salary & Benefits	17,500,262	17,617,253	
Books and supplies	1,410,903	1,486,903	
Services & other operating expenses	2,902,513	2,885,722	Added Search Firm/Club Dolphin Expenses
Capital Outlays	166,523	166,523	Excludes Pool Construction Expenditures
Facility use fee to LAUSD	428,077	678,077	Est. Additional Fees to LAUSD for Facility Use Fees from 2009/10 not billed
Subtotal-Operating Expenses	22,408,277	22,834,478	
Debt service	90,200	83,200	Updated Loan Service Payments
Principal repayment	319,800	207,434	Updated Loan Service Payments
Total debt service	410,000	290,634	
Total Expenses	22,818,277	23,125,111	
Net General Fund Addition/(Reduction)	\$ (358,245)	\$ 541,092	

**Palisades Charter High School
Fundraising Account
Thru 2/28/2011**

Date	Pali Fund	Booster Club	Transportation	9th Grade	Misc	50th Anniv.	Pool	Total	Description
7/6/2010			\$ 500.00					\$ 500.00	Spirit Award Credit Card
7/7/2010	\$ 212.75		375.00					\$ 587.75	Pali Fund Online / Spirit Awards
7/21/2010	1,000.00		50.00					\$ 1,050.00	Pali Fund Haiti Replacement / Henne Spirit Awards
7/29/2010					\$ 592.00			\$ 592.00	Attendance office Check for Boosters
8/23/2010			10,000.00					\$ 10,000.00	Foundation to Transportation
9/1/2010			1,545.00	\$ 730.00				\$ 2,275.00	Patel 9th Grade full year payment
9/13/2010		8,515.00						\$ 8,515.00	Booster Split August
9/16/2010	1,099.75							\$ 1,099.75	Target. Take charge of Education
9/27/2010			1,475.06					\$ 1,475.06	Parents donation for transportation
10/14/2010						\$ 500.00		\$ 500.00	Pool Tile Credit Card
11/3/2010			3,477.00					\$ 3,477.00	APS 10-12 Transportation donations
11/23/2010			1,100.00					\$ 1,100.00	APS 10-12 Transportation donations
1/26/2010			740.00					\$ 740.00	APS 10-12 Transportation donations
9/30/2010							30,680.67	\$ 30,680.67	Pool Donations
10/31/2010							4,355.00	\$ 4,355.00	Pool Donations
9/30/2010					15.00			\$ 15.00	Misc Rev
10/31/2010					15.00			\$ 15.00	Misc Rev
10/31/2010					(591.61)			\$ (591.61)	Attendance office Check for Boosters
BOTW									
10/26/2010	2,081.75							\$ 2,081.75	Matching Pali Fund and online donations
10/15/2010		2,942.50						\$ 2,942.50	Booster Split Sept
11/02/10							180.00	\$ 180.00	Pool Donations
11/02/10							8,151.48	\$ 8,151.48	Pool Donations
11/16/2010		21,744.91						\$ 21,744.91	Booster Split Oct
11/18/10							25,000.00	\$ 25,000.00	Pool Donations
11/18/10							6,910.00	\$ 6,910.00	Pool Donations
12/31/2010	8,944.75						1,424.00	\$ 10,368.75	Pali Fund Online / Pool Donations
1/4/2011	1,000.00							\$ 1,000.00	Pallifund
1/11/2011								\$ 24,197.30	Booster Split Nov
1/19/2011					\$ 500.00			\$ 500.00	50th Donation
1/31/2011	49.15							\$ 8,621.19	Booster Split Dec
2/9/2011								\$ 49.15	Pallifund
2/15/2011			280.00					\$ 280.00	Transportation Donations
2/24/2011	150.00							\$ 150.00	Pali Fund Donation
2/24/2011			90.00					\$ 90.00	Tickets for Charity
2/24/2011						500.00		\$ 500.00	50th Donation
2/25/2011	12,098.00							\$ 12,098.00	Online Donations
2/28/2011		6,304.15						\$ 6,304.15	Booster Split (Pending)
	\$ 26,636.15	\$ 72,325.05	\$ 19,632.06	\$ 730.00	\$ 30.39	\$ 1,000.00	\$ 77,201.15	\$ 197,554.80	Total
								\$ (77,201.15)	Less: Pool Fundraising
								\$ 120,353.65	Year To Date Fundraising (Less Pool)
								\$ 300,000.00	2010-2011 Budget

PCHS
Cafeteria
2010-2011
YTD January 31, 2011

	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	2010-2011 YTD Total	2009-2010 YTD 10/31/10	2010-2011 vs. 2009-10	2010-2011 Budget
Total Cafeteria Sales											
Catering Revenue	\$ 11,506	\$ 17,525	\$ 21,015	\$ 21,015	\$ 12,426	\$ 17,606	\$ 9,241	\$ 71,793	\$ 90,718	\$ (18,925)	210,276
State Reimbursements	920		1,557	1,557	3,874	683	455	3,614	2,832	782	30,258
Federal Reimbursements	631		3,006	5,422	39,578	28,448	35,886	18,651	16,758	1,893	375,711
Total Revenue	\$ 631	\$ -	\$ 46,132	\$ 83,218	\$ 55,878	\$ 49,563	\$ 49,103	\$ 284,526	\$ 278,848	\$ 5,677	\$ 616,245
Total Salaries	\$ -	\$ 436	\$ 17,525	\$ 22,494	\$ 22,221	\$ 23,713	\$ 15,604	\$ 101,992	\$ 132,288	\$ (30,296)	\$ 197,542
BENEFITS											
Total Benefits	\$ 7,695	\$ 7,785	\$ 11,304	\$ 12,327	\$ 12,271	\$ 12,578	\$ 10,908	\$ 74,869	\$ 82,197	\$ (7,328)	\$ 131,958
Total Salaries & Benefits	\$ 7,695	\$ 8,221	\$ 28,829	\$ 34,821	\$ 34,492	\$ 36,291	\$ 26,512	\$ 176,861	\$ 214,485	\$ (37,624)	\$ 329,500
Sodexo Management											
Food & Supply Costs:											
Sodexo	\$ -	\$ -	\$ 15,219	\$ 32,397	\$ 23,963.06	\$ 16,400.19	\$ 26,062.15	\$ 114,041	\$ 114,072	\$ (32)	\$ 246,626
Total Expenses	\$ 7,695	\$ 8,221	\$ 51,955	\$ 84,050	\$ 70,905	\$ 61,212	\$ 66,116	\$ 350,154	\$ 388,174	\$ (38,020)	\$ 696,126
Net Income/(Loss)	\$ (7,064)	\$ (8,221)	\$ (5,822)	\$ (632)	\$ (15,027)	\$ (11,649)	\$ (17,012)	\$ (65,629)	\$ (109,326)	\$ 43,697	\$ (79,881)
Total F & R-2010-2011											
Enrollment	813	995	998	1,002	1,003	1,003	1,003	1,003	782	221	
F & R %	2,887	2,863	2,852	2,844	2,822	2,822	2,822	2,822	2,792		
	28.2%	34.8%	35.0%	35.2%	35.5%	35.5%	35.5%	35.5%	28.0%		
Meals Served:											
Free	11,481	20,021	14,914	10,881	13,601	13,601	13,601	70,898	62,262	8,636	8,636
Reduced	2,214	4,681	2,734	1,998	2,444	2,444	2,444	14,071	13,132	939	939
Paid	1,543	2,964	2,635	1,062	2,390	2,390	2,390	10,594	12,783	(2,189)	(2,189)
Total Meals	15,238	27,666	20,283	13,941	18,435	95,563	88,177	7,386	7,386	7,386	7,386

**POLICY COMMITTEE REPORT TO THE BOARD OF TRUSTEES
FOR THE MARCH 15, 2011 REGULAR MEETING**

At the February 16, 2011 meeting the Committee heard the first presentation of the proposed Use of Social Networking Sites by PCHS Employees Policy from Monica Iannessa, Chair of the Communications Committee. Committee members has some questions about the practicality of one of the guidelines, *“Do not post any comment or picture involving a student, parents or co-worker without their express written consent.”*

A suggested solution was for each teacher to insert a new paragraph in the Student-Parent Syllabus (which is handed out and expected to be returned to the teacher with both the student and parent’s signatures) that contains wording such as:

“I often take photos of students participating in classroom events/projects and post them on my class website. By signing this document the student and the student’s parent gives permission to the teacher to post any pictures of this student, or comments about the action in the photos (i.e. “class trip to Getty Museum). Students and parents may opt out of this policy by signing here:

Parent, Guardian’s signature	Student’s signature	Date”
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This policy was sent back to the Communications Committee for editing. The policy will be returned again to the Policy Committee after the Communications Committee has finished its final polish.

At the March 9, 2011 meeting the Policy Committee heard a presentation by Pali parent Cheryl Clark on the proposed “August Course Adjustment Days, Class Drop Time Frame, Timing of Selection of Sports Teams Rosters Policy.” A discussion of this policy followed the presentation. This proposed policy will be on the agenda for the April meeting for further discussion.

The Committee also heard a presentation by Aquatics Director Andrew Cervantes on the Maggie Gilbert Aquatics Center (MGAC) Key Distribution Policy, the MGAC PCHS Employee Use Policy, the MGAC Physical Educations Classes Use Policy, the MGAC Permit Group Rules and Regulations Policy, and the MGAC Private Party Rentals Rules and Regulations Policy. There were several public speakers who made comments about these policies. A discussion of the policies followed the presentations and the public speakers. These proposed policies will be discussed at the April Policy Committee meeting.

PARENT LIAISON REPORT FOR THE MARCH 15, 2011 REGULAR BOARD OF TRUSTEES MEETING

BOOSTER CLUB

The Booster Club held its annual Silent Auction Dinner Dance on Saturday, March 12th, at the Sheraton Delfina Hotel in Santa Monica. The evening was a great success.

