



Palisades Charter High School

Board Meeting

Date and Time

Tuesday August 19, 2025 at 5:00 PM PDT

Location

Pali South
302 Colorado Avenue
Santa Monica, CA 90401

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY:

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

SUPPORTING DOCUMENTATION:

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

ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Call the Meeting to Order		Amir Ebtehadj	
B. Special Election Committee Report	Vote	Amir Ebtehadj	5 m
"Motion to Approve New Parent Representative."			
C. Record Attendance and Guests			2 m
D. Public Comment			30 m
<p><i>"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</i></p> <p>Google Form Public Comment Procedure: A Google form is available 24 hours prior to the meeting for Public Comment. Please refer to the Dewey Dolphin email or copy/paste this link https://forms.gle/kSsxkvL6T9GgXpdEA. Your comment will be read aloud by the Board Vice Chair. Public comments submitted through the Google form will be read after the public comments presented live at the meeting. General public comments not read after 60 minutes will be included in the meeting minutes. Due to public meeting laws, the Board can only listen to your comment, not respond or take action. Comments are limited to two (2) minutes, per person and one cannot cede their time to another. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).</p>			
E. Approve Minutes	Approve Minutes	Amir Ebtehadj	2 m
Approve minutes for Board Meeting on June 17, 2025			

	Purpose	Presenter	Time
II. Organizational Reports			5:39 PM
A. Student Report	FYI	Alessandra Santini	3 m
B. Parent Report	FYI	Jessica Recinos, Neegen Ben- Cohen, Lisa Cahill	3 m
C. Represented Classified Staff Report	FYI	Andrew Paris	3 m
D. Unrepresented Classified Staff Report	FYI	Dr. Martha Monahan	3 m
E. Faculty Report	FYI	Maggie Nance, Nicholas Albonico, Minh Ha Ngo	3 m
F. Director of Operations Report	FYI	Rafael Negroe	3 m
G. Director of Information Technology Report	FYI	Jeff Roepel	5 m
H. Director of Development Report	FYI	Rene Rodman	3 m
I. Chief Finance Officer (CFO) Report	FYI	John Azzizzi	3 m
J. Executive Director/Principal (EDP) Report	FYI	Dr. Pam Magee	5 m
K. Human Resources Director (HR) Report	FYI	Dr. Martha Monahan	5 m
III. Human Resources (HR) Report Continued			6:18 PM
A. Commission on Teacher Credentialing (CTC) Declaration of Need	Vote	Dr. Martha Monahan	5 m
"Motion to approve Local Assignment Option for certificated employees, Peter Ye and Karyn Newbill, to work outside of their primary credential area."			
B. Approval of Contract: Administrative Director, Student Activities, Athletics, and Discipline	Vote	Dr. Martha Monahan	5 m
"Motion to approve the contract for Joshua Wilson as Administrative Director/AP of Student Activities, Athletics and Discipline."			

	Purpose	Presenter	Time
C. Approval of Contract: Administrative Director, Student Support Services "Motion to approve the contract for Amie Whiteley as Administrative Director/AP of Student Support Services."	Vote	Dr. Martha Monahan	5 m
D. Alignment of Unrepresented Salary Tables for College Counselors "Motion to approve the change in the payment structure for full-time college counselors from hourly wages to a salaried basis."	Vote	Dr. Martha Monahan	5 m
E. Change of Classification for Lead Campus Aide "Motion to approve the change in classification for the current 10-month, classified Campus Aide Lead to the vacant 12-month, unrepresented Campus Safety Supervisor position."	Vote	Dr. Martha Monahan	5 m
IV. Board Committees (Stakeholder Board Level Committees)			6:43 PM
A. Academic Accountability Committee Update	FYI	Dr. Minh Ha Ngo	5 m
B. Budget & Finance Committee Update	FYI	Amir Ebtehadj	5 m
C. Election Committee Update	FYI	Amir Ebtehadj	5 m
D. Charter Committee Update	FYI	Sara Margiotta	5 m
V. Board Committees (Board Members Only)			7:03 PM
A. Board Members Only - Committee Updates • Audit Committee • Grade Appeal Committee • Survey Committee	FYI	Various	5 m
VI. Academic Excellence			7:08 PM
A. Virtual Academy Contract "Motion to approve the Virtual Academy contract for the 2025-2026 school year."	Vote	Randy Tenan-Snow	10 m

	Purpose	Presenter	Time
B. College and Career Access Pathway Partnership Agreement "Motion to approve the College and Career Access Pathway Partnership Agreement with SMC."	Vote	Dr. Pam Magee	10 m
C. NWEA Score for Reclassification Criteria	FYI	Pali Administrators	10 m
D. Waiver Request for CAASPP	FYI	Pali Administrators	10 m
E. New Additions to 9th Grade Courses: AP Human Geography, AP Computer Science, and Honors 9th English	FYI	Pali Administrators	10 m
VII. Governance			7:58 PM
A. 2024-2025 LAUSD CSD Oversight Visit Report	FYI	Dr. Pam Magee	10 m
VIII. Finance			8:08 PM
A. 2024-2025 Unaudited Actuals "Motion to approve the 2024-2025 Unaudited Actuals."	Vote	John Azzizzi	10 m
B. 2024-2025 Education Protection Account (EPA) Actuals Report "Motion to approve the 2024-2025 Education Protection Account (EPA) Actuals report."	Vote	John Azzizzi	10 m
IX. Consent Agenda			8:28 PM
A. Finance Items: School Organized Conferences/Trips	Vote	Amir Ebtehadj	5 m
B. Personnel Items	Vote	Dr. Martha Monahan	5 m
X. New Business / Announcements			8:38 PM
A. Announcements / New Business Annual Governance Training: 10:00 AM at Pali South Thursday, September 4	FYI	Amir Ebtehadj	1 m

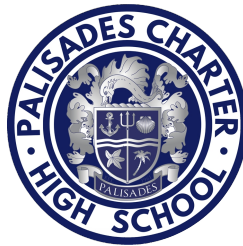
	Purpose	Presenter	Time
Monday, September 8			
Monday, September 15			
Annual Board/Goal Setting Retreat: Saturday, September 13, 2025 at 10:00 AM - Location TBD			
Next Monthly Board Meeting: Tuesday, September 16, 2025 - 5:00 PM at Pali South			
B.	Announce items for closed session, if any.	FYI	Amir Ebtehadj
			1 m
XI.	Closed Session		8:40 PM
A.	Potential Conference with Legal Counsel	Vote	5 m
	<ul style="list-style-type: none"> • Potential Temporary Lease Contracts 		
B.	Conference with Legal Counsel - Anticipated Litigation	Vote	5 m
	<ul style="list-style-type: none"> • Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9: (one potential cases) 		
C.	Employee complaint/Assignment/Discipline/Dismissal/Release	Vote	Dr. Martha Monahan
	<ul style="list-style-type: none"> • (Govt. Code section 54957) (Education Code section 44929.21) 		5 m
D.	Potential Litigation	Vote	5 m
	<ul style="list-style-type: none"> • Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9 		
XII.	Open Session		9:00 PM
A.	Return to Open Session	FYI	Amir Ebtehadj
			1 m
B.	Report Out on Action Taken In Closed Session, If Any.	FYI	Amir Ebtehadj
			1 m

	Purpose	Presenter	Time
XIII. Closing Items			9:02 PM
A. Adjourn Meeting	FYI	Amir Ebtehadj	1 m

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	E. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on June 17, 2025



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday June 17, 2025 at 5:00 PM

Location

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Trustees Present

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

Trustees Absent

None

Ex Officio Members Present

Dr. Pam Magee

Non Voting Members Present

Dr. Pam Magee

Guests Present

Alessandra Santini, Karen Ellis

I. Opening Items

A. Call the Meeting to Order

Sara Margiotta called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Jun 17, 2025 at 5:07 PM.

B. Record Attendance and Guests

C. Public Comment

Add Freidman comment summary

II. Open Session

A. Return to Open Session

The board returned to open session at 5:42PM.

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

The Evaluation Committee recommended to consider the eleventh amendment for the Employment Contract for the Executive Director/Principal.

III. Approve Minutes

A. Approve Minutes

Maggie Nance made a motion to approve the minutes from Special Board Meeting on 06-11-25.

Minh Ha Ngo seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

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

B. Approve Minutes

Martha Monahan made a motion to approve the minutes from Board Meeting on 05-20-25.

Andrew Paris seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

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

IV. Facilities

A. Fencing Update

Maria Thorpe, Project Manger for LAUSD Facilities, as well as an additional architect presented updates.

Despite varying opinions, the Board and the school, with the support of LAUSD, have decided to proceed with the construction of the new fencing, a project that has been in development for over five years. The existing fencing is not compliant with DSA (Division of the State Architect) or ADA (Americans with Disabilities Act) standards, and this fencing aims to bring it into full compliance.

The fencing plan includes the installation of an Aiphone (camera callbox) at the main gate for controlled entry, aligning with a previously approved board plan. Certain modifications were implemented to ensure code compliance, and several board members expressed their views on these adjustments.

The Pali High mural at the stadium tunnel will remain uncovered, with a new gate to be installed at that landing. Perimeter gates, with the exception of the service road, will also be addressed as part of this update. Students may have the opportunity to design steel decals to enhance the aesthetic of the new fencing.

The fences around the M building will not be modified. Fencing will be added to the patio in the tunnel to prevent students from climbing. The current chain-link fences will be replaced with iron/steel fences in a "Pali blue" color. A request can also be made to update the Temescal side pool fencing to match the new color scheme.