Recent Funding Requests

- **Lisa Saxon and Minh Ha Ngo from Pali's ACADEC team requested and were approved \$4,080.00** for the State Competition in Sacramento. The PCHS team placed 9th nationally and 5th in the region and 1st in conference. The total for their trip is **\$9,161.96**, they have received **\$1000.00** in donations and Pali and the Booster Club will split the rest. Costs include Airfare, hotel, registration, rentals and meals.
- **"Making Waves", Literary Magazine-an offshoot of the Tideline Newspaper-requested and was approved \$1,000.00** for the production of their annual magazine. Mike Smith offered to share the cost so the cost to the Booster Club will be **\$500.00**. The magazine has done some of its own fundraising including bake/water sales.
- **Giovanni Douresseau of the Pali Debate Team in conjunction with the "Junior Statesman of America" was approved (by the Booster Club President's \$500.00 limit) for \$1000.00** of which half was from Pali. This was for their convention in Long Beach, which allowed 27 students to attend. They also made a request for **\$5,000.00** for a future convention hoping they can have more students attend and also to help with students attending a summer program through JSA. **The Booster Club approved \$2,500.00** for use at the upcoming conference only. The Boosters would like a more specific proposal in the future and more of a breakdown of expenses. If the Team would like money for their summer program they can come back with a more thorough detailed application.
- **Chris Forrest--Head Girls and Boys Volleyball Coach requested and was approved \$3,000.00** for technology for his team. He is looking to create a data base with stats and information from the team with a computer and he is also requesting a HD camera to make highlight reels for students.
- **Rick Stiles-Pali Photography Teacher requested and was approved \$2,000.00** for a Samsung LED TV to be mounted which correctly displays the digital photography images for the students. This is a onetime cost and will continue to serve students for many years after this year. This expenditure is to be shared with Pali so the cost to the Booster Club will be **\$1,000.00**.
- **Mr. Friedman of the Pali Math Department requested \$600.00** for an additional laptop for his Algebra II class. **The Booster Club approved \$350.00** for a laptop that will remain the property of PCHS. The Booster Club would ask that Mr. Friedman ask the school for additional funds if needed.

Total Funding Approvals for this February Meeting: \$11,930.00

The next Booster Club meeting will be held on March 22, 2011, at 6:30 pm, in the Cafeteria

PAC – PARENT ADVISORY COMMITTEE

The March 17, 2011 meeting will be “A Conversation About...Summer Opportunities For Students.” It will be held in B-101, at 6:30 pm, instead of the Library, because this is generally a well-attended meeting. Both parents and students are welcome to attend.

The meeting will be filled with valuable advice and information to help students have a rewarding summer experience. It is not a summer camp fair. The meeting’s guest panelists will answer such questions as:

- Can students receive credit for classes taken outside of Pali?
- What resources are available at Pali to help students find summer jobs and internships?
- What do college admissions officers look for in students' summer experiences?
- Where can we get advice about camps and travel?

The April 28th PAC meeting, “A Conversation About...the Math Department”, will feature the math department co-chair Dr. Minh Ha Ngo and other panelists. The meeting will be held in the Library at 6:30 pm.

PTSA

The Palisades Charter High School PTSA is awarding \$500 scholarships to eligible graduating seniors who:

- Are members of the PTSA
- Plan on attending a 2-year or 4-year college
- Have a minimum 2.75 GPA
- Have fulfilled the 40 hours minimum community service requirement

Applications and PTSA Membership forms are available in the College Center
Applications are due April 29th.

The next PTSA meeting will be held on April 6, at 8 am, in the Library. A presentation by Richard Cohen, from Of One Mind, will follow at 8:30 am.

BOARD REPORT

Palisades Charter High School

To: Board of Trustees
Palisades Charter High School

From: Michael A. Smith, PCHS Interim Executive Director/Lead Negotiator

Date: March 15, 2011

Re: Public Disclosure of PCHS' Initial Proposals for Negotiations with UTLA Pursuant to Government Code Section 3547

This memorandum is to disclose to the public PCHS' initial proposal pursuant to Government Code 3547 related to collective bargaining between PCHS and UTLA for the 2011-2012 school year.

PCHS proposes the following:

1. **Contract**

Consolidation of previous years' agreements between the parties into one comprehensive agreement.

2. **Compensation**

PCHS will propose possible salary schedule freezes or reductions, furlough days and other cost containment measures related to compensation.

3. **Health Benefits**

PCHS will propose possible cost containment measures to maintain reasonable Medical, dental, vision and life insurance premiums.

4. **Seniority**

Exploration and alternatives and/or supplements to seniority as the determining factor for developing reduction in force (layoff) lists

5. **Other**

School Calendar



A CALIFORNIA DISTINGUISHED SCHOOL

Palisades Charter High School

CHIEF BUSINESS OFFICER

GREGORY A. WOOD

JOB SUMMARY: Chief Business Officer oversees and manages all budget and finance functions and staff.

ESSENTIAL DUTIES:

1. Manages campus staff, including the Financial Administrator, Financial Manager, Payroll, Purchasing and other finance staff.
2. Manages cafeteria services and actively participates in the analysis of and decision-making for operations, maintenance, transportation, human resources and other support services.
3. Prepare and present budgets and financial updates to the Board of Directors and the Budget and Finance Committee.
4. Prepare required financial information to various reporting entities.
5. Coordinate annual independent financial audit with outside independent auditors, Subordinate Administrators, Managers, and Coordinators
6. Participate in strategic planning to increase revenues and cut costs and develop a fundraising infrastructure.
7. Develop a feedback mechanism to measure and improve operations.
8. Other duties as assigned.

OTHER SKILLS:

- Bachelor's degree; Graduate degree in business, finance or related field is advantageous
- Knowledgeable in school funding for California charter schools.
- Experienced with budget preparation and general accounting controls and procedures (general ledger, accounts payable, payroll);
- Familiarity with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines and applicability to charter schools;
- 4+ years in a leadership position
- Experience or strong interest in education
- Comprehensive understanding of financial practices and principles
- Excellent communication and interpersonal skills
- Strong organization and time management skills
- Ability to handle multiple projects simultaneously
- Entrepreneurial spirit



A CALIFORNIA DISTINGUISHED SCHOOL

Palisades Charter High School

OPERATIONS MANAGER

Maisha-Cole Perri

JOB SUMMARY:

The primary functions of the Director of Operations include overseeing all aspects of the PCHS plant/facilities, IT, and transportation.

ESSENTIAL DUTIES:

1. Oversee all daily operation of the PCHS facility, including custodial care, grounds maintenance, routine repairs, distribution and maintenance of lockers, distribution of keys to staff, distribution of staff and sale of student parking permits.
2. Work closely with LAUSD regarding coordination of facility upgrades and projects, ensuring compliance with appropriate laws and requirements.
3. Oversee PCHS Operations, facilities and Technology Committee, ensuring compliance with Brown Act, PCHS Charter and Bylaws.
4. Support Site Safety and Emergency Plans, ensuring compliance with education and federal and state OSH regulations; train staff, ensure regular school-wide drills and timely EMRT practices to ensure process works smoothly.
5. Working with Executive Director, ensure timely completion of grants and other funding requests.
6. Oversee printing department and PCHS copy and mail machines, both owned and leased. Negotiates contracts with vendors.
7. Senior oversight for IT department and sound and lighting equipment, ensuring school becomes and remains technologically current.
8. Oversee Transportation, including arranging school buses based on PCHS schedule, ensuring coordination with LAUSD for traveling and special education students. Ensure coordination of buses with athletic department and for teacher field trips.
9. Other duties as assigned.

OTHER SKILLS:

- Working knowledge of legislative requirements related to school plants/facilities
- Exceptional working knowledge of technology including Microsoft Office, Outlook email, project management software. Knowledge of Oracle financial solutions appreciated
- Proven safety program knowledge and implementation
- Ability to manage budget and personnel
- Ability to interpret policy, procedures, and data
- Strong organizational, communication, public relations, and interpersonal skills



Palisades Charter High School
EXECUTIVE DIRECTOR

Michael A. Smith

JOB SUMMARY:

The primary functions of the Executive Director include ensuring the viability and success of the charter with sustained high academic achievement, financial viability and compliance with the charter and all applicable laws.

ESSENTIAL DUTIES:

1. In conjunction with the Board of Trustees and School Principal, develop and communicate the school's vision and create a strategic plan to achieve that vision.
2. Sustain high standards of a student-centered culture that values professionalism, mutual respect, and a positive working environment.
3. Recruit, support, manage, and evaluate a strong leadership team, including an Academic Principal, Chief Business Officer, Operations Manager, and Human Resources Director.
4. Create and maintain a Development process to raise funds for ongoing operations and capital improvements.
5. Maintain personal contact with staff members, fostering good public relations and promoting high morale.
6. Serve as leader in contract negotiations with all labor unions and promote positive labor relations.
7. Ensure effective instruction in every classroom that meets the needs of a diverse student body while respecting the autonomy of the Principal to manage the school's daily operations and supervise the administrative team and all instructional staff.
8. Oversee the financial and operational functions of the independent charter school to ensure funds are managed effectively and efficiently.
9. Oversight of the transportation program as long as it is in place.
10. Promote and support long-term implementation of the school Master Facilities and Technology Plans.
11. Serve as school's chief advocate, communicating its mission and vision to staff, students, families, prospective families, potential donors, alumni, and community leaders.
12. Act as primary liaison with LAUSD, LACOE, CDE, union representatives, etc.
13. Oversee charter renewal, WASC accreditation, and other external oversight processes.
14. Ensure legal compliance and reporting as required by Charter law.

OTHER SKILLS:

- Student-oriented, energetic and visionary leader, with a proven commitment to excellence in his or her career.
- Creative problem-solver and solution-oriented strategic thinker who has overcome complex organizational challenges in the face of difficult opposition.
- Experience in education, strategic planning, staff development, board relations, fundraising, financial management, and operations.
- Ability to delegate and motivate a diverse staff.
- Experience in a charter school environment and understanding of applicable laws governing charter schools and familiarity with the charter school community in Los Angeles preferred.
- Experience with public employee unions and labor negotiations preferred.
- A minimum of five years experience in educational leadership preferred.



A CALIFORNIA DISTINGUISHED SCHOOL

Palisades Charter High School
HUMAN RESOURCES DIRECTOR

Jennifer Avant Eustice

JOB SUMMARY:

Perform/oversee all areas of human resource management.

ESSENTIAL DUTIES:

1. Design and administration of personnel policies
2. Recruitment and retention (management, certificated and classified staff)
3. Benefits administration including negotiation of offerings annually, open enrollment and answering employee's concerns and questions
4. Organizational development and restructuring
5. Compliance (with Federal, State, and local personnel laws)
6. Management of the performance review process
7. Design and management of employee discipline policies
8. Employee relations including pro-active management and prevention of issues week)
9. Oversee and implement compliance of annual trainings (child abuse, sexual harassment)
10. Interface with outside attorneys, consultants and vendors
11. Participation in labor negotiations with UTLA and PESPU
12. HR planning and budgeting
13. Benchmarking
14. Other duties as assigned.

OTHER SKILLS:

- Bachelor's degree; Graduate degree in business, HR or related field is advantageous
- 4+ years in an HR generalist position
- Experience or strong interest in education
- Comprehensive understanding of HR practices and principles
- Excellent communication and interpersonal skills
- Strong organization and time management skills
- Ability to handle multiple projects simultaneously
- Entrepreneurial spirit
- Knowledge of due process rights for California public school employees, Education Code and other applicable legal requirements preferred

Los Angeles Police Commission
Commission Investigation Division
Charitable Services Section
100 West 1st St., Room 147
Los Angeles, CA 90012
(213) 996-1260

City of Los Angeles

New

Renewal
(Check one of the above)

APPLICATION FOR BINGO LICENSE

AT THE TIME OF FILING APPLICATION FOR BINGO LICENSE OR A RENEWAL THEREOF, A FEE OF \$50 SHALL BE PAID TO THE CITY OF LOS ANGELES. APPLICATION MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO GAMING. LICENSE IS VALID FOR A PERIOD OF ONE YEAR.

ORGANIZATION NAME

PALISADES CHARTER HIGH SCHOOL

ORGANIZATION ADDRESS

CITY

ZIP CODE

TELEPHONE

15777 BOWDOIN ST., PACIFIC PALISADES, CA 90272

BINGO ADDRESS (Premises where bingo is to be played, if different from above)

(310) 230-6623

BINGO PREMISES: OWNED LEASED/RENTED RENTAL: \$ _____

IF PREMISES ARE LEASED/RENTED, PERIOD OF LEASE: FROM _____ TO _____

BINGO SCHEDULE -- SESSIONS EACH WEEK

	FIRST	SECOND	THIRD
DAY(S) OF WEEK:			
* TIME: FROM TO			

(* License will reflect six (6) consecutive hours unless a specific ending time is indicated.)

Specific charitable purpose(s) which bingo proceeds will benefit:

PCHS: TRANSPORTATION, ACADEMICS, ATHLETICS, OPERATIONS

Name(s) and telephone number(s) of authorized person(s) applying on behalf of the Applicant/Licensee organization:

MICHAEL SMITH (310) 230-6623 x 6650 / ERIC HINDERS (310) 230-6623 x 7261

THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF. BY SIGNATURE, WE CERTIFY THAT:

THE APPLICANT ORGANIZATION SHALL CONDUCT ALL BINGO GAMES IN STRICT ACCORDANCE WITH THE PROVISIONS OF SECTION 326.5 OF THE PENAL CODE, ARTICLE 4.5 OF CHAPTER 4 OF THE LOS ANGELES MUNICIPAL CODE, AND ALL RULES AND REGULATIONS PROMULGATED THEREUNDER. THE APPLICANT CONSENTS TO INSPECTION OF THE BINGO PREMISES, ALL ACCOUNTING RECORDS, BANK ACCOUNTS AND ANY OTHER DOCUMENTS RELATING TO FINANCIAL TRANSACTIONS.

ANY AGREEMENT BETWEEN THE APPLICANT OR LICENSEE WITH ANY OTHER PERSON REGARDING THE CONDUCT, OPERATION OR STAFFING OF ANY BINGO GAME(S) SHALL BE SUBMITTED TO THE LOS ANGELES POLICE COMMISSION, CHARITABLE SERVICES SECTION FOR APPROVAL.

SIGNATURES OF **TWO CURRENT** OFFICERS OF THE ORGANIZATION ARE NECESSARY TO EXECUTE THIS APPLICATION.

Signature of Officer _____

Print Name _____

Title _____

Telephone _____

Signature of Officer _____

Print Name _____

Title _____

Telephone _____

Date: _____

IMPORTANT - INSTRUCTIONS ON REVERSE

THE FOLLOWING SHALL BE SUBMITTED WITH THE APPLICATION:

1. License fee of \$50.00 payable to "City of Los Angeles."
2. ✓ Copy of Internal Revenue Service Tax Exemption determination letter.
3. Copy of State Franchise Tax Exemption determination letter.
4. ✓ Copy of Articles of Incorporation, constitution or other rules of operation, including amendments.
5. ✓ Copy of Bylaws.
6. ✓ Roster of present officers and directors (names, titles, addresses and telephone numbers).
7. Report of charitable services for the past year such as IRS Form 990, Part III, Statement of Program Services Accomplishments.
8. ✓ Most recent Balance Sheet and Profit and Loss Statement.
9. ✓ Proposed budget (in detail).
10. ✓ Identification of bingo bank account including the name and address of bank, account number, and the names of all authorized signatories on the account.
11. ✓ Copy of the applicant's bingo game(s) rules.
12. ✓ List of games to be played and prizes to be awarded for each game.
13. If premises where bingo is to be played are NOT owned by applicant, a copy of the lease must be furnished.
14. Names and addresses of volunteer members of applicant organization who will staff bingo game(s).
15. Detailed description of financial recording system to account for all bingo proceeds, prizes, expenses, and profits.
16. Copy of the Board of Directors resolution authorizing filing of the Application for Bingo License.
17. Written Statement from the Board of Directors indicating that all bingo staff are members of your organization.
18. ✓ Floor Plan with stamp of approval by the Fire Department that includes the layout of the room where bingo will be played (two copies drawn to scale). The plan should be no larger than 8 ½" x 11" and must show the room dimensions, exits, stages, and the amount of aisle space between tables and walls. Indicate the number and size of tables, the number of seats per table, and the table placement in the room. (See attached floor plan sample.)

NOTICE TO ALL LICENSEES

UPON ISSUANCE OF ANY LICENSE PURSUANT TO THIS APPLICATION, ALL LICENSEES MUST IMMEDIATELY NOTIFY THE LOS ANGELES POLICE COMMISSION, CHARITABLE SERVICES SECTION, UPON ANY CHANGES TO THE INFORMATION ORIGINALLY SUBMITTED.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **DEC 18 2007**

PALISADES CHARTER HIGH SCHOOL
C/O ANDREA C. SEXTON
7 PARK CENTER DRIVE
SACRAMENTO, CA 95825

Employer Identification Number:
92-0184898
DLN:
607233028
Contact Person:
JOYCE DAREY ID# 95011
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(ii)
Form 990 Required:
Yes
Effective Date of Exemption:
February 4, 2004
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

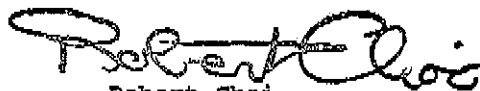
Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

PALISADES CHARTER HIGH SCHOOL

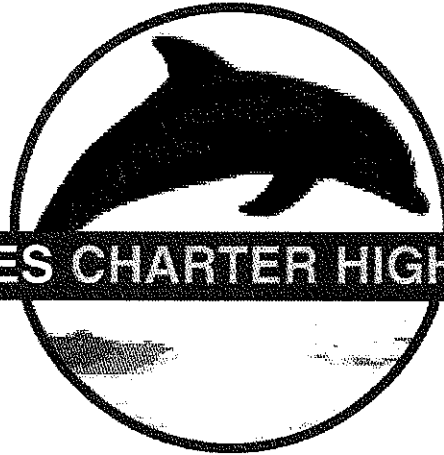
We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC



PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

Submitted to the

Los Angeles Unified School District

NOVEMBER 20, 2009

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**ELEMENT 4:
GOVERNANCE STRUCTURE OF THE SCHOOL**

The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parental involvement.

California Education Code Section 47605 (b) (5) (D)

Palisades Charter High School (PCHS) has constituted itself as a California nonprofit Public Benefit Corporation pursuant to California law. Palisades Charter High School and/or its nonprofit corporation will be solely responsible for the debts and obligations of the charter school. PCHS will be governed pursuant to the bylaws adopted by the incorporators, which may be subsequently amended pursuant to the amendment process specified in the bylaws. Board of Trustees bylaws and Articles of Incorporation are included as Appendix I.

Palisades Charter High School Board of Trustees

The mandate of the Board of Trustees (the Board) consisting of stakeholders of PCHS is to oversee the implementation of the guiding mission, vision, strategic plan and school-wide goals of PCHS. In order to do so, the Board of Trustees shall be empowered to operate as the principal decision-making body in regard to school-wide policies. The governance structure is designed to foster participation by all stakeholders and to ensure the effectiveness of local school control and accountability. As part of the School's mission, it is vital that pupils witness and participate in the School's collaborative process of policy development and decision-making. The Board of Trustees' major roles and responsibilities will include approving all major educational and operational policies, approving all major contracts, approving the annual budget and overseeing fiscal management, and selecting, hiring, evaluating, and when necessary, replacing top administrators and managers. The Board of Trustees will be accountable to the chartering agency for the School's overall performance in attaining its goals, as set forth in this charter.

All school-wide policies will be developed in accordance with the governance procedures set forth in this charter, the Board of Trustees' bylaws, and in the bylaws of the various committees, and will guarantee the opportunity for participation by all stakeholder groups. In the implementation of school-wide policies, PCHS guarantees protection of all individual rights under State and federal law, including due process and the right of appeal. Policies in effect at the time of approval of this charter will remain in effect unless and until amended, replaced, or eliminated by the Board of Trustees.

Membership

The Board of Trustees shall consist of eleven (11) voting members and two (2) non-voting members. The majority of the 11 members shall be non-interested stakeholders (neither employed by nor otherwise compensated by PCHS). Board staff shall be the Executive Director, the Principal, the Chief Business Officer, and others as needed. The

2923 Executive Director, Principal and Chief Business Officer and others as needed are staff of
2924 the school and work for the board providing them information and following up on their
2925 requests/directives as needed. They are not members of the 11 member governing board
2926 and serve only in an advisory role and are non voting . Note that less than 50% of PCHS'
2927 governing board are interested parties (employees of the school). This is in keeping with
2928 the non profit corporations code. To avoid conflicts of interest, PCHS employees who
2929 are board members recuse themselves from board discussions and actions relating to
2930 collective bargaining.

2931
2932 A PCHS pupil will be permitted, in accordance with the Board's bylaws, to serve as a
2933 non-voting member of the Board of Trustees. Board members should be drawn from the
2934 same geographic areas as the School's pupil body. Among the desired qualifications for
2935 Board members should be expertise in the fields of finance, law and ethics, and/or
2936 education practice, as well as prior involvement at the school. Board members will serve
2937 terms of office and be elected in accordance with the Board's bylaws.

2938
2939 The voting members of the Board of Trustees will include:

- 2940
- 2941 • Three certificated faculty members;
 - 2942
 - 2943 • Three parents, with at least one representing traveling pupil communities (defined
 - 2944 below);
 - 2945
 - 2946 • Three members representing the community;
 - 2947
 - 2948 • One member of the non-certificated staff;
 - 2949
 - 2950 • One member of the administrator/manager class of employees and not the
 - 2951 executive director, principal or chief business officer .
 - 2952

2953 The governance of the school will function as a representative democracy. The Trustees
2954 will have the responsibility to act in the best interest of the school as a whole. All
2955 members will be elected by stakeholders. The faculty stakeholder group will elect two
2956 faculty members. All PCHS personnel will elect one community member. PCHS
2957 personnel, the parent stakeholder group and the student body will elect the other two
2958 community members. The School's pupils will elect one faculty member. The parent
2959 stakeholder group will elect its own members. At least one parent member must be from
2960 the communities served by the traveling pupil programs outside the School's traditional
2961 catchment area. Elections will be held annually. Special elections will be held when
2962 necessary to fill vacant positions. The following Trustees will serve two-year terms:
2963 faculty Trustees elected by faculty; parent Trustees; community Trustees; the non-
2964 certificated/classified Trustee; and the administrator/manager Trustee. The following
2965 will serve one-year terms: the faculty Trustee elected by pupils and the pupil Trustee. To
2966 ensure institutional stability and staggered election cycles, term lengths may be adjusted,
2967 in accordance with Board bylaws. Terms will begin at the first Board of Trustees
2968 meeting held after regular elections.