Once approved, the Request for Proposals (RFPs) can be opened, with an estimated project start time in early 2026. The timeline for completion is projected to be between six weeks and six months.

B. Temporary and Permanent Construction

Presentation from LAUSD: Scott Singletary, Deputy Director of LAUSD Asset Management (Planning and Development), Lorena Padilla-Melendez (Director of Community Relations), Jennifer Flores (Deputy Director of Environmental Safety), and Jake Martinez (Design Manager).

The design concept community meeting has commenced, with another planned for the summer, indicating rapid progress. The LAUSD board approved the project on June 3rd, with an allocation of \$266 million to replace the destroyed facilities. Phase 1 of the project involves the temporary village.

Jake Martinez clarified that the tennis courts and fire road will remain as is, with new buildings to replace the old ones, and the currently remaining portables are planned to stay in place. Sustainability is a key aspect of the rebuild process, incorporating considerations for airflow, wind, fire-resistant materials, and greenery. This initiative is currently in the high-level early planning phase, with efforts focused on programming the building around these environmental considerations. The new construction will be larger than the original footprint, with specialty programs expanding their square footage from 1,000 sq. ft to 3,000 sq. ft, adhering to LAUSD CTE standards.

A significant issue regarding the bungalows is funding, as rapid fundraising of several tens of millions of dollars will be required to remove them and expand the new construction. The plan includes 16 general education classrooms, a flex lab, an engineering lab, multimedia classroom. Additional spaces will include three special

education suites as well as other support spaces (IEP rooms, conference rooms, workspaces), including offices.

Amir Ebtehadj inquired if the current remaining bungalows could be moved to the tennis courts to open up construction space, the team said they could explore that possibility.

Meetings with the school administration, including Dr. Magee and Mr. Negroe, are held weekly. Architects are expected to present the design in the third week of July, with the final design anticipated 40-45 days thereafter. The general public has been invited to participate in the process and provide feedback. A QR code is available for feedback submission until August 14th, and the collected patterns will be reported at the next meeting.

Some board members expressed concerns regarding potential public funds waste and frivolous spending.

C. PCHS Fall Return Location

Efforts are progressing rapidly on campus, with buildings D, E, and F cleared for re-occupancy after re-cleaning and testing for fire contaminants as a precautionary measure. The pool contractor determined it was best to keep water in the pool until a decision is made to pump it out.

Jennifer Flores, provided an update on air testing. She explained that while some results can be assessed within two to three days, others may take several weeks. Testing is conducted immediately after each building is cleaned, with cleaning and testing occurring simultaneously. Citadel is handling asbestos and lead testing, while TRC is conducting fire-related chemical testing. It was noted that clearance does not indicate readiness for re-occupancy in terms of utilities or other essential aspects, and efforts are underway to restore power. Test results will be made public as each phase is completed. Testing for other chemicals, including 17 heavy metals, mercury, hydrocarbons, PCBs, and dioxins, is also being conducted. Soil testing results for the hillside and baseball field will be released on the OEHS website for public viewing.

Scott Singletary stated that the campus is not expected to be ready for reopening by August 14th due to issues with heating and venting systems not yet being turned on, and a burned section of a hallway. Larger spaces are being explored for expedited readiness. All HVAC systems are currently undergoing re-cleaning. The Gym presents a more complex situation due to its newer heating and cooling system. Pali Elementary will remain at Brentwood Science Magnet for the fall. Opportunities for the community to tour the Bowdoin site will be provided to help them feel comfortable with students returning.

Mr. Negroe expressed his opinion that the Bowdoin campus could be repopulated in August. However, he emphasized that many smaller details must be completed to ensure

a safe and comfortable environment. Discussions were held regarding the ideal timeline for returning to Bowdoin, with a recommendation to use a school break as a transition or trial period to minimize disruption for students. A concern was raised that a post-Thanksgiving break return might be too close to December finals, causing potential issues. It was noted that the primary logistical challenges would occur outside of instructional hours, specifically before 8 AM and after 3 PM.

The student representative emphasized the importance of providing students and their families with advance notice regarding the plan for the upcoming semester to ensure certainty within the community. Virtual learning was not favored, as Zoom proved difficult for many students and resulted in learning loss. If the school remains at Sears, students requested that WiFi and other infrastructure be improved and that the return not be rushed.

Strong approval and consensus was reached to prioritize the repair and re-opening of extracurricular facilities for the fall, namely the pool and football field, with the entire campus opening in November at the earliest, or after Winter Break.

V. Organizational Reports

A. Student Report

ASB students are currently working on securing a homecoming venue for the fall, considering either the Sears location or Barker Hangar. Student unions are set to reconvene once schools resume.

B. Parent Report

C. Represented Classified Staff Report

The graduation ceremony was highly impressive. The Special Education department was happy in having contributed to logistically.

D. Unrepresented Classified Staff Report

The administration and management team extended their gratitude to the board and staff for their support throughout this challenging year.

E. Faculty Report

Faculty members reported that graduation was amazing, and the return to normalcy at the end of the semester, including finals, studying, and socializing, was truly necessary for students. There is still much insecurity among faculty regarding classroom and class subject assignments for the fall. Concerns were also raised about supplies and resources for teachers.

F.

Human Resources Director (HR) Report

G. Director of Operations Report

Deep cleaning is underway, and a security company has been engaged. The Great Shakeout exercise was conducted in May. LAUSD decided to retain the surviving classrooms. Brooke has met with insurance contractors to facilitate the restoration of the MGAC to normal.

Regarding fall sports facilities, it is believed that LAUSD aims to deliver them in August, at which point Mr. Negroe will determine the refurbishment schedule. The prioritization of zones for restoration is based on a color map indicating severity.

When the stadium is handed over to PCHS, the bleachers, lockers, football office, and ticket booth will not be ready for immediate use. Mr. Negroe's primary goal is to ensure the facility is returned and usable for student occupancy.

H. Director of Information Technology Report

I. Director of Development Report

J. Chief Business Officer (CBO) Report

K. Executive Director/Principal (EDP) Report

EDP Magee reported that current enrollment stands at 2,436 students, noting fluctuations from the usual enrollment of approximately 3,000. She acknowledged Mr. Farrell's dedicated efforts in this area. Dr. Magee extended gratitude to everyone in the community, including staff, community members, parents, and the Board, for their collective assistance during this unprecedented semester.

VI. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Update

The committee unanimously voted to recommend the implementation of the International Baccalaureate (IB) program. It was noted that there is no research indicating IB students are admitted to better colleges than AP students. The discussion included the necessary funding for the program's implementation and how it would be allocated.

The IB coordinator would require training this summer. The Budget and Finance Committee approved the proposal but did not take a vote on its approval. The EDP has approval to include the program once the Governor's allocation is submitted. A preference was expressed for the coordinator position to be posted rather than selected, to ensure greater equity in hiring for the role.

Discussions also addressed how to handle Artificial Intelligence (AI), emphasizing the need for support from the deans' office and administration, focusing not just on detection but on broader strategies for addressing AI use. Professional Learning Communities (PLCs) also discussed this topic.

The coordinator position for this school year would be a single period. Newbury Park was mentioned as the only school that replaced its AP program with IB due to the program's significant size. The proposed program is a diploma track, where students would receive an IB diploma upon completion. Granada and Agoura high schools were noted for offering a mixed AP/IB program.

Next steps include training six teachers and having two coordinators at present, in addition to an authorization fee. The plan involves moving to six teachers and one coordinator. Educator effectiveness funds, which are separate from the general education fund, would be utilized. The coordinator position will be "floated out," and opportunities for teacher training over the summer will be explored, offering various options and flexibility. The committee plans to prioritize teachers from various subjects, with at least one from each core subject. This training is expected to help the IB team determine if the Diploma Program (DYP) is the better route or if a mixed AP/IB program offers greater flexibility.

Students expressed support for this opportunity. The IB program would include six teachers, one coordinator, a certification fee, and one period out of class.

B. Budget & Finance Committee Update

Stands as submitted.

C. Election Committee Update

Roger Crystal has resigned as a parent trustee. An ad-hoc special election committee must be formed. The timeliness on this is important and the composition of the Trustees cannot exceed 50% interested members, therefore a special election is likely needed to take place prior to the first regular scheduled board meeting of next year.

D. Charter Committee Update

VII. Board Committees (Board Members Only)

A. Board Members Only - Committee Updates

The Audit Committee met and reviewed its findings, with approval anticipated later in the meeting. A constructive plan was discussed.

VIII. Academic Excellence

A. 2025 College Center Updates

Ms. Karen Ellis, Director of College Advising, presented an annual review.

In college admissions, grades, test scores, and numerical data are becoming less significant as many applicants present similar profiles, with essays now playing a larger role. The Common Application opens on August 1st. The college application timeline for students begins in their junior year with an initial meeting, and the earliest letters of recommendation are due by October 15th. This past year, over 400 letters were written, and more than 800 teacher recommendations were completed.

Overall, 89% of students applied to at least one college, with the goal being 100% (students applying to community colleges like Santa Monica College are not required to apply through a formal application process tracked by the center). Of those who applied, 84% received at least one acceptance. Among students who applied to four-year colleges (66% of the class), 55% received acceptances

A total of 152 students applied through Early Decision (ED) or Restrictive Early Action (REA) programs. The application deadlines for UC campuses and many other universities were prior to the Palisades fires, meaning many of these results were not impacted by the fires. This graduating class demonstrated extreme resilience and strength throughout a challenging school year, submitting over several thousand college applications.