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In order to foster a cooperative and collaborative relationship, facilitate communication, encourage a meaningful articulation of ideas, and promote mutual understanding between PCHS and non-charter schools within the LAUSD, one representative of the LAUSD will be permitted, in accordance with the bylaws, to serve as a non-voting *ex officio* member of the Board of Trustees.

The Board may initiate and carry on any program or activity or may otherwise act in any manner which is not in conflict with or inconsistent with or preempted by any law, and which is not in conflict with the purposes for which schools are established.

The Board may execute any powers delegated by law to it and shall discharge any duty imposed by law upon it and may delegate to an employee of the School any of those duties. The Board, however, retains ultimate responsibility over the performance of those powers or duties so delegated. Such delegation will:

- Be in writing;
- Specify the entity designated;
- Describe in specific terms the authority of the Board being delegated, any conditions on the delegated authority or its exercise, and the beginning and ending dates of the delegation; and
- Require an affirmative vote of a majority of Board members.

Agendas and minutes of Board of Trustees meetings will be posted and available in the School's main office, as well as on the School's website.

All Board of Trustees activities will be conducted in accordance with its bylaws and with the Ralph M. Brown Act, the Political Reform Act, the Corporations Code, and all other applicable laws and regulations. Members of the PCHS 's executive board any administrators, managers or employees, and any other committees of the School shall comply with federal and State laws , nonprofit integrity standards and LAUSD's Charter School policies and regulations regarding ethics and conflicts of interest.

Decision-Making

PCHS encourages faculty, staff, parents, pupils, and administrators to bring their concerns and ideas to one or more standing committees, each of which has majority faculty membership, through attending and participating in open committee meetings and submitting written proposals to the committees. All stakeholders may have representatives on each committee so that concerns and ideas may also be brought to the attention of the committees through this representation. The standing committees will then work to create recommendations to the Board in the areas of their purview based on the input they receive from stakeholders.

3015

3016 The Board of Trustees will schedule regular meetings at least once monthly. Action will
3017 be taken by a majority of the Board of Trustees or as otherwise required by the charter or
3018 the corporate bylaws.

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3020 To provide the school community the opportunity to meet and talk with Trustees, each
3021 Trustee will periodically make himself/herself available to meet with stakeholders.

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Committees

The Board of Trustees will establish standing and temporary committees to focus on specific operations, tasks, and/or policies. The Board will consider the recommendations of, and in some cases delegate decision-making authority to, its committees. All stakeholders are eligible to be chosen to serve as voting members of committees, in compliance with legal requirements.

The membership of all standing committees will include a majority consisting of faculty members. The membership of all other committees will include meaningful and/or appropriate participation of all stakeholders.

The Board's standing committees currently include Budget and Finance; Communications; Educational Programs; Operations, Facilities and Technology; and Policy.

Budget and Finance

The purpose of the Palisades Charter High School (PCHS) Budget & Finance Committee is to ensure stakeholder participation in decisions relating to revenues, expenditures, and fund balances. The primary consideration of the Budget & Finance Committee in its decision-making shall be to ensure fiscal solvency while fostering development of a quality educational program and improved student achievement at PCHS.

The Budget & Finance Committee shall be open to all stakeholders of PCHS, with the proviso that teachers shall have the right to constitute 50 percent of the voting members. The committee shall be limited to 17 members. Those desiring membership may make such request to the Secretary of the committee. Members of the committee shall be appointed to the committee by the PCHS Board of Directors in accordance with its corporate bylaws. Vacancies shall be filled by the PCHS Board of Directors in accordance with the Board's bylaws. Filling a vacancy will complete the term of the member replaced. Members shall serve one-year terms, with no term limits. Terms shall begin immediately upon appointment unless otherwise specified. Members may only be removed by the PCHS Board of Directors upon a petition of three-fourths (3/4) of the committee, or a motion by a member of the Board.

The Committee will consist of a majority membership of the faculty stakeholder group, with the following composition:

- teachers
- parents/community members
- student
- administrator
- classified employee
- at large from any stakeholder group
- * community member
- * booster club member

3069 **Communications**

3070

3071 The purpose of the Palisades Charter High School Communications Committee (the
3072 Committee) is to define and promote effective communication to all stakeholders. The
3073 Committee will provide guidelines and feedback for constructive Pali communications.
3074 The Committee membership shall be open to all stakeholders of the Palisades Charter
3075 High School, with a majority membership of the faculty stakeholder group. Those
3076 desiring membership may make such request to the secretary of the Committee. The
3077 Committee shall include one of more members from each stakeholder group totaling no
3078 more than eleven. Current interested membership Includes:

3079 teachers;

3080 students;

3081 parents;

3082 Board member;

3083 administrator; and

3084 classified staff member

3085 Ad hoc committee members will represent standing committees. Members shall serve a
3086 one year term with no term limits. The term begins immediately upon appointment unless
3087 otherwise specified.

3088

3089 **Education Program**

3090 The purpose of the Palisades Charter High School (PCHS) Educational Programs
3091 Committee is to foster the development of quality educational programs and improved
3092 student achievement at PCHS. To accomplish its purpose, the committee will encourage
3093 teachers and other stakeholders to participate in the formulation of curricular programs
3094 and policies. Specifically, the committee's focus, in accordance with California
3095 Education Code Section 47600, will be to:

3096 • Improve pupil learning in measurable ways;

3097 • Increase learning opportunities for all pupils, with special emphasis on expanded
3098 learning experiences for pupils who are identified as academically low achieving;

3099 • Encourage the use of effective and innovative teaching methods; and

3100 • Create new professional opportunities for teachers, including the opportunity to be
3101 responsible for the learning program at the school.

3102

3103 The Educational Programs Committee shall consist of 19 voting members and one ex
3104 officio member, with the following composition:

3105 • 1 Academic Principal or his/her designee

3106 • 11 Teachers, 1 Teacher representing each department: English, Mathematics, Social
3107 Studies, Science, Health Education, Physical Education, Special Education, Technical
3108 Education, Visual and Performing Arts, Foreign Language, Work Experience

3109 • Member of the Counseling Department

3110 • Classified Employee

3111 • Parents

3112 • Students

3113 • Executive Director (ex officio)

3114 • Community Member

3115 Members should be selected during June of each school year. Those desiring
3116 membership may make such request to the Secretary of the committee in May. If more
3117 than the number of required members applies, an election should be scheduled for the
3118 June committee meeting and those attending that meeting should vote to seat the
3119 committee. Those persons receiving the most votes for each stakeholder position shall be
3120 seated as a committee member and the runners-up shall be seated as alternates. Members
3121 will serve one-year term, with no term limits. Terms shall commence in June and
3122 continue through the next school year. Vacancies shall be filled by alternates or by
3123 accepting new applications, if necessary, during the term. The names of the committee
3124 members and officers will be submitted to the Board of Directors for approval and the
3125 committee members' names should be published (on the school website and on the
3126 designated bulletin board) in June. Members may only be removed by the PCHS Board
3127 of Directors upon a petition of three-fourths (3/4) of the Committee, or a motion by a
3128 member of the Board.

3129

3130 Operations /Facilities /Technology

3131 The purpose of the Palisades Charter High School (PCHS) Operations & Facilities
3132 Committee is to ensure stakeholder participation in decisions relating to the facilities and
3133 equipment at the site of PCHS and any non-curricular operations of the school. The
3134 primary consideration of the Operations & Facilities Committee in its decision-making
3135 shall be to ensure a positive learning and working environment in order to foster
3136 development of a quality educational program and improved student achievement at
3137 PCHS.

3138 The Operations & Facilities Committee shall be open to all stakeholders of PCHS, with
3139 the proviso that teachers shall have the right to constitute 50 percent of the voting
3140 members. The committee shall be limited to 14 members. Those desiring membership
3141 may make such request to the Secretary of the committee. Members of the committee
3142 shall be appointed to the committee by the PCHS Board of Directors in accordance with
3143 its corporate bylaws. Vacancies shall be filled by the PCHS Board of Directors in
3144 accordance with the Board's bylaws. Filling a vacancy will complete the term of the
3145 member replaced. Members shall serve one-year terms, with no term limits. Terms shall
3146 begin immediately upon appointment unless otherwise specified. Members may only be
3147 removed by the PCHS Board of Directors upon a petition of three-fourths (3/4) of the
3148 committee, or a motion by a member of the Board.

3149 The Committee will consist of a majority membership of the faculty stakeholder group,
3150 with the following composition:

- 3151 • teachers
- 3152 • parents/community members
- 3153 • student
- 3154 • administrator
- 3155 • classified employee
- 3156 • at large from any stakeholder group

3157

3158 Policy

3159 The purpose of the Palisades Charter High School Policy Committee is to develop
3160 policies to promote student achievement and facilitate the function of the school.

3161 The Policy Committee shall be open to all stakeholders of PCHS, will consist of a
3162 majority membership of the faculty stakeholder group, with the following composition:
3163 • teachers
3164 • parents/community members
3165 • student
3166 • administrator
3167 • classified employee
3168

3169 Members should be selected during June of each school year. Applications for positions
3170 will be accepted by the acting secretary in May. If more than the number of required
3171 members applies, an election should be scheduled for the June committee meeting and
3172 those attending that meeting should vote to seat the committee. Those persons receiving
3173 the most votes for each stakeholder position shall be seated as a committee member and
3174 the runners-up shall be seated as alternates. Members will serve one-year term, with no
3175 term limits. Terms shall commence in June and continue through the next school year.
3176 Vacancies shall be filled by alternates or by accepting new applications if necessary
3177 during the term. The names of the committee members and officers will be submitted to
3178 the Board of Directors for approval and the committee members' names should be
3179 published (on the school website and on the designated bulletin board) in June.
3180

3181 All committee members serve terms consistent with the committee's bylaws, not to
3182 exceed two years and with no term limits.
3183

3184 **School Organization**

3185
3186 The Board will conduct regular organizational reviews in order to ensure the fulfillment
3187 of the School's mission, vision, strategic plan, and school-wide goals.
3188

3189 **Charter Amendments and Revisions**

3190
3191 The governance structure and other provisions of this PCHS charter may be revised.
3192 Amendments to this charter may be proposed in writing and submitted to the Board of
3193 Trustees by any stakeholder. Amendments to the governance structure must be approved
3194 by seventy-five percent of the full-time employees and/or those with permanent status,
3195 and two-thirds of the voting members of the Board of Trustees in order to qualify for
3196 submission as a material revision to the chartering agency in accordance with Education
3197 Code Section 47607. All other amendments will be approved by majority vote. Material
3198 revisions shall be submitted to the District for approval in accordance with Education
3199 Code Section 47607.
3200

3201 **Board of Trustees Liability**

3202
3203 PCHS will maintain in effect general liability and Board errors and omissions insurance
3204 policies.
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Communicating Board of Trustees Activities

Announcement of Board of Trustees meetings will comply with the terms of the Ralph M. Brown Act. All meetings are open to the public with the exception of that portion of the meeting that is legally held in closed session in accordance with the Brown Act. Minutes of the Board's meetings will be posted on the School's website and be available in the School's main office.

LAUSD Charter Policy

PCHS will comply with the District Board policy related to charter schools, as it may change from time to time. The District shall notify PCHS of any change that would trigger any responsibility by PCHS to revise operations in accordance with new District policy.

Audit and Inspection of Records

PCHS agrees to observe and abide by the following terms and conditions as a requirement for receiving and maintaining its charter authorization:

- PCHS is subject to District oversight.
- The District's statutory oversight responsibility continues throughout the life of the Charter and requires that it, among other things, monitor the fiscal condition of the Charter School.
- The District is authorized to revoke this charter for, among other reasons, the failure of the School to meet generally accepted accounting principles or if it engages in fiscal mismanagement.

Accordingly, the District hereby reserves the right, pursuant to its oversight responsibility, to audit the School's books, records, data, processes and procedures through the District Office of the Inspector General or other means. The audit may include, but is not limited to, the following areas:

- • Compliance with terms and conditions prescribed in the Charter agreement;
- • Internal controls, both financial and operational in nature;
- • The accuracy, recording and/or reporting of school financial information;
- • The school's debt structure;
- • Governance policies, procedures and history;
- • The recording and reporting of attendance data;
- • The school's enrollment process;
- • Compliance with safety plans and procedures; and
- • Compliance with applicable grant requirements.

PCHS shall cooperate fully with such audits and make available any and all records necessary for the performance of the audit upon 30 days notice to the School. When 30

3251 days notice may defeat the purpose of the audit, the District may conduct the audit upon
3252 24 hours notice.

3253 In addition, if an allegation of waste, fraud or abuse related to the School's operations is
3254 received by the District, PCHS shall be expected to cooperate with any investigation
3255 undertaken by the Office of the Inspector General, Investigations Unit.
3256

3257 **Term**

3258
3259 The term of this charter shall expire on June 30, 2015.
3260

3261 **Severability**

3262
3263 The terms of this charter contract are severable. In the event that any of the provisions
3264 are determined to be unenforceable or invalid under the provisions of California State
3265 Charter Schools Act or other relevant State and/or federal statutes, the remainder of the
3266 charter shall remain in effect, unless mutually agreed otherwise by the LAUSD and the
3267 Board of Trustees of PCHS. The District and school agree to meet to discuss and resolve
3268 any issues or differences relating to invalidated provisions in a timely, good faith fashion.
3269

3270

3271 **Responding to Inquiries**

3272
3273 PCHS shall promptly respond to all inquiries, including but not limited to, inquiries
3274 regarding financial records, from the District and shall consult with the District regarding
3275 any inquiries. PCHS acknowledges that it is subject to audit by LAUSD including,
3276 without limitation, audit by the District Office of the Inspector General.
3277

3278 **Notifications**

3279
3280 Notification is to be made to the Innovation and Charter Schools Division of any notices
3281 of workplace hazards, investigations by outside regulatory agencies, lawsuits, or other
3282 formal complaints, within one week of receipt of such notices by PCHS.
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3288 **PCHS Organizational Chart**

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3290 For the current organizational chart, see Appendix N.

3291

3292 **Grievance Procedure for Parents and Students**

3293

3294 PCHS will designate at least one employee to coordinate its efforts to comply with and
3295 carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title
3296 IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504) including any
investigation of any complaint filed with PCHS alleging its noncompliance with these

3297 laws or alleging any actions which would be prohibited by these laws. PCHS will notify
3298 all its students and employees of the name, office address, and telephone number of the
3299 designated employee or employees.

3300

3301 PCHS will adopt and publish grievance procedures providing for prompt and equitable
3302 resolution of student and employee complaints alleging any action which would be
3303 prohibited by Title IX or Section 504.

3304

3305 PCHS will implement specific and continuing steps to notify applicants for admission
3306 and employment, pupils and parents of elementary and secondary school pupils,
3307 employees, sources of referral of applicants for admission and employment, and all
3308 unions or professional organizations holding collective bargaining or professional
3309 agreements with the recipient, that it does not discriminate on the basis of sex or mental
3310 or physical disability in the educational program or activity which it operates, and that it
3311 is required by Title IX and Section 504 not to discriminate in such a manner.

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3315
ELEMENT 5:
QUALIFICATIONS OF EMPLOYEES

3316 *The qualifications to be met by individuals to be employed by the school.*
3317 *California Education Code Section 47605(b)(5)(E)*
3318

3319 The fundamental qualification of all employees at PCHS is a commitment to the
3320 principles of the School's mission. Employees must also be essential to the fulfillment of
3321 that mission, as expressed in the terms of this charter. The Board of Trustees, with the
3322 help of the Executive Director, will evaluate the effectiveness of all staff positions at
3323 PCHS. Consistent with any obligations the School may have under any applicable
3324 collective bargaining agreements, the Board may alter any staff positions that do not
3325 effectively aid in achieving the School's mission and the goals set forth in this charter.
3326

3327 Current qualified staff members, both those on leave from the LAUSD and those hired by
3328 PCHS from outside the District, will be encouraged to continue their employment under
3329 the terms of the charter. Employees may remain members of their respective bargaining
3330 units but shall apply for leaves of absence, if available, from the LAUSD in accordance
3331 with their respective collectively bargained agreements. All staff members on leave from
3332 the LAUSD who choose to opt out of PCHS will be placed by the LAUSD at another site
3333 in the District pursuant to conditions specified in their respective collective bargaining
3334 agreements.
3335

3336
3337 PCHS does not discriminate against qualified applicants or employees on the basis of
3338 race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin,
3339 ancestry, citizenship, age, marital status, physical disability, mental disability, medical
3340 condition, or any other characteristic protected by California or federal law.
3341

3342
3343 **Staff Selection**
3344

3345 PCHS shall select its own staff. Available positions at PCHS will be advertised through
3346 various media as necessary. PCHS recruits teachers who are qualified to deliver the
3347 proposed instructional program in a myriad of ways including posting on our website and
3348 EdJoin. We require the submission of documentation to our HR office to verify highly
3349 qualified status of all applicants. The status of individual staff's credentials is monitored
3350 by the HR office and tracked through SIS. Regular reminders (twice annually) are issued
3351 to staff regarding the status of their credentials. The standards for employment will be
3352 based on appropriate academic background, prior experience, specialized training, and/or
3353 personal qualities as may be needed for each position. All candidates should possess and
3354 demonstrate the following skills:
3355

- 3356 ○ Critical, constructive thinking;
3357
3358 ○ Effective communication;

**BYLAWS
OF
PALISADES CHARTER HIGH SCHOOL**

(A California Nonprofit Public Benefit Corporation)

**ARTICLE I
NAME**

Section 1. **NAME.** The name of this corporation is: Palisades Charter High School.

**ARTICLE II
PRINCIPAL OFFICE OF THE CORPORATION**

Section 1. **PRINCIPAL OFFICE OF THE CORPORATION.** The principal office for the transaction of the activities and affairs of this corporation is 15777 Bowdoin Street, Pacific Palisades, County of Los Angeles, State of California. The Board of Directors ("board of directors" or "board") may change the location of the principal office. Any such change of location must be noted by the secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. **OTHER OFFICES OF THE CORPORATION.** The board of directors may at any time establish branch or subordinate offices at any place or places where this corporation is qualified to conduct its activities.

**ARTICLE III
GENERAL AND SPECIFIC PURPOSES; LIMITATIONS**

Section 1. **GENERAL AND SPECIFIC PURPOSES.** The purpose of this corporation is to manage, operate, guide, direct and promote the Palisades Charter High School ("Charter School"), a California public charter school. Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**ARTICLE IV
CONSTRUCTION AND DEFINITIONS**

Section 1. **CONSTRUCTION AND DEFINITIONS.** Unless the context indicates otherwise, the general provisions, rule of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

**ARTICLE V
DEDICATION OF ASSETS**

Section 1. **DEDICATION OF ASSETS.** This corporation's assets are irrevocably dedicated to public benefit purposes as set forth in the Charter School's Charter. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3).

**ARTICLE VI
CORPORATIONS WITHOUT MEMBERS**

Section 1. **CORPORATIONS WITHOUT MEMBERS.** This corporation shall have no voting members within the meaning of the Nonprofit Corporation Law. The corporation's board of directors may, in its discretion, admit individuals to one or more classes of nonvoting members; the class or classes shall have such rights and obligations as the board of directors finds appropriate.

**ARTICLE VII
BOARD OF DIRECTORS**

Section 1. **GENERAL POWERS.** Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws, the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the board of directors. The board may delegate the management of the corporation's activities to any person(s), management company or committees (Article VII, Section 21), however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the board.

Section 2. **SPECIFIC POWERS.** Without prejudice to the general powers set forth in Section 1 of these bylaws, but subject to the same limitations, the board of directors shall have the power to:

(a) Subject to any applicable contractual or other legal requirements, appoint and remove, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.

(b) Change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California; and designate a place in California for holding any meeting of members.

(c) Borrow money and incur indebtedness on the corporation's behalf and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

(d) Adopt and use a corporate seal; prescribe the forms of membership certificates; and alter the forms of the seal and certificates.

Section 3. **DESIGNATED DIRECTORS AND TERMS** The authorized number of directors shall be eleven (11) unless changed by amendment to these bylaws. The eleven (11) directors shall be designated as follows:

(a) **Teacher representatives:** Three directors shall be selected from the Charter School's teaching personnel. Two of these directors shall be elected by the Charter School's teachers; one shall be elected by the student body. Employment at the Charter School as a certificated teacher is a requirement of election and service.

(b) **Parent representatives:** Three directors shall be selected from among the parents of Charter School students. One must be the parent of a "traveling student," defined as a student residing outside the home school specified attendance boundaries. These three directors shall be elected in a general election of the parent community. Enrollment of a child in the parent's legal custody at the Charter School is a requirement of service.

(c) **Community representatives:** Three directors shall be selected from the Charter School community, except that parents of Charter School students shall not be eligible for directorates in this category. One director shall be selected by Charter School personnel; two shall be selected in an election held by all stakeholder groups.