Regarding AP testing, over 1,100 students were tested, and more than 2,000 exams were administered. Despite the shifts and modifications during the school year, only 125 students did not test or transferred out.

Given the immense challenges that many seniors faced this semester, Ms. Ellis is proud of the resilience, camaraderie, and achievement of the Class of 2025. She looks forward to guiding and empowering the Class of 2026 to do the same.

B. Instructional Continuity Plan

Tyler Farrell presented the Instructional Continuity Plan. This plan is a state requirement and consists of two primary components: communication protocols for school closures and a framework outlining the structure of schooling during closures. The plan will also be integrated into the school's Comprehensive Safety Plan.

Minh Ha Ngo made a motion to approve the Instructional Continuity Plan dated June 13, 2025.

Kristina Irwin seconded the motion.

Ms. Santini voiced support.

The board **VOTED** unanimously to approve the motion.

Roll Call

Sara Margiotta	Aye
Kristina Irwin	Aye
Andrew Paris	Aye

Roll Call

Martha Monahan	Aye
Amir Ebtehadj	Absent
Minh Ha Ngo	Aye
Kiumars Arzani	Aye
Nicholas Albonico	Aye
Maggie Nance	Aye
Jessica Recinos	Aye

IX. Finance**A. Approval of the 2025-26 LCAP**

The initial pages provide a high-level overview intended for parents. The total projected revenue is \$43 million, with approximately \$34 million derived from LCFF (Local Control Funding Formula) funds, of which 4% is designated as special funding. John Azzizzi provided an explanation of the LCAP (Local Control Accountability Plan), including its functionality and components.

Kiumars Arzani made a motion to Approval of the 2025-26 LCAP.

Martha Monahan seconded the motion.

Ms. Santini is in support

The board **VOTED** to approve the motion.

Roll Call

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

B. Approval of the 2025-26 Budget

The budget for the upcoming school year includes a hold harmless provision and incorporates the Governor's allocation. The audit has been cleaned up and submitted on time. The school will not receive a Cost of Living Adjustment (COLA) and will not be penalized for lower enrollment. There are ongoing discussions in the state budget regarding additional funding. This marks year five of twenty for STRS (State Teachers' Retirement System) and PRS (Public Retirement System) contributions. A \$650,000 contingency fund for additional relocation costs is included, which may require review given the extended time at Pali South. The budget is considered healthy and balanced.

A 2.3% COLA was noted. A faculty inquiry concerning a potential salary increase for the following school year was addressed, with conversations ongoing with UTLA (United Teachers Los Angeles) union representatives. The line item for math support was categorized as general support, and further discussion is needed to define the new support structure, though the same amount of funds remains allocated. There will be six FTE (Full-Time Equivalent) reductions, and a hiring freeze is in effect as the school assesses needs and support. Some of these positions may not be re-hired based on student class selections.

Sara Margiotta made a motion to Approval of the 2025-26 Budget as presented.

Kiumars Arzani seconded the motion.

Students are in support.

The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. 2025-26 EPA Spending Plan

The Educational Protection Account (EPA), funded by Proposition 30 as part of the LCFF (Local Control Funding Formula) funding, is generated by an additional tax on the top 10% earners in California, with these funds specifically appropriated for education. Approximately 6% of the \$35 million in funding, totaling \$4.6 million, will primarily be used to cover teacher salaries.

Maggie Nance made a motion to 2025-26 EPA Spending Plan.

Martha Monahan seconded the motion.

Students are in support

The board **VOTED** unanimously to approve the motion.

D. 2023-24 Form 990 Informational Return

The 2023-24 Form 990 Informational Return compiles the organization's financial information and processes it into the required IRS format. The return was submitted on time and filed with the IRS.

E. 2023-24 Audit Report

The 2023-24 Audit Report was submitted five months late. It processes the school's financial information and sends it to the auditor and other relevant parties, covering aspects such as assets, cash flow, and program services. Two notable items were the audit adjustments, which resulted in a net of 1.635 in adjustments made to clean up certain accounts. The deficiency in closing the books and completing the audit was addressed.

Maggie Nance made a motion to approve the 2023-24 Audit Report and corrective plan. Amir Ebtehadj seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. 2025-2026 Application for Funding (Federal Title Programs) - Consolidated Application

Organizations must declare their intent to participate in Federal Title Programs by a specified date. The application includes Title I, Title II, and Title IV funding. The school is not eligible for Title III funding.

Sara Margiotta made a motion to 2025-2026 Application for Funding (Federal Title Programs) - Consolidated Application (Title 1, Title 2 and Title 4 funding).

Martha Monahan seconded the motion.

The board **VOTED** unanimously to approve the motion.

G. McGuireWoods Letter of Engagement

Issues have arisen concerning the Sole Occupancy Agreement (SOA) , specifically regarding insurance matters between CharterSafe and the school. While the school holds insurance for the contents within the buildings, LAUSD maintains insurance over the [building structure or property itself, based on common understanding of such agreements and previous minutes indicating LAUSD's role].

The school requires expert counsel to navigate this conflict. Expertise on this particular topic is crucial. During the Budget & Finance Committee meeting, a tentative cap of 75

hours was discussed, with a preference for senior attorneys to work on this contract. The insurance adjuster recommended retaining expert counsel.

Kiumars Arzani made a motion to approve the PCHS McGuireWoods Letter of Engagement to retain counsel.

Amir Ebtehadj seconded the motion.

The board **VOTED** unanimously to approve the motion.

H. BRG/AALRR Letter of Engagement

The engagement involves Berkeley Research Group (BRG) and AALRR. Funds for these services can come from fire response funds. The operations department has been partnering with these groups to meticulously document the losses sustained from the fires.

Martha Monahan made a motion to Letter of Engagement between PCHS and BRG/AALRR.

Amir Ebtehadj seconded the motion.

The board **VOTED** unanimously to approve the motion.

I. IB Program

Amir Ebtehadj made a motion to approve the International Baccalaureate (IB) program for the 2025-26 school year. This program includes six teachers, one coordinator, one period out of class for the coordinator, and a certification fee.

Sara Margiotta seconded the motion.

The board **VOTED** unanimously to approve the motion.

J. CA Governor's Office of Emergency Services: Designation of Applicant's Agents Resolution (Form 130)

This resolution was approved last year. However, due to changes in titles, re-approval is necessary to receive federal funding. This approval is a required step , and the Budget & Finance Committee also approved it earlier today.

Maggie Nance made a motion to approve CA Governor's Office of Emergency Services: Designation of Applicant's Agents Resolution (Form 130).

Amir Ebtehadj seconded the motion.

The board **VOTED** unanimously to approve the motion.

X. Employment Contracts and Evaluations

A. Diana Kim 2025-2026 Employment Contract

Sara Margiotta made a motion to approve the 2025-2026 Employment Contract for Diana Kim.

Kiumars Arzani seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

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

B. Dr. Ian Sayer 2025-2026 Employment Contract

Sara Margiotta made a motion to approve the 2025-2026 Employment Contract for Dr. Ian Sayer.

Kiumars Arzani seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

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

C. Tyler Farrell 2025-2026 Employment Contract

Sara Margiotta made a motion to approve the 2025-2026 Employment Contract for Tyler Farrell.

Kiumars Arzani seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

Minh Ha Ngo Abstain

D. Jeff Roepel 2025-2026 Employment Contract

Sara Margiotta made a motion to approve the 2025-2026 Employment Contract for Jeff Roepel.

Kiumars Arzani seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Maggie Nance Abstain

Martha Monahan Abstain

Nicholas Albonico Abstain

Minh Ha Ngo Abstain

Kiumars Arzani Aye

Amir Ebtehadj Aye

Sara Margiotta Aye

Andrew Paris Abstain

Kristina Irwin Aye

Jessica Recinos Aye

E. Martha Monahan 2025-2026 Employment Contract

Sara Margiotta made a motion to approve the 2025-2026 Employment Contract for Martha Monahan.

Kiumars Arzani seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Amir Ebtehadj Aye

Minh Ha Ngo Abstain

Maggie Nance Abstain

Nicholas Albonico Abstain

Martha Monahan Abstain

Kristina Irwin Aye

Andrew Paris Abstain

Jessica Recinos Aye

Sara Margiotta Aye

Kiumars Arzani Aye

F. Rafael Negroe 2025-2026 Employment Contract

Sara Margiotta made a motion to approve the 2025-2026 Employment Contract for Rafael Negroe.

Kiumars Arzani seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

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

G. Consideration of Eleventh Amendment to Contract for Employment of Executive Director/Principal

Sara Margiotta made a motion to Consideration of Eleventh Amendment to Contract for Employment of Executive Director/Principal.

Kiumars Arzani seconded the motion.

As reported out from closed session, the Evaluation Committee recommend that the board vote to approve the Consideration of Eleventh Amendment to Contract for Employment of Executive Director/Principal.

The board **VOTED** to approve the motion.

Roll Call

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

XI. Governance

A. 2025-2026 Board of Trustees Election Results

Kiumars Arzani made a motion to approve the 2025-2026 Board of Trustees Election Results.

Amir Ebtehadj seconded the motion.

Community Seat (Electorate – All PCHS Personnel): Jane Davis

Community Seat (Electorate – All PCHS Stakeholders): Fati Adeli

Faculty Seat (Electorate – Certificated Faculty): Minh Ha Ngo

Faculty Seat (Electorate – Students): Maggie Nance

Classified Seat (Electorate – Classified Staff): Andy Paris
The board **VOTED** to approve the motion.