(d) **Non-certificated representative:** One director shall be selected from among the non-certificated Charter School personnel by a vote of non-certificated personnel.

(e) **Executive Director:** One director shall be the Executive Director/Chief Learning Officer.

(f) **Student representative:** One director shall be selected from the Charter School's student body to serve as a non-voting director. The director selected from the Charter School's student body shall be selected in a general election of the Charter School's student body.

Enrollment as a student at the Charter School is a requirement of election and service. The student member shall not be entitled to participate in any closed session meetings of the board.

- (g) A member of the Los Angeles Unified School District will be permitted to serve as a non-voting, ex officio member.
- (h) The Academic Principal shall serve as an ex-officio member

Except for the initial board of directors, each director shall hold office for one term of two years or until a successor director has been designated and qualified. Directors shall be chosen at an annual meeting as specified in Section 16 of this Article VII. The initial board of directors shall serve through June 2005 or until a successor director has been designated and qualified as specified in Section 5, Article VII.

Section 4. RESTRICTION ON INTERESTED PERSONS AS DIRECTORS. No more than 49 percent of the persons serving on the board of directors may be interested persons. An interested person is (a) any person compensated by the corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. However, any violation of this paragraph shall not affect the validity or enforceability of transactions entered into by the corporation.

Section 5. DIRECTORS' TERM. Each initial director shall hold office through June 2005 or until a successor director has been designated and qualified. Thereafter, each director shall hold office for two (2) years or until a successor director has been designated and qualified. In order to provide continuity of leadership, directors' terms shall be staggered in such manner as the board deems appropriate.

Section 6. NOMINATIONS BY COMMITTEE. The board of directors shall appoint a Nominating Committee. The Nominating Committee shall designate qualified candidates for any election to the board of directors, according to the composition criteria set forth in Section 3 of this Article VII. The Nominating Committee shall make its report to the board at least seven (7) days before the date of the election or at such other time as the board of directors may set. The secretary shall forward to each board member, with the notice of meeting required by these bylaws, a list of all candidates designated by the Nominating Committee. The Nominating Committee shall also solicit and designate qualified candidates for election to Standing Committees as set forth in Section 21 of this Article VII.

Section 7. USE OF CORPORATE FUNDS TO SUPPORT NOMINEE. If more people have been nominated for director than can be elected, no corporation funds may be expended to support a nominee.

Section 8. EVENTS CAUSING VACANCIES ON BOARD. A vacancy or vacancies on the board of directors shall occur in the event of (a) the death or resignation of any director; (b) the removal of a director with or without cause, by resolution of the board as noted below; (c) the declaration by resolution of the board of directors of a vacancy in the office of a director

who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; (d) the increase of the authorized number of directors; (e) the failure of the members, at any meeting of members at which any director or directors are to be elected, to elect the number of directors required to be elected at such meeting; and (f) termination of employment with the charter school.

Any director may be removed, with or without cause, by the vote of the majority of the members of the entire board of directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and of the removal questions are given as provided in Section 13. Any vacancy caused by the removal of a director shall be filled as provided in Section 11.

Any director who does not attend three successive board meetings will automatically be removed from the board without board resolution unless (a) the director requests a leave of absence for a limited period of time, and the leave is approved by the directors at a regular or special meeting (if such leave is granted, the number of board members will be reduced by one in determining whether a quorum is or is not present), (b) the director suffers from an illness or disability that prevents him or her from attending meetings and the board by resolution waives the automatic removal procedure of this subsection; or (c) the board by resolution of the majority of board members must agree before a director who has missed three meetings may be reinstated.

Section 9. RESIGNATION OF DIRECTORS. Except as provided below, any director may resign by giving written notice to the chairman of the board, if any, or to the president or the secretary of the board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the board of directors may elect a successor to take office as of the date when the resignation becomes effective.

Section 10. DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS. Except on notice to the California Attorney General, no director may resign if the corporation would be left without a duly elected director or directors.

Section 11. VACANCIES FILLED BY BOARD. Vacancies on the board of directors may be filled by approval of the board of directors or, if the number of directors then in office is less than a quorum, by (1) the unanimous consent of the directors then in office, (2) the affirmative vote of a majority of the directors then in office at a meeting held according to notice or waivers of notice complying with Corporations Code Section 5211, or (3) a sole remaining director.

Section 12. NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS. Any reduction of the authorized number of directors shall not result in any director's being removed before his or her term of office expires.

Section 13. PLACE OF BOARD OF DIRECTORS MEETINGS. Meetings shall be held at the principal office of the corporation. The board of directors may designate that a meeting be held at any place within California that has been designated by resolution of the board of directors or in the notice of the meeting. All meetings of the board of directors shall be

called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

Section 14. MEETINGS BY TELEPHONE OR OTHER TELECOMMUNICATIONS EQUIPMENT. Any board of directors meeting may be held by conference telephone, video screen communication, or other communications equipment. Participation in a meeting under this Section shall constitute presence in person at the meeting if all of the following apply:

(a) Each member participating in the meeting can communicate concurrently with all other members.

(b) Each member is provided the means of participating in all matters before the board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation.

(c) The board of directors has adopted and implemented a means of verifying both of the following:

(1) A person communicating by telephone, video screen, or other communications equipment is a director entitled to participate in the board of directors meeting.

(2) All statements, questions, actions or votes were made by that director and not by another person not permitted to participate as a director.

(d) The meeting is held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act, California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

Section 15. ANNUAL AND REGULAR MEETINGS. Unless changed and publicized with adequate notice, regular meetings of the board of directors shall be held the third Tuesday of the month, unless the third Tuesday of the month should fall on a legal holiday or unless a quorum is unavailable. The board of directors shall hold an annual meeting for purposes of organization, election of officers, and transaction of other business. Notice of this meeting is not required if conducted pursuant to these bylaws. The board may hold regular, special and emergency meetings. All meetings of the board of directors shall be called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

Section 16. AUTHORITY TO CALL SPECIAL MEETINGS. Special and emergency meetings of the board of directors for any purpose may be called at any time by the chairman of the board or a majority of the directors.

Section 17. NOTICE OF SPECIAL OR EMERGENCY MEETINGS. Notice of the time and place of special or emergency meetings shall be given to each director by (a) personal delivery of written notice; (b) first-class mail, postage prepaid; (c) telephone, including a voice messaging system or other system or technology designed to record and communicate messages, either directly to the director or to a person at the director's office who would reasonably be

expected to communicate that notice promptly to the director; (d) telegram; (e) facsimile; (f) electronic mail; or (g) other electronic means. All such notices shall be given or sent to the director's address or telephone number as shown on the corporation's records and shall be sent with at least such notice as is required in accordance with the terms and provisions of the Ralph M. Brown Act California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation which are applicable to the type of meeting called.

Notice of the time and place of special or emergency meetings shall be given to all media who have provided written notice to the Palisades Charter High School.

The notice shall state the time of the meeting and the place, if the place is other than the corporation's principal office and the business to be transacted at the meeting.

All notice requirements will comply with the terms and provisions of the Ralph M. Brown Act California Government Code Sections 54950, et seq., as said chapter may be modified by subsequent legislation.

Section 18. **QUORUM.** A majority of the number of directors actively serving (not to include vacant positions in the calculation of a quorum) shall constitute a quorum for the transaction of any business except adjournment. Every action taken or decision made by a majority of the directors present at a duly held meeting at which a quorum is present shall be an act of the board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directorships, (c) creation of and appointments to committees of the board, and (d) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of some directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

Section 19. **ADJOURNMENT.** A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place.

Section 20. **COMPENSATION AND REIMBURSEMENT.** Directors may receive such compensation, if any, for their services as directors or officers, and such reimbursement of expenses, as the board of directors may establish by resolution to be just and reasonable as to the corporation at the time that the resolution is adopted.

Section 21. **CREATION OF POWERS OF COMMITTEES.** The board, by resolution adopted by a majority of the directors then in office, may create one or more standing and/or ad hoc committees, to serve at the pleasure of the board. These committees may include the following: (1) the Nominating Committee; (2) the Finance and Budget Committee; (3) the Educational Program Committee; and (4) the Policy Committee. Authorized committees that shall exercise the authority of the board, shall consist of two or more directors. Authorized committees that do not exercise the authority of the board, may consist of any individuals recommended by the Nominating Committee and approved by the board. Initial and subsequent appointments to committees of the board shall be made from a slate of candidates designated by the Nominating Committee or, in the case of the Nominating Committee, by the board itself, and

representing stakeholders appropriate for the subject matter of the committee. All committee appointments shall be approved by the board of directors. The goal is for teachers to comprise at least 50% of each standing committee. Committees shall report to the board on a periodic basis. Subject to the approval of the board, each committee shall establish its own bylaws to address, among other matters, purpose, committee membership, meetings, and duties. Committees of the board of directors shall have all the authority to the extent provided in the board of directors' resolution establishing the committee, except that committee actions potentially involving substantial liability or major policy decisions, as determined by the executive director or the board, shall be approved by the board and no committee may:

(a) Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members or approval of a majority of all members;

(b) Fill vacancies on the board of directors or any committee of the board;

(c) Fix compensation of the directors for serving on the board of directors or on any committee;

(d) Amend or repeal bylaws or adopt new bylaws;

(e) Amend or repeal any resolution of the board of directors that by its express terms is not so amendable or subject to repeal;

(f) Create any other committees of the board of directors or appoint the members of committees of the board;

(g) Expend corporate funds to support a nominee for director if more people have been nominated for director than can be elected; or

(h) Approve any contract or transaction to which the corporation is a party and in which one or more of its directors has a material financial interest, except as special approval is provided for in Corporations Code section 5233(d)(3).

Section 22. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees of the board of directors shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other board of directors actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by board of directors resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The board of directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the board of directors has not adopted rules, the committee may do so.

Section 23. NON-LIABILITY OF DIRECTORS. No Director shall be personally liable for the debts, liabilities, or other obligations of this corporation.

Section 24. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS.

The Charter School and the board of directors shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. **OFFICES HELD.** The officers of this corporation shall be a president, a secretary, and a chief financial officer. The Charter School's president shall be known as the "Executive Director/Chief Learning Officer." All references in these bylaws to the "president" shall apply to the Executive Director/Chief Learning Officer. The corporation, at the board's direction, may also have a chairman of the board, one or more vice-presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed under these bylaws. The officers in addition to the corporate duties set forth in this Article VIII shall also have administrative duties as set forth in any applicable contract for employment or job specification.

Section 2. **DUPLICATION OF OFFICE HOLDERS.** Any number of offices may be held by the same person, except that neither the secretary nor the chief financial officer may serve concurrently as either the president or the chairman of the board.

Section 3. **ELECTION OF OFFICERS.** The officers of this corporation shall be chosen annually by the board of directors and shall serve at the pleasure of the board, subject to the rights of any officer under any employment contract. Officers' terms may be staggered to provide continuity of leadership.

Section 4. **APPOINTMENT OF OTHER OFFICERS.** The board of directors may appoint and authorize the chairman of the board, the president, or another officer to appoint any other officers that the corporation may require. Each appointed officer shall have the title and authority, hold office for the period, and perform the duties specified in the bylaws or established by the board.

Section 5. **REMOVAL OF OFFICERS.** Subject to any applicable contracts, collective bargaining requirements or other legal requirements, without prejudice to the rights of any officer under an employment contract, the board of directors may remove any officer with or without cause. An officer who was not chosen by the board of directors may be removed by any other officer on whom the board of directors confers the power of removal.

Section 6. **RESIGNATION OF OFFICERS.** Any officer may resign at any time by giving written notice to the board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the corporation under any contract to which the officer is a party.

Section 7. **VACANCIES IN OFFICE.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for normal appointment to that office, provided, however, that vacancies need not be filled on an annual basis.

Section 8. **CHAIRMAN OF THE BOARD.** If a chairman of the board of directors is elected, he or she shall preside at board of directors meetings and shall exercise and perform such other powers and duties as the board of directors may assign from time to time. If a chairman of the board of directors is elected, there may also be a vice-chairman of the board of directors. In the absence of the chairman, the vice-chairman, or other officer as designated by the board, shall preside at board of directors meetings and shall exercise and perform such other powers and duties as the board of directors may assign from time to time.

Section 9. **PRESIDENT.** The chief officer of the Charter School shall be the president, also known as the Executive Director/Chief Learning Officer. Subject to such supervisory powers as the board of directors may give to the chairman of the board, if any, and subject to the control of the board, and subject to the president's contract of employment, the president shall be the general manager of the corporation and shall supervise, direct, and control the corporation's activities, affairs, and officers as fully described in any applicable employment contract, agreement, or job specification. In the absence of a chairman of the board, the president shall preside at all meetings of the board of directors meetings. The president shall have such other powers and duties as the board of directors or the bylaws may require.

Section 10. **VICE-PRESIDENTS.** The vice-president is also known as the Academic Principal. If the president is absent or disabled, the Academic Principal or such other vice-president as may be designated by the board, shall perform all duties of the president. When so acting, a vice-president shall have all powers of and be subject to all restrictions on the president. The vice-presidents shall have such other powers and perform such other duties as the board of directors or the bylaws may require.

Section 11. **SECRETARY.** The secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the board of directors may direct, a book of minutes of all meetings, proceedings, and actions of the board, and of committees of the board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; and the names of persons present at board of directors and committee meetings.

The secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The secretary shall give, or cause to be given, notice of all meetings of members of the board of directors, and of committees of the board of directors, that these bylaws require to be given. The secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the board of directors or bylaws may require.

Section 12. **CHIEF FINANCIAL OFFICER.** The chief financial officer, known also as the Chief Business Officer, shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The chief financial officer shall send or cause to be given to the members and directors such financial statements and reports as are required to be given by law, by these bylaws, or by the board. The books of account shall be open to inspection by any director at all reasonable times.

The chief financial officer shall (i) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the board of directors may designate; (ii) disburse the corporation's funds as the board of directors may order; (iii) render to the president, chairman of the board, if any, and the board, when requested, an account of all transactions as chief financial officer and of the financial condition of the corporation; and (iv) have such other powers and perform such other duties as the board, contract, job specification, or the bylaws may require.

If required by the board, the chief financial officer shall give the corporation a bond in the amount and with the surety or sureties specified by the board of directors for faithful performance of the duties of the office and for restoration to the corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the chief financial officer on his or her death, resignation, retirement, or removal from office.

ARTICLE IX CONTRACTS WITH DIRECTORS AND OFFICERS

Section 1. **CONTRACTS WITH DIRECTORS AND OFFICERS.** No director of this corporation nor any other corporation, firm, association, or other entity in which one or more of this corporation's directors are directors have a material financial interest, shall be interested, directly or indirectly, in the contract or transaction, unless (a) the material facts regarding that director's financial interest in such contract or transaction or regarding such common directorship, officership, or financial interest are fully disclosed in good faith and noted in the minutes, or are known to all members of the board of directors prior to the board's consideration of such contract or transaction; (b) such contract or transaction is authorized in good faith by a majority of the board of directors by a vote sufficient for that purpose without counting the votes of the interested directors; (c) before authorizing or approving the transaction, the board of directors considers and in good faith decides after reasonable investigation that the corporation could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and (d) the corporation for its own benefit enters into the transaction, which is fair and reasonable to the corporation at the time the transaction was entered into.

This Section does not apply to a transaction that is part of an educational or charitable program of this corporation if it (a) is approved or authorized by the corporation in good faith and without unjustified favoritism and (b) results in a benefit to one or more directors or their families because they are in the class of persons intended to be benefited by the educational or charitable program of this corporation.

ARTICLE X LOANS TO DIRECTORS AND OFFICERS

Section 1. **LOANS TO DIRECTORS AND OFFICERS.** This corporation shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the California Attorney General; provided, however, that the corporation may advance money to a director or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the corporation.

ARTICLE XI INDEMNIFICATION

Section 1. **INDEMNIFICATION.** To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the board of directors by any person seeking indemnification under Corporations Code section 5238 (b) or section 5238 (c) the board of directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the board of directors shall authorize indemnification.

ARTICLE XII INSURANCE

Section 1. **INSURANCE.** This corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising from the officer's, director's, employee's, or agent's status as such.

ARTICLE XIII MAINTENANCE OF CORPORATE RECORDS

Section 1. **MAINTENANCE OF CORPORATE RECORDS.** This corporation shall keep:

- (a) Adequate and correct books and records of account;
- (b) Written minutes of the proceedings of its members, board, and committees of the board; and
- (c) Such reports and records as required by law.

ARTICLE XIV INSPECTION RIGHTS

Section 1. **DIRECTORS' RIGHT TO INSPECT.** Every director shall have the right at any reasonable time to inspect the corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary as permitted by California and federal

law. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 2. ACCOUNTING RECORDS AND MINUTES. On written demand on the corporation, any member may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the members, the board of directors, and committees of the board of directors at any reasonable time for a purpose reasonably related to the member's interest as a member. Any such inspection and copying may be made in person or by the member's agent or attorney. This right of inspection extends to the records of any subsidiary of the corporation.

Section 3. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS. This corporation shall keep at its principal California office the original or a copy of the articles of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the members at all reasonable times during office hours. If the corporation has no business office in California, the secretary shall, on the written request of any member, furnish to that member a copy of the articles of incorporation and bylaws, as amended to the current date.

ARTICLE XV REQUIRED REPORTS

Section 1. ANNUAL REPORTS. The board of directors shall cause an annual report to be sent to the board of directors within 120 days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds;
- (c) The corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- (d) The corporation's expenses or disbursements for both general and restricted purposes;
- (e) Any information required under these bylaws; and
- (f) An independent accountant's report or, if none, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. As part of the annual report to all members, or as a separate document if no annual report is issued, the corporation shall, within 120 days after the end of the

corporation's fiscal year, annually prepare and mail or deliver to each member and furnish to each director a statement of any transaction or indemnification of the following kind:

- (a) Any transaction (i) in which the corporation, or its parent or subsidiary, was a party, (ii) in which an "interested person" had a direct or indirect material financial interest, and (iii) which involved more than \$50,000 or was one of several transactions with the same interested person involving, in the aggregate, more than \$50,000. For this purpose, an "interested person" is either:
 - (1) Any director or officer of the corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or
 - (2) Any holder of more than 10 percent of the voting power of the corporation, its parent, or its subsidiary. The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the corporation, the nature of their interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

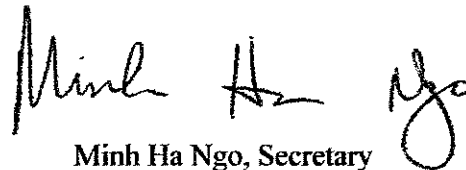
**ARTICLE XVI
AMENDMENT TO BYLAWS**

Section 1. These Bylaws may be amended by a majority vote of the board of Directors at a meeting in which a quorum is present. Bylaws may not be amended to include any provision that conflicts with law, the Articles of Incorporation, or the Charter of the Palisades Charter High School.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting secretary of Palisades Charter High School, a California nonprofit public benefit corporation; that these bylaws, consisting of 14 pages, are the bylaws of this corporation as adopted by the board of directors on July 19, 2004; and that these bylaws have not been amended or modified since that date.

Executed on July 19, 2004 at Pacific Palisades, California.


Minh Ha Ngo, Secretary

ROSTER OF PRESENT OFFICERS AND DIRECTORS

NAME	TITLE	CONTACT INFO
Michael Smith	Executive Director	(310) 230-6623 x 6650
Greg Wood	Chief Business Officer	(310) 459-0310
Marcia Haskin	Principal	(310) 230-6623 x 6630
Ann Davenport	Director of Counseling Services	(310) 230-6623 x 6637
Jennifer Avant Eustice	Director of Human Resources	(310) 230-6623 x 5005
Russel Howard	Director of Athletics, Discipline and Security	(310) 230-6623 x 6632
Monica Iannessa	Director of Attendance and Student Services	(310) 230-6623 x 7277
Mary Bush	Director of Special Education	(310) 230-6623 x 7240
Richard Thomas	Director of Instruction	(310) 230-6623 x 7250

PALISADES CHARTER HIGH SCHOOL

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Palisades Charter High School
15777 Bowdoin St.
Pacific Palisades, CA 90272-3523

We have audited the accompanying statement of financial position of Palisades Charter High School, (the School), a California public charter school, as of June 30, 2009, and the related statement of activities and cash flows for the year then ended. These financial statements are the responsibility of the School's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the School's June 30, 2008 financial statements and, in our report dated November 20, 2008, we expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standard applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements described above present fairly, in all material respects, the financial position of the School as of June 30, 2009, and the respective changes in its net assets and cash flows for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated December 8, 2009 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of this report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Board of Directors
Palisades Charter High School

The supplementary schedules on pages 14-16 are presented for the purposes of additional analysis. The accompanying schedule of expenditures of federal awards on page 17 is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. These schedules are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.