Roll Call

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

XII. Consent Agenda

A. Personnel Items

B. Finance Items: School Organized Conferences/Trips

Amir Ebtehadj made a motion to approve the consent agenda as submitted.
Maggie Nance seconded the motion.
Ms. Santini expressed support.
The board **VOTED** to approve the motion.

Roll Call

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

XIII. New Business / Announcements

A. Announcements / New Business

Training requirements for public boards have been modified due to AB1234, now mandating a minimum of two hours of ethics training for all board members. Greta Proctor, counsel for Pali High, has advised breaking this training into multiple sessions. Brown Act and governance training are scheduled for September 8th and 14th.

The goal-setting retreat is scheduled for September 13th, which will serve in lieu of the previously planned July 12th meeting and training. A Zoom option will be available for attendance.

B. Announce items for closed session, if any.

XIV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:48 PM.

Respectfully Submitted,
Amir Ebtehadj

Coversheet

Director of Operations Report

Section:	II. Organizational Reports
Item:	F. Director of Operations Report
Purpose:	FYI
Submitted by:	
Related Material:	Operations Board Report 08_19_2025.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Board of Trustees Meeting Operations Report August 2025

Rafael Negroe

Director of Operations & Facilities

Executive Summary

All vendor-partners are fully operational. I am currently managing the relationships and performance of ATS, St. Moritz, and KBM.

Facilities management software is fully functional, with all modules active. The Work Order Request module is being used for all service requests.

All reopening preparations were completed successfully, and Pali South has reopened as planned.

Summer Projects Completed:

- Power-washed the parking lot
- Patched and painted classrooms
- Replaced all air filters

Parking arrangements for staff and students were completed without issue.

Urgent Need:

We urgently need a dedicated part-time Shipping & Receiving staff member to manage the high volume of daily packages. Since many of these orders are made possible through the generosity of donor contributions, we can explore the use of development funds to help cover the associated costs. I am requesting support to implement a robust ordering process to help:

- Prevent duplicate orders
- Enforce asset management and tagging of Pali property
- Minimize loss
- Improve delivery efficiency to requestors



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Permits & Setups

- All events at Pali South are scheduled and managed in FMX by Kalei.
- The Permits Department is assisting with booking external spaces as needed.

MGAC / Pool

- Cleanup and restoration project is currently on hold.
- An abatement company will be hired to complete plaster demolition.
- Reconstruction will resume post-abatement.
- Estimated completion: 3 months from the start of abatement.

Transportation / Buses

- FAST Awards were distributed.
- 7 buses operating across 7 routes, serving 313 riders.
- Bus registration reopens on August 18 to accommodate additional riders.
- Wireless Links RFID cards will be issued to all riders by September.
- New boarding and disembarking procedures are in place.
- Transportation registration processes have been reviewed and improved, resolving many past issues.
- All buses are now trackable via our website.

Facilities / Projects

- FMX is in use for all work requests.
- Operating one staff member short; onboarding is in progress.
- Team is focused on installing new Samsung Smart Boards.
- AC service is complete; repairs expected by August 20.



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Security

- FMX is used for all security-related work.
- Staffing includes 10 security guards and 4 campus aides daily.
- 24/7 coverage is maintained.
- Evacuation drill scheduled for September 17.
- Pali-One is on duty Tuesday through Friday.

Main Pali Campus

Working in coordination with LAUSD on the following:

- Completion of Village installation
- Kitchen access expected within 3 weeks
- Gym decontamination completion
- Track and turf repair
- Pool restoration
- Classroom restoration completion

Coversheet

Chief Finance Officer (CFO) Report

Section:	II. Organizational Reports
Item:	I. Chief Finance Officer (CFO) Report
Purpose:	FYI
Submitted by:	
Related Material:	CFO Board Report 08_19_2025.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Palisades Charter High School – Board Meeting – Agenda – Tuesday August 19, 2025 at 5:00 PM

Coversheet

Chief Financial Officer (CFO) Report

Section:

Item:

Purpose

FYI / Approval

Submitted by:

Related Material:

1. Unaudited Actuals Summary
2. Insurance Update
3. 25-26 Budget Update
4. Finance Report
5. Unaudited Actuals [Review/Approve]
 - a. SACS Form 62
6. Education Protection Account (EPA) Actuals Exhibit [Review/Approve]



Palisades Charter High School

24-25 Year-End Financial Report

- Unaudited Actuals Summary
- Insurance Update
- 25-26 Budget Update
- Finance Report
- Unaudited Actuals Details
- SACS Form 62
- Education Protection Account (EPA) Actuals Exhibit

June 18, 2025 – Budget & Finance Committee

June 19, 2025 – Board Meeting

Revised 6.18.25

2024-25 Unaudited Actuals

Revenue

2024-25			
Unaud Act	YE Est	Fav/(Unf)	7/1 Bud
State Aid-Rev Limit	\$ 35,960,612	\$ 35,865,228	\$ 95,384
Federal Revenue	1,510,722	1,486,935	23,787
Other State Revenue	4,779,700	4,463,964	315,736
Other Local Revenue (excl ins)	2,967,316	2,074,895	892,421
Insurance Claim Revenue	9,343,473	10,338,561	(995,088)
Total Revenue	\$ 54,561,822	\$ 54,229,583	\$ 332,239
			\$ 43,914,858

- Other State Revenue includes recognition of prior year deferred State Mental Health funding (\$211K)
- Other Local Rev includes +\$544K clean up of Transportation revenue account (prior year balances)
- Insurance Claim revenue adjusted to match insurance costs (matching principle): \$1.05MM deferral. Rolls over to 25-26
 - \$10.39MM rec'd to date vs. \$9.34MM exp to date

2024-25 Unaudited Actuals (cont.)

	2024-25			
	Unaud Act	YE Est	Fav/(Unf)	7/1 Bud
Expenses				
Certificated Salaries	\$ 17,047,101	\$ 16,977,545	\$ (69,556)	
Classified Salaries	5,153,706	5,233,364	79,658	
Benefits	10,132,935	10,334,444	201,509	
Books and Supplies	1,281,649	1,244,894	(36,755)	
Subagreement Services	2,727,077	2,434,442	(292,635)	*
Operations	2,297,426	2,302,526	5,100	
Facilities/Repairs	341,478	310,000	(31,478)	
Prof Services (excl Ins)	2,480,899	2,264,489	(216,410)	*
Insurance Claim Costs	9,343,473	10,338,561	995,088	
Depreciation	929,793	1,140,000	210,207	-
Total Expenses	\$ 51,735,537	\$ 52,580,265	\$ 844,728	\$ 43,319,680

- Primary driver of favorable variance is timing difference of insurance claim costs. Will rollover to 25-26 with offsetting unfavorable variance (but net \$0 impact overall)
- Remaining pluses and minuses offset
- * Total Contracted Svcs -\$392K unf variance. YE Est recast to match revised classifications. Will recast 25-26 forecast too

2024-25 Unaudited Actuals (cont.)

	2024-25			
	Unaud Act	YE Est	Fav/(Unf)	7/1 Bud
Total Surplus(Deficit)	\$ 2,826,285	\$ 1,649,318	\$ 1,176,967	\$ 595,178
Beginning Fund Balance	<u>13,760,774</u>	<u>13,760,774</u>		
Ending Fund Balance	<u>\$ 16,587,059</u>	<u>\$ 15,410,092</u>		
<i>As a % of Annual Expenses</i>	32.1%	29.3%		
EFB Components				
Capital Assets (Net)	3,995,548			
Restricted Net Position	<u>5,672,951</u>			
Unrestr. Net Position	6,918,560			
<i>As a % of Annual Expenses (excl Ins)</i>	16.3%			
<i>As # of Mos. Avg Expenses (excl Ins)</i>	1.96			
Ending Cash Balance	17,847,119			

- Surplus \$1.2M favorable variance for the year
 - Provides cushion to cover additional 25-26 costs due to later (Dec'25) move date and other cost increases / insurance limits
 - Surplus includes \$875K Pali Cares/Fire Relief Fundraising held in reserve for 25-26
- Positive reserve %'s and healthy cash position
- Exceeds threshold requirements for positive certification from district

Insurance Claim / Costs Update

	Incurred Through May 2025	Estimate from Jun - Dec 2025	Total Proj (Back Jan'26)	Risks and Opportunities
Temp Relocation (Extra Expense)	\$ 9,022,623	\$ 3,520,809	\$ 12,543,431	
Policy Sublimit \$10,000,000			(10,000,000)	
Excess Cost / Deficit			\$ 2,543,431	
High Probability +/-				
- Move Back Costs			69,700	
- Reclass Temp Reloc to Real/Personal Property Coverage			(610,625)	
- "Student relocation expense" (separate sublimit)			(100,000)	
Subtotal			\$ (640,925)	
Revised Excess Cost / Deficit Estimate			\$ 1,902,506	
Other Opportunities (Low Probability)				
- Pollution Coverage (separate sublimit)				\$ 1,000,000

Insurance Claim / Costs Update (cont.)

	Incurred Through May 2025	Estimate Jun - Dec 2025	Total Proj (Back Jan'26)
Pali South Construction Costs	\$ 6,946,591	\$ -	\$ 6,946,591
Pali South Additional Bathroom Rentals	238,001	671,760	909,761
Pali South Rent	400,000	1,400,000	1,800,000
Design Costs	250,000	-	250,000
Construction Bathroom Rentals	8,602	-	8,602
Contracted Services	190,848	660,549	851,397
Building Permit	140,164	-	140,164
Owner's Representative	45,000	-	45,000
Athletic and Musical Venue Rental	69,965	133,000	202,965
Equipment Rental	36,419	60,000	96,419
Materials & Supplies	13,114	-	13,114
Remote Learning Costs	86,407	-	86,407
Pali South IT Equipment	456,576	-	456,576
Pali South Classroom Supplies	140,935	-	140,935
Demolition	-	595,500	595,500
Total	\$ 9,022,623	\$ 3,520,809	\$ 12,543,431

2025-26 Budget Update

Total Revenue

Total Expenses (excl Ins Reserve)

Insurance Contingency / Reserve

Surplus (Deficit)

25-26 State Budget Changes:

Add'l LCFF Revenue Hold Harmless (ADA vs P1 Rev)

SS&PDBG (one-time \$313.08 per ADA))

Additional 25-26 Funding

Memo:

24-25 Surplus (incl Raise Pali)

Insurance Contingency / Reserve (incl in 25-26 Bud)

Funds Available to Cover Increased Costs, Contingencies, & 26-27 ADA

2025-26
\$ 43,008,124
\$ 42,333,430
650,000
24,694
721,334
859,972
1,581,306
2,826,285
650,000
5,057,591

- LCFF “Hold Harmless” provision changed from 24-25 P1 Revenue basis to 24-25 P1 ADA basis (difference is essentially COLA)
- Student Support & Professional Development Block Grant (SS&PDG) equivalent to \$313.08 per 24-25 ADA.
 - Allocation released last week: \$859,972
 - “Rising Costs” is an eligible cost category to apply grant. (essentially unrestricted, but one-time money)
- \$650K insurance contingency included in 25-26 budget
- Apply 24-25 surplus as needed: Temp cost shortfall, Potential 26-27 ADA decrease, Campus Investment
- Several Risks and Opportunities

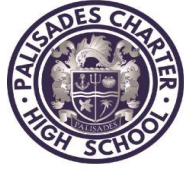
Finance Update

- 24-25 Interim Audit 90% complete (kudos to Alexis D.)
- Financial System transitioned to CI-Sage eff. 7/7/25
 - 24-25 transactions uploaded from BEST
 - Reconciliations / account clean up / YE Closing underway
 - 25-26 AP transactions now running through CI
- *Edstruments* purchasing & dept budget mgmt system on deck to implement. Integrates with CI financial system.
 - Opportunity to simplify and streamline purchase order process, department budget control, and automated submissions and approvals
- Payroll and Benefits going through onboarding with Inova/CI now for 10/1 start to payroll processing

Coversheet

Executive Director/Principal (EDP) Report

Section:	II. Organizational Reports
Item:	J. Executive Director/Principal (EDP) Report
Purpose:	FYI
Submitted by:	
Related Material:	EDP Board Report 08_19_2025.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Executive Director/Principal Report Board of Trustees Meeting August 19, 2025

Our mission: PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.

Schoolwide goals: Academic Achievement, Communication, Diversity, Student Socioemotional Well-being, and Health

Back to School Preparation Meetings

[Back to School Webinar – August 5](#)

Orientation grades 10-12 August 6; 9th grade August 7

Special Education Information Night – August 7

New staff orientation – August 8

LAUSD Road Back to Pali Community Meeting – August 11

Back to School Professional Development Days - August 11 and 12

Informative and engaging sessions led by teachers, instructional coaches, and administrators

Day 1

LAUSD Road Back to Pali Presentation

Navigating AI

Best Practices for ELD&SDAIE

Mental Health for Students

First Day Instructions

Longevity recognition and staff photo

Day 2

Implementation of grading policy

Test Data Analysis

General Education and Special Education Teacher Collaboration

VA Teacher Orientation

Gradebook Set-up

PLC meetings

Classroom set up

Save the Date: Back to School Night Thursday, September 11

Enrollment Update as of Day 3

	Grade 9	Grade 10	Grade 11	Grade 12	Total	% of Goal
2024-25 Goal: 3000	725	737	744	771	2977	99.23%
2025-26 Goal: 2500	596	596	624	677	2493	99.72%

Media Coverage and Communication

Ongoing goals for PCHS include fine tuning communication systems and raising awareness of the school that is especially important during post-fire recovery. Pali High's Executive Director/Principal, Director of Development, and Communications Coordinator are collaborating with brand-building marketing and communication consultant Scott Davis. In addition to coordinating and supporting first day of school media coverage, Scott is reviewing school social media and communication platforms with an initial focus on athletics.



See recent media coverage [HERE](#).

Coversheet

Human Resources Director (HR) Report

Section:	II. Organizational Reports
Item:	K. Human Resources Director (HR) Report
Purpose:	FYI
Submitted by:	
Related Material:	HR Board Report 08_19_2025.pdf



PALISADES

CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Human Resources Report Board of Trustees Meeting August 18, 2025

Longevity Awards

Certificated staff members were recognized at the opening staff meeting for their long-term commitment to the Pali community. We celebrate the service of the following educators:

30+ years

Maggie Nance

Cheri Smith

Monique Smith

25+ years

Yeon He Kim

Angelica Pereyra

Shirin Ramzi

10+ years

David Carini

Jessica Elisha

Karen Ellis

Brad Kolavo

Semone Leifer

Joe Ramirez

Elizabeth Stoyanovich

20+ years

Grant Smith

Wendy Najera

Patricia Perez del Amo

Ellen Unt

15+ years

John Achen

Elva Pouya

5+ years

James Buckman

Karen Cox

Aurora Martinez

Commission on Teacher Credentialing (CTC) Declaration of Need

Education Code (EC) and Title 5 Regulations (T5) provide local educational agencies (LEAs) with educator assignment options that can be used when an LEA is unable to assign a certificated employee with the appropriate credential. These options, known as Local Assignment Options (LAOs), allow flexibility at the local level and are used solely at the discretion of the LEA. governing board approval is required annually. This is intended to guarantee transparency in assignments, as board agendas are public and accessible to parents and stakeholder groups.

Local Assignment Approval is recommended for the following credentialed employees who work outside their primary credential area or are working toward a full credential:

Christopher Laterzo holds an Educational Specialist credential and has completed coursework through Los Angeles County of Education (LACOE) to teach Tier I and Tier II Mathematics. This certification requires annual approval from the Governance Board.

Justin Knoll holds a single subject Social Science credential. He completed the Physical Education methods course in May of 2024, has taken all required Physical Education CSETS and is awaiting CTC approval.

Peter Ye holds a single subject Music credential and requires annual approval to allow students to receive Physical Education credit for marching band.

PCHS made an exhaustive search for a fully credentialed Italian teacher. Diego Brol Batres holds a Short-Term Staff Permit to teach Italian. He is working toward his teaching credential. He requires a local assignment option to teach while he works toward his English Learners Authorization (ELA).

Approval of Contract for Director/AP of Student Activities, Athletics and Discipline

PCHS Administration recommends the approval of a contract for Josh Wilson as Administrative Director of Student Activities, Athletics, and Discipline. Mr. Wilson has dedicated his professional career to high school education, serving in a variety of roles including teacher, coach, retreat leader, club moderator, assistant athletic director, and, for the past 11 years, Assistant Principal for Student Life at Louisville High School. He has extensive experience overseeing clubs, athletics, student government, and community service programs, as well as managing school-wide events and coordinating the school calendar. Known for his exceptional organization, communication, and work ethic, Mr. Wilson fosters strong relationships with colleagues, students, and parents, creating a supportive and engaged school community.

Approval of Contract for Director/AP of Student Support Services

PCHS Administration recommends the approval of a contract for Amie Whiteley as Administrative Director of Student Support Services. Ms. Whiteley is an accomplished educational leader dedicated to fostering inclusive environments that meet the diverse needs of all students. With extensive experience overseeing counseling, health services, and alternative education, she has successfully coordinated multiple departments to ensure compliance with policies while promoting student well-being and achievement. Known for her collaborative approach, Amie works closely with administrators, faculty, parents, and community agencies to design and implement programs that support academic success, ease student transitions, and provide alternative pathways such as credit recovery. Committed to professional growth and best practices, she prioritizes clear communication and strong relationships that empower students to thrive.

Alignment of Unrepresented Salary Tables for College Counselors

Currently, college counselors are the only unrepresented employees at PCHS who are compensated on an hourly basis. This status has led to operational inefficiencies, including increased costs due to overtime obligations and the requirement for this group to track hours using a timeclock system.

To improve consistency, reduce administrative burden, and manage costs more effectively, PCHS administration recommends transitioning full-time college counselors to 11-month, exempt, salaried positions. This change would align their compensation structure with that of other unrepresented staff and better reflect the professional nature of their roles.

The existing hourly rate structure would be maintained for the part-time college counselor position.

The following tables illustrate the 2024-2025 earnings and the proposed scale.

2024/2025 actual earnings for College Counselors						
Step	Payroll Rate 1	REG	OT	Other	TOTAL	Over/Under
5	33.7268	52865.77	756.33	100	53,722.10	5,906.88
8	39.1159	71112.7	2346.95	1351.71	74,811.36	(5,654.45)
6	35.4415	40407.49	548.78	0	40,956.27	(2,679.45)

Recommended pay scale:

2024-2025		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
College Advisor		27.71	29.09	30.56	32.10	33.73	35.44	37.23	39.12
	11 month	48,984.23	51,423.18	54,021.69	56,756.97	59,629.01	62,660.61	65,828.97	69,156.89
	10 month	45,216.21	47,467.55	49,866.18	52,391.05	55,042.16	57,840.56	60,765.20	63,837.13
	12 month	57,628.50	60,497.86	63,554.93	66,772.91	70,151.78	73,718.36	77,445.84	81,361.04

Change of Classification for Lead Campus Aide

In 2022, due to staffing needs, the previously existing 12-month Campus Safety Supervisor position remained unfilled. In its place, the Board approved a 10-month, classified Lead Campus Aide position to address immediate campus safety requirements. While this solution met short-term needs, the current classification has led to ongoing operational inefficiencies, including increased overtime costs and limited year-round oversight.

To ensure continuous campus safety, streamline operations, and reduce costs, PCHS administration recommends reclassifying the employee from a 10-month, classified Lead Campus Aide to the vacant, unrepresented 12-month, exempt, salaried Campus Safety Supervisor position.

The following tables illustrate the 2024-2025 earnings and the proposed scale.

2024/2025 actual earnings for Campus Aide, Lead:

OT	Total with OT	Gross 2024/2025 ADP	Total w/ot and ADP Gross
7,974.34	65,531.33	73570.34	(8,039.01)

Recommended pay scale:

HR/ DAY	Months	DAYS/ YEAR	Duty Days	STEP	BASE SALARY	Stipend	Yr	Stipend	Total Salary	Payroll Rate 1	Gross earned 24/25	Increase 25/26
8	12	241	228	3	\$ 73,874.10	\$ -	1	\$ -	\$ 73,874.10	6,156.18	73,570.34	303.76
8	12	241	228	4	\$ 77,567.81	\$ -	1	\$ -	\$ 77,567.81	6,463.98	73,570.34	3,997.47

Respectfully Submitted,

Martha Monahan, Ed.D.
Director of Human Resources

Coversheet

Commission on Teacher Credentialing (CTC) Declaration of Need

Section:	III. Human Resources (HR) Report Continued
Item:	A. Commission on Teacher Credentialing (CTC) Declaration of Need
Purpose:	Vote
Submitted by:	
Related Material:	Board Motion - LAO 08_19_2025.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR LOCAL ASSIGNMENT OPTIONS

August 19, 2025

TOPIC/ AGENDA ITEM:

Authorization of Local Assignment Options for employees who are working outside of their primary credential area.

PERSONNEL INVOLVED:

Christopher Laterzo
Justin Knoll
Danielle Ryan
Peter Ye
Diego Brol Batres

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

Education Code (EC) and Title 5 Regulations (T5) provide local educational agencies (LEAs) with educator assignment options that can be used when an LEA is unable to assign a certificated employee with the appropriate credential. These options, known as Local Assignment Options (LAOs), allow flexibility at the local level and are used solely at the discretion of the LEA. governing board approval is required annually. This is intended to guarantee transparency in assignments, as board agendas are public and accessible to parents and stakeholder groups.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will allow PCHS to maintain compliance with California Statewide Assignment Accountability System (CalSAAS) requirements.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the Local Assignment Option for the following certificated employees:

Christopher Laterzo
Justin Knoll
Danielle Ryan

Peter Ye
Diego Brol Batres



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Board approve the recommendation.

RECOMMENDED MOTION:

"To approve Local Assignment Option for certificated employees, Peter Ye and Karyn Newbill, to work outside of their primary credential area."

Martha Monahan, Ed.D.
Director of Human Resources

Coversheet

Approval of Contract: Administrative Director, Student Activities, Athletics, and Discipline

Section: III. Human Resources (HR) Report Continued
Item: B. Approval of Contract: Administrative Director, Student Activities,
Athletics, and Discipline
Purpose: Vote
Submitted by:
Related Material:
Board Motion Contract Approval Student Activities, Athletics and Discipline.pdf
J. Wilson 2025.2026 Contract - Signed.pdf

DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR APPROVAL OF ADMINISTRATOR CONTRACT

August 19, 2025

TOPIC/AGENDA ITEM:

Approval of contract for Administrative Director/AP of Student Activities, Athletics and Discipline

PERSONNEL INVOLVED:

Administrative Director/AP of Student Activities, Athletics and Discipline

ISSUES INVOLVED/FISCAL IMPLICATIONS:

Per the PCHS Charter, the Board of Trustees' roles and responsibilities include approving contracts for administrative positions.

IMPACT ON SCHOOL MISSION, VISION OR GOALS:

Supports leadership stability and continuity in student activities, athletics, and discipline.

OPTIONS OR SOLUTIONS:

PCHS administration has selected Joshua Wilson to fill the vacant administrative position based on his experience and education.

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Board approve the contract.

RECOMMENDED MOTION:

"To approve the contract for Joshua Wilson as Administrative Director/AP of Student Activities, Athletics and Discipline."

Martha Monahan, Ed.D.
Director of Human Resources



**Employment Agreement Between
PALISADES CHARTER HIGH SCHOOL and JOSHUA WILSON**

THIS AGREEMENT (“Agreement”) is made and entered into as of the date fully executed by and between the Board of Trustees (“Board”) of Palisades Charter High School (“PCHS”), a California Non-Profit Public Benefit Corporation and JOSHUA WILSON (hereinafter referred to as the “ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE”).

R E C I T A L S

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE to assist the Executive Director/Principal and to carry out the duties and functions of the position as directed by the Executive Director/Principal and/or the Board; and

WHEREAS, PCHS desires to retain the services of the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE by way of this Agreement and the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE is qualified to perform such duties; and

WHEREAS, the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE and PCHS desire to formalize the employment relationship by way of this Agreement

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto agree as follows:

AGREEMENT

1. **TERM.** PCHS hereby employs the ADMINISTRATIVE DIRECTOR OF SPECIAL EDUCATION from July 1, 2025 to June 30, 2026, according to the terms and conditions set forth in the Charter, or as specified herein. In the event of a conflict between the provisions of this agreement and the charter, the provisions of this agreement shall prevail. **COMPENSATION.**
 - a. For the period of July 1, 2025 to June 30, 2026, the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE shall receive a salary of \$154,287.29 (plus any board approved increases) to be paid in monthly payments, subject to all regular withholdings, based on the annual salary of \$154,287.29 for the 2025- 2026 school year.
 - b. The ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE is exempt from overtime law.
 - c. For the duration of this Agreement, the compensation of the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE shall be subject to reduction commensurate with salary reductions and/or reductions in work days (“furlough days”) taken by any other management, supervisory, confidential, or non-management employee group, whether as a percentage reduction to annual salary, a percentage number of furlough days (in relation to the work year of the employee group), or a combination of a reduction to annual salary and furlough days. Additionally, if reduced compensation of any other employee group is restored during the term of this Agreement, the compensation of the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE shall also be restored in an equal manner.
3. **BENEFITS.** At PCHS’s expense, the ADMINISTRATIVE DIRECTOR OF SPECIAL EDUCATION shall be afforded the health and welfare benefits of employment listed in the attached Benefit Description (Attachment A).
4. **DUTIES.** The ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE shall perform the duties of ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE as directed by the Principal and the Executive Director/Principal, the Articles of Incorporation and By-Laws, prescribed by the Charter, or as specified in the attached job description. This description and the job duties for the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE may be altered from time to time by the Board.
5. **WORK YEAR AND WORK WEEK.** The work year of the ADMINISTRATIVE DIRECTOR OF SPECIAL EDUCATION is 12 months, from July 1, 2025 through June 30, 2026 and he/she shall be required to work throughout this 12-month calendar year. The work week shall be Monday through Friday, and exclude weekends. The work year shall consist of workdays, non-workdays, and holidays. The annual work year will be two hundred forty-one (241) paid days, including 13 paid holidays and two

hundred twenty-eight (228) work days. The additional twenty (20) non-work days shall be scheduled in advance and approved by the Executive Director "

6. **EVALUATION. ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE**
should meet regularly with his/her supervisor and should receive ongoing performance feedback. In addition, more formal performance evaluations will be conducted annually on or before June 1st, 2026. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. A copy of the written evaluation shall be delivered to the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE, and he/she shall have the right to make an oral or written response to the evaluation. Failure to evaluate the Employee shall not prevent PCHS from releasing the Employee in accordance with this Agreement.
7. **EXPENSE REIMBURSEMENT.** PCHS shall reimburse the ADMINISTRATIVE DIRECTOR OF SPECIAL EDUCATION for all documented actual and necessary expenses personally incurred by him/her within the scope of his/her employment, subject to Board approval, in accordance with applicable PCHS policy and authorization.
8. **TERMINATION OF AGREEMENT.** This Agreement may be terminated prior to the end of its term as a result of any of the following events:
 - a. mutual written agreement of the parties
 - b. retirement, legal incapacity or death of the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE
 - c. Charter revocation
 - d. early termination of at-will employment by PCHS without cause in which event a gross taxable sum equivalent to four (4) weeks of salary (subject to all regular withholding) and benefits shall be paid to the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE as severance
 - e. discharge from at-will employment without severance, for cause

Acceptance by ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE of the severance payment pursuant to Section 8(d) shall constitute the sole amount owing and paid in the event of termination of this agreement without cause.

The bases for discharge for cause may include but are not limited to conduct such as neglect of duty, incompetence, breach of contract, dishonesty, disclosure of confidential information, unprofessional conduct, insubordination, violation of law or conviction of any felony or other criminal offense, or any failure of good conduct that might be likely to affect PCHS negatively.

Prior to discharge for cause, the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE shall be provided with a statement of

charges and given an opportunity to respond orally or in writing to such charges. The ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. If the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE chooses to be accompanied by legal counsel at such meeting, the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE shall bear any cost therein involved. The ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE shall be provided a written decision setting forth the decision of the Board. The decision of the Board shall be final, and this Agreement will terminate as of the date of that decision.

During the pendency of disciplinary proceedings, the Board reserves the right to place the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE on paid administrative leave.

Upon termination for cause, the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE shall receive his/her proportionate compensation to the effective date of termination, along with his/her rights to other benefits as governed by any applicable plans, programs or policies such as health benefits, etc.

The termination for cause provisions of this Section shall not be construed as an agreement to terminate employment only for cause, but rather are intended to provide a mechanism for termination from employment without the payment of severance provided in Section 8(d).

In the event of Charter revocation, all contractual obligations under this Agreement cease immediately upon the effective date of revocation.

Unless the agreement is terminated prior to the end of its term pursuant to this Section or the term is extended in writing in accordance with Section 12, the employment of the ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE will terminate at the end of the term of the agreement and no additional notice is required.

9. ENTIRE AGREEMENT. This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
10. WAIVER. Either party to this Agreement may specifically and expressly waive, in writing, compliance or any breach by the other party with any term, condition or requirements set forth in this Agreement. Any such waiver, however, shall not constitute a further or continuing waiver of the same requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the

silence or from the failure of any party to act, except as otherwise specified in this Agreement.

11. JURISDICTION. The parties hereby understand and agree that this Agreement, including the attachments hereto, has been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.
12. AMENDMENTS. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized representative of both parties.
13. ARBITRATION OF DISPUTES. The parties agree that any dispute regarding the application, interpretation or breach of this Agreement will be subject to final and binding arbitration. Attorney's fees, costs, and damages (where appropriate) shall be awarded to the prevailing party in any dispute, and any resolution, opinion or order of the Arbitrator may be entered as a judgment of the Superior Court.
14. INTERPRETATION AND OPPORTUNITY TO COUNSEL. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein. The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel.
15. SEVERABILITY. If any term, provision, condition, or covenant of this Agreement shall to any extent be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
16. COUNTERPART EXECUTION. This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
17. SIGNATURES. We affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

PALISADES CHARTER HIGH SCHOOL, a California Non-Profit Public Benefit Corporation

By:

Dr. Pamela Magee,
Executive Director/Principal

Date

Josh Wilson

Joshua Wilson
Administrative Director, Student Activities, Athletics & Discipline

07/04/2025

Date

.3ATTACHMENT A: BENEFIT DESCRIPTION

1. The ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE is entitled to participate in PERS or STRS, in accordance with their requirements.
2. The ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE is entitled to participate in PCHS provided health and welfare benefits including but not limited to medical, dental, vision and life insurance. In addition, ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE has the opportunity to enroll in other health and welfare benefits including but not limited to additional life insurance, pre-tax savings programs, 403(B), discount programs, etc. PCHS reserves the right to change benefits providers or packages as necessary, while still ensuring compliance with the employee benefits section of the Palisades Charter High School Charter.
3. The ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE is entitled to leaves of absence in accordance with applicable Federal and State law, including but not limited to Family Medical Leave Act(FMLA), State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), etc.
4. The ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE is entitled to Paid Holidays of 13 days annually during the term in keeping with the adopted annual school calendar. Holidays must be used on the day assigned, and unused holidays will not roll over or be paid out at contract termination. During the 2025-2026 school year, these dates include the following holidays.

July 4	Independence Day
August 29	CA Admission Day
September 1	Labor Day
November 11	Veteran's Day
November 27	Thanksgiving Day
November 28	Friday after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
January 1	New Year's Day
January 19	Martin Luther King Jr. Day
February 16	President's Day
May 25	Memorial Day
June 19	National Independence Day

5. The ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE is entitled to 12 paid sick days annually during the term. Paid sick days accrue at a rate consistent with days worked. ADMINISTRATIVE DIRECTOR, STUDENT ACTIVITIES, ATHLETICS & DISCIPLINE may borrow against the contract year's paid sick days, but if he/she terminates his/her contract prior to contract end date, used, un-accrued days must be paid back to Palisades Charter High School. Unused paid sick days will roll over as outlined by STRS and PERS, but will not be paid out at contract termination.

J. Wilson 2025.2026 Contract

Final Audit Report

2025-07-04

Created:	2025-07-04
By:	Monique Parks (mparks@palihigh.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_zWk8Ua0I-h_ddBg0ciwMYRShjt7-awd

"J. Wilson 2025.2026 Contract" History

-  Document created by Monique Parks (mparks@palihigh.org)
2025-07-04 - 0:04:25 AM GMT- IP address: 172.90.209.174
-  Document emailed to Josh Wilson (jwilson@louisvillehs.org) for signature
2025-07-04 - 0:05:13 AM GMT
-  Email viewed by Josh Wilson (jwilson@louisvillehs.org)
2025-07-04 - 0:05:54 AM GMT- IP address: 146.75.146.1
-  Document e-signed by Josh Wilson (jwilson@louisvillehs.org)
Signature Date: 2025-07-04 - 6:03:28 PM GMT - Time Source: server- IP address: 172.56.122.236
-  Agreement completed.
2025-07-04 - 6:03:28 PM GMT

Coversheet

Approval of Contract: Administrative Director, Student Support Services

Section:	III. Human Resources (HR) Report Continued
Item:	C. Approval of Contract: Administrative Director, Student Support Services
Purpose:	Vote
Submitted by:	
Related Material:	Board Motion Contract Approval Student Support Services.pdf Amie Whiteley 2025.2026 Contract - Signed.pdf

DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR APPROVAL OF ADMINISTRATOR CONTRACT

August 19, 2025

TOPIC/AGENDA ITEM:

Approval of contract for Administrative Director/AP of Student Support Services

PERSONNEL INVOLVED:

Administrative Director/AP of Student Support Services

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

Per the PCHS Charter, the Board of Trustees' roles and responsibilities include approving contracts for administrative positions.

IMPACT ON SCHOOL MISSION, VISION OR GOALS (IF ANY):

Supports leadership stability and continuity in student support services

OPTIONS OR SOLUTIONS:

PCHS administration has selected Amie Whiteley to fill the vacant administrative position based on his experience and education.

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Board approve the contract.

RECOMMENDED MOTION:

"To approve the contract for Amie Whiteley as Administrative Director/AP of Student Support Services."

Martha Monahan, Ed.D.
Director of Human Resources



**Employment Agreement Between
PALISADES CHARTER HIGH SCHOOL and AMIE WHITELEY**

THIS AGREEMENT (“Agreement”) is made and entered into as of the date fully executed by and between the Board of Trustees (“Board”) of Palisades Charter High School (“PCHS”), a California Non-Profit Public Benefit Corporation and AMIE WHITELEY (hereinafter referred to as the “ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES”).

R E C I T A L S

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES to assist the Executive Director/Principal and to carry out the duties and functions of the position as directed by the Executive Director/Principal and/or the Board; and

WHEREAS, PCHS desires to retain the services of the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES by way of this Agreement and the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES is qualified to perform such duties; and

WHEREAS, the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES and PCHS desire to formalize the employment relationship by way of this Agreement

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto agree as follows:

AGREEMENT

1. TERM. PCHS hereby employs the ADMINISTRATIVE DIRECTOR, STUDENT
EMPLOYMENT AGREEMENT BETWEEN
PALISADES CHARTER HIGH SCHOOL AND AMIE WHITELEY

Page 1 of 6

SUPPORT SERVICES from July 1, 2025 to June 30, 2026, according to the terms and conditions set forth in the Charter, or as specified herein. In the event of a conflict between the provisions of this agreement and the charter, the provisions of this agreement shall prevail. COMPENSATION.

- a. For the period of July 1, 2025 to June 30, 2026, the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES shall receive a salary of \$162,022.79 (plus any union negotiated increases) to be paid in monthly payments, subject to all regular withholdings, based on the annual salary of \$162,022.79 for the 2025-2026 school year.
 - b. The ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES is exempt from overtime law.
 - c. For the duration of this Agreement, the compensation of the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES shall be subject to reduction commensurate with salary reductions and/or reductions in work days ("furlough days") taken by any other management, supervisory, confidential, or non-management employee group, whether as a percentage reduction to annual salary, a percentage number of furlough days (in relation to the work year of the employee group), or a combination of a reduction to annual salary and furlough days. Additionally, if reduced compensation of any other employee group is restored during the term of this Agreement, the compensation of the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES shall also be restored in an equal manner.
3. BENEFITS. At PCHS's expense, the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES shall be afforded the health and welfare benefits of employment listed in the attached Benefit Description (Attachment A).
4. DUTIES. The ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES shall perform the duties of ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES as directed by the Principal and the Executive Director/Principal, the Articles of Incorporation and By-Laws, prescribed by the Charter, or as specified in the attached job description. This description and the job duties for the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES may be altered from time to time by the Board.
5. WORK YEAR AND WORK WEEK. The work year of the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES is 12 months, from July 1, 2025 through June 30, 2026 and he/she shall be required to work throughout this 12-month calendar year. The work week shall be Monday through Friday, and exclude weekends. The work year shall consist of workdays, non-workdays, and holidays. The annual work year will be two hundred forty-one (241) paid days, including 13 paid holidays and two hundred twenty-eight (228) work days. The additional twenty (20) non-work days, shall be scheduled in advance and approved by the Executive Director "
6. EVALUATION. ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES

should meet regularly with his/her supervisor and should receive ongoing performance feedback. In addition, more formal performance evaluations will be conducted annually on or before June 1st, 2026. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. A copy of the written evaluation shall be delivered to the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES, and he/she shall have the right to make an oral or written response to the evaluation. Failure to evaluate the Employee shall not prevent PCHS from releasing the Employee in accordance with this Agreement.

7. EXPENSE REIMBURSEMENT. PCHS shall reimburse the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES, for all documented actual and necessary expenses personally incurred by him/her within the scope of his/her employment, subject to Board approval, in accordance with applicable PCHS policy and authorization.
8. TERMINATION OF AGREEMENT. This Agreement may be terminated prior to the end of its term as a result of any of the following events:
 - a. mutual written agreement of the parties
 - b. retirement, legal incapacity or death of the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES
 - c. Charter revocation
 - d. early termination of at-will employment by PCHS without cause in which event a gross taxable sum equivalent to four (4) weeks of salary (subject to all regular withholding) and benefits shall be paid to the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES as severance
 - e. discharge from at-will employment without severance, for cause

Acceptance by ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES of the severance payment pursuant to Section 8(d) shall constitute the sole amount owing and paid in the event of termination of this agreement without cause.

The bases for discharge for cause may include but are not limited to conduct such as neglect of duty, incompetence, breach of contract, dishonesty, disclosure of confidential information, unprofessional conduct, insubordination, violation of law or conviction of any felony or other criminal offense, or any failure of good conduct that might be likely to affect PCHS negatively.

Prior to discharge for cause, the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES shall be provided with a statement of charges and given an opportunity to respond orally or in writing to such charges. The ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. If the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES choose to be accompanied by legal counsel at such meeting, the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES shall bear any cost therein involved. The

ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES, shall be provided a written decision setting forth the decision of the Board. The decision of the Board shall be final, and this Agreement will terminate as of the date of that decision.

During the pendency of disciplinary proceedings, the Board reserves the right to place the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES, on paid administrative leave.

Upon termination for cause, the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES, shall receive his/her proportionate compensation to the effective date of termination, along with his/her rights to other benefits as governed by any applicable plans, programs or policies such as health benefits, etc.

The termination for cause provisions of this Section shall not be construed as an agreement to terminate employment only for cause, but rather are intended to provide a mechanism for termination from employment without the payment of severance provided in Section 8(d).

In the event of Charter revocation, all contractual obligations under this Agreement cease immediately upon the effective date of revocation.

Unless the agreement is terminated prior to the end of its term pursuant to this Section or the term is extended in writing in accordance with Section 12, the employment of the ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES will terminate at the end of the term of the agreement and no additional notice is required.

9. ENTIRE AGREEMENT. This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
10. WAIVER. Either party to this Agreement may specifically and expressly waive, in writing, compliance or any breach by the other party with any term, condition or requirements set forth in this Agreement. Any such waiver, however, shall not constitute a further or continuing waiver of the same requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.
11. JURISDICTION. The parties hereby understand and agree that this Agreement, including the attachments hereto, has been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.
12. AMENDMENTS. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized

representative of both parties.

13. **ARBITRATION OF DISPUTES.** The parties agree that any dispute regarding the application, interpretation or breach of this Agreement will be subject to final and binding arbitration. Attorney's fees, costs, and damages (where appropriate) shall be awarded to the prevailing party in any dispute, and any resolution, opinion or order of the Arbitrator may be entered as a judgment of the Superior Court.
14. **INTERPRETATION AND OPPORTUNITY TO COUNSEL.** In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein. The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel.
15. **SEVERABILITY.** If any term, provision, condition, or covenant of this Agreement shall to any extent be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
16. **COUNTERPART EXECUTION.** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
17. **SIGNATURES.** We affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

PALISADES CHARTER HIGH SCHOOL, a California Non-Profit Public Benefit Corporation

By:

Dr. Pamela Magee,
Executive Director/Principal

Amie Whiteley
Amie Whiteley (Jun 20, 2025 12:13 PDT)

Amie Whiteley
Administrative Director, Student Support Services

Date

06/20/2025

Date

.3ATTACHMENT A: BENEFIT DESCRIPTION

1. The ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES is entitled to participate in PERS or STRS, in accordance with their requirements.
2. The ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES is entitled to participate in PCHS provided health and welfare benefits including but not limited to medical, dental, vision and life insurance. In addition, ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES has the opportunity to enroll in other health and welfare benefits including but not limited to additional life insurance, pre-tax savings programs, 403(B), discount programs, etc. PCHS reserves the right to change benefits providers or packages as necessary, while still ensuring compliance with the employee benefits section of the Palisades Charter High School Charter.
3. The ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES is entitled to leaves of absence in accordance with applicable Federal and State law, including but not limited to Family Medical Leave Act(FMLA), State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), etc.
4. The ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES is entitled to Paid Holidays of 13 days annually during the term in keeping with the adopted annual school calendar. Holidays must be used on the day assigned, and unused holidays will not roll over or be paid out at contract termination. During the 2025-2026 school year, these are the following holidays.

July 4	Independence Day
August 29	CA Admission Day
September 1	Labor Day
November 11	Veteran's Day
November 27	Thanksgiving Day
November 28	Friday after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
January 1	New Year's Day
January 19	Martin Luther King Jr. Day
February 16	President's Day
May 25	Memorial Day
June 19	National Independence Day

5. The ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES, is entitled to paid 12 sick days annually during the term. Paid sick days accrue at a rate consistent with days worked. ADMINISTRATIVE DIRECTOR, STUDENT SUPPORT SERVICES may borrow against the contract year's paid sick days, but if he/she terminates his/her contract prior to contract end date, used, un-accrued days must be paid back to Palisades Charter High School. Unused paid sick days will roll over as outlined by STRS and PERS, but will not be paid out at contract termination.


Amie Whiteley 2025.2026 Contract

Final Audit Report

2025-06-21

Created:	2025-06-20
By:	Monique Parks (mparks@palihigh.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuNyj-lhsUhtdWpGhIHFDnBISwTTgadzb

"Amie Whiteley 2025.2026 Contract" History

-  Document created by Monique Parks (mparks@palihigh.org)
2025-06-20 - 5:51:10 PM GMT- IP address: 172.90.209.174
-  Document emailed to Amie Whiteley (amie.whiteley10@gmail.com) for signature
2025-06-20 - 5:51:49 PM GMT
-  Email viewed by Amie Whiteley (amie.whiteley10@gmail.com)
2025-06-20 - 6:04:22 PM GMT- IP address: 66.249.80.38
-  Document e-signed by Amie Whiteley (amie.whiteley10@gmail.com)
Signature Date: 2025-06-21 - 0:13:13 AM GMT - Time Source: server- IP address: 172.59.193.84
-  Agreement completed.
2025-06-21 - 0:13:13 AM GMT

Coversheet

Alignment of Unrepresented Salary Tables for College Counselors

Section: III. Human Resources (HR) Report Continued
Item: D. Alignment of Unrepresented Salary Tables for College Counselors
Purpose: Vote
Submitted by:
Related Material:
Board Motion - Salary Distribution Change College Counselors 08_19_2025.pdf



PALISADES CHARTER HIGH SCHOOL

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DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR CHANGE IN SALARY STRUCTURE: COLLEGE COUNSELORS

August 19, 2025

TOPIC/ AGENDA ITEM:

Change in salary distribution for full-time college counselors

PERSONNEL INVOLVED:

Two full-time college counselors

ISSUES INVOLVED/FISCAL IMPLICATIONS:

Currently, college counselors are the only unrepresented employees at PCHS who are compensated on an hourly basis. This status has led to operational inefficiencies, including increased costs due to overtime obligations and the requirement for this group to track hours using a timeclock system.

IMPACT ON SCHOOL MISSION, VISION OR GOALS:

Supports increased employee morale and alignment.

OPTIONS OR SOLUTIONS:

To improve consistency, reduce administrative burden, and manage costs more effectively, PCHS administration recommends transitioning full-time college counselors to 11-month, exempt, salaried positions. This change would align their compensation structure with that of other unrepresented staff and better reflect the professional nature of their roles.

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Board approve changing the payment structure from hourly wages to a salaried basis.

RECOMMENDED MOTION:

"To approve the change in the payment structure for full-time college counselors from hourly wages to a salaried basis."

Martha Monahan, Ed.D.
Director of Human Resources

Coversheet

Change of Classification for Lead Campus Aide

Section:	III. Human Resources (HR) Report Continued
Item:	E. Change of Classification for Lead Campus Aide
Purpose:	Vote
Submitted by:	
Related Material:	Board Motion - Classification Change Security 08_19_2025.pdf



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DIRECTOR OF HUMAN RESOURCES

COVER SHEET FOR CHANGE IN EMPLOYEE CLASSIFICATION

August 19, 2025

TOPIC/ AGENDA ITEM:

Change in classification for Campus Aide Lead to Campus Safety Supervisor

PERSONNEL INVOLVED:

Cesar Gomez

ISSUES INVOLVED/FISCAL IMPLICATIONS:

To ensure continuous campus safety, streamline operations, and reduce costs, PCHS administration recommends reclassifying the employee from a 10-month, classified