VICENTI, LLOYD & STUTZMAN LLP

December 8, 2009

PALISADES CHARTER HIGH SCHOOL

STATEMENT OF FINANCIAL POSITION

June 30, 2009

(with Comparative Totals for 2008)

<u>ASSETS</u>		
	<u>2009</u>	<u>2008</u>
CURRENT ASSETS:		
Cash and cash equivalents	\$ 6,822,946	\$ 5,979,949
Certificates of deposit	455,235	581,942
Accounts receivable	2,845,439	1,180,634
Due from other funds	48,376	2,845
Prepaid expenses	67,598	19,642
Total current assets	10,239,594	7,765,012
LONG-TERM ASSETS:		
Property, plant and equipment (net of accumulated depreciation)	2,531,212	1,947,500
Total long-term assets	2,531,212	1,947,500
Total assets	\$ 12,770,806	\$ 9,712,512
 <u>LIABILITIES AND NET ASSETS</u> 		
CURRENT LIABILITIES:		
Accounts payable	\$ 191,036	\$ 395,071
Accrued liabilities	1,964,671	1,460,254
Deferred revenue	1,641	1,641
Due to sponsoring district	899,163	242,829
Loan payable - current portion	429,429	166,348
Total current liabilities	3,485,940	2,266,143
LONG-TERM LIABILITIES:		
Loan payable, net of current portion	-	429,429
Total long-term liabilities	-	429,429
NET ASSETS:		
Unrestricted net assets:		
Board designated (Note 9)	1,618,603	1,568,603
General reserves	5,490,190	3,808,197
Total unrestricted net assets	7,108,793	5,376,800
Temporarily restricted net assets	2,006,073	1,470,140
Permanently restricted net assets	170,000	170,000
Total net assets	9,284,866	7,016,940
Total liabilities and net assets	\$ 12,770,806	\$ 9,712,512

The accompanying notes are an integral part of these financial statements.

PALI BINGO

Event Budget for PALI BINGO (First Month)

Room and hall fees	\$0.00
Tables and chairs	
Total	\$0.00

BINGO Machine	\$300.00
Balls	\$100.00
Boards	
Paper	\$200.00
Daubers (.50 x 2000)	\$1,000.00
Total	\$1,600.00

Photocopying/Printing	\$200.00
Advertising	\$200.00
Total	\$400.00

Ash Trays	\$50.00
Signage	\$50.00
Security (3 Nights)	\$375.00
Total	\$475.00

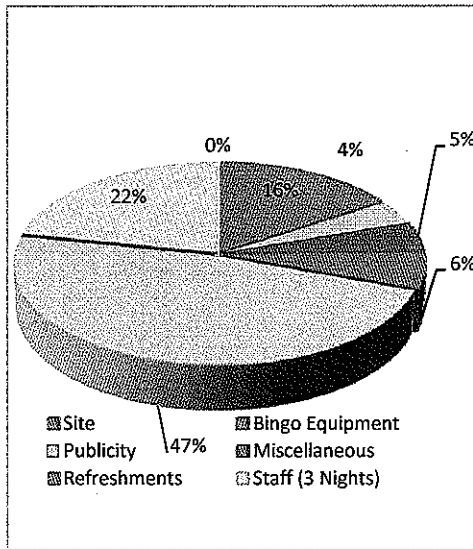
Food	\$300.00
Drinks	\$300.00
Total	\$600.00

*

Bingo Caller (2)	\$480.00
Machine Operator (2)	\$480.00
Ushers (5)	\$1,200.00
Sellers (5)	\$1,200.00
Other Set-Up/Clean-up (6)	\$1,440.00
Total	\$4,800.00

Cash	\$2,200.00
Total	\$2,200.00

Total Expenses	\$10,075.00
-----------------------	--------------------



REVENUE PROJECTION		
Entry Fee	\$5.00 x 200 x 3 Nights	\$3,000.00
Gaming	30.00 x 200 x 3 Nights	\$18,000.00
Concessions	\$5.00 x 200 x 3 Nights	\$3,000.00
Daubers	\$1.00 x 2000 x 3 Nights	\$3,000.00
TOTAL		\$27,000.00
Less Expenses		\$10,075.00
NET PROFIT		\$16,925.00

*THIS TOTAL REFLECTS THE AMOUNT TO BE ALLOCATED TO FAMILIES WHO OPTED TO FUNDRAISE.

PALISADES CHARTER HIGH SCHOOL
FUNDRAISING ACCOUNT
15777 BOWDOIN STREET
PACIFIC PALISADES, CA 90272
PH (310) 230-6623

BANK OF THE WEST
LOS ANGELES, CA 90071
90-4284/1222

1001

PAY TO THE
ORDER OF

\$

DOLLARS

VOID

VOID AFTER 90 DAYS

MEMO

AUTHORIZED SIGNATURE

⑈001001⑈ ⑆122242843⑆ (013439893⑈)

PALISADES CHARTER HIGH SCHOOL FUNDRAISING ACCOUNT

Acct # ↑

1001

SIGNATORIES:

GREG WOOD - CHIEF BUSINESS OFFICER
MONICA IANNESSA - DIRECTOR OF ATTENDANCE
KEVIN OLSON - FINANCE MANAGER

PALISADES CHARTER HIGH SCHOOL FUNDRAISING ACCOUNT

1001

PCHS BINGO HOUSE RULES

A Bingo Manager will be on-site at every event. Should there be any confusion; decisions will be made at the Bingo Manager's discretion.

1. No persons under 18 years of age allowed,
2. Seating is on a first come basis. Please do not save seats.
3. Players must pay for and provide proof of admission.
4. All games must be indelibly marked with daubers and must be on the designated color sheet unless a "traded" sheet is pre-approved by the Game Manager. No game sheets from previous weeks are to be used unless authorized, nor are game sheets from other establishments allowed.
5. Splitting of game pack or extra pack among players is not permitted. Prices for game packs are per person only.
6. It is the **player(s)** responsibility to make themselves heard and stop the game.
7. Bingo will be paid on the **last number called**, which must be part of the bingo.
8. Once the game is officially closed, no other winners will be considered.
9. In the event of an incorrect call or placement, the ball drawn is the only valid number.
10. **Decisions made by the Bingo Manager shall be final.**
11. Game Jackpot will be split in the event of multiple winners.
12. Games are subject to change at the discretion of the caller, Bingo Manager or Bingo Committee without notice.
13. No smoking inside the auditorium. Smoking must be done in designated smoking areas.
14. Minimum attendance required for full payout is 175 persons on all games. Count will be taken at the start of each game. If minimum attendance is not reached, the payout will be on a 70% / 30% split.

LIST OF GAMES AND PRIZES

- There will be a total of thirty (30) games played each night.
- Each game will have a payout of \$50.
- Every fifth game will be a specialty game and will have a jackpot worth \$100.
- A specialty game will include any irregular type of bingo, including blackouts, borders, X's, etc.
- The last game of the night will have a super jackpot worth \$500.

COST:

30-game pack: \$30

20-game pack: \$22

15-game pack: \$17

10-game pack: \$12

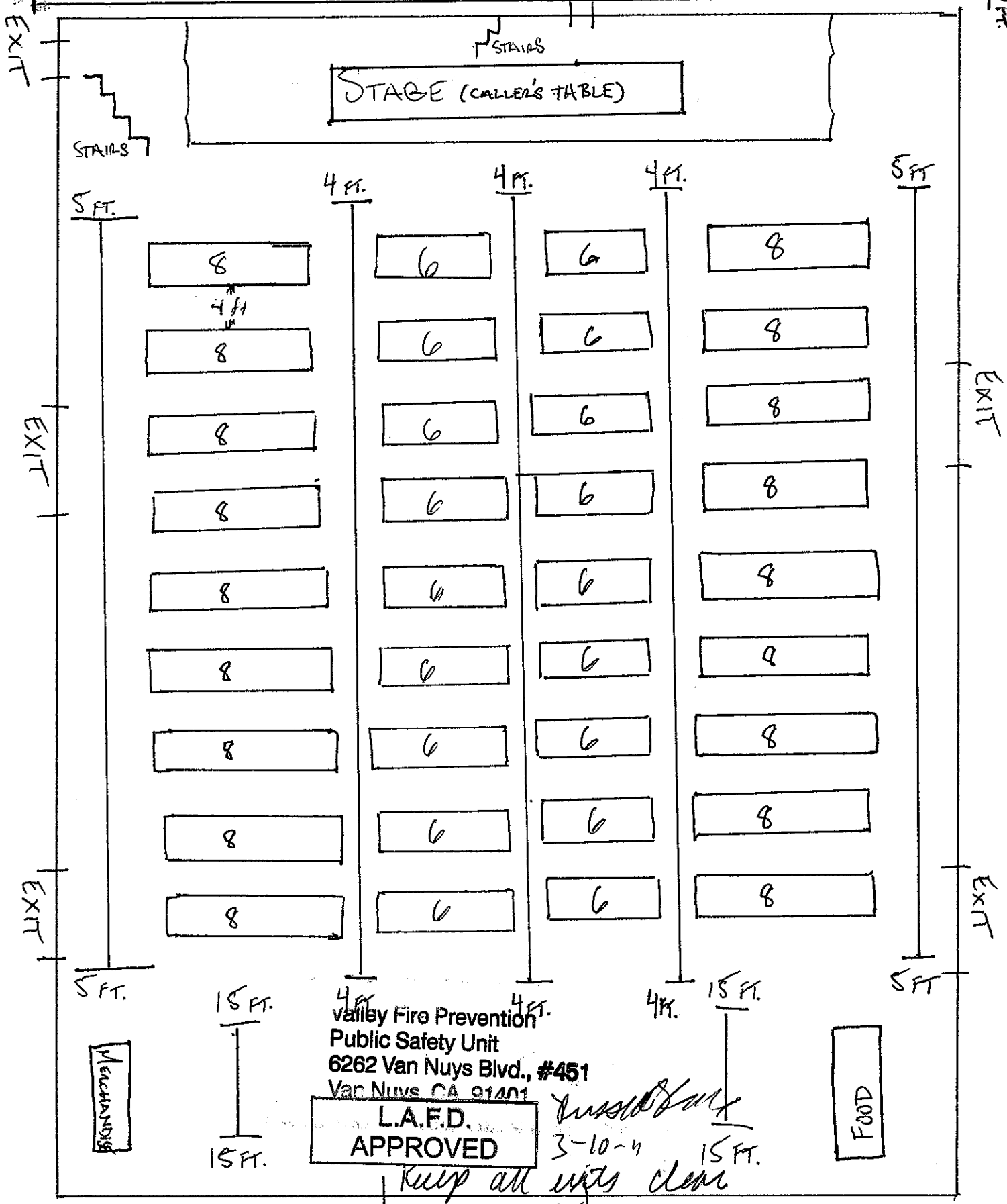
5-game pack: \$7

Single-game card: \$3

*** All prize amounts are based on an attendance of at least 175 players. Please refer to PCHS House Rules for clarification on how payouts are otherwise determined.**

200 FT.

80 FT.



valley Fire Prevention
 Public Safety Unit
 6262 Van Nuys Blvd., #451
 Van Nuys, CA 91401

L.A.F.D.
 APPROVED

[Signature]
 3-10-4

Keep all ways clear
 MAIN ENTRANCE

MERCER HALL BINGO SITE PLAN

TABLE CAPACITY = 246
 ROOM CAPACITY = 450
 75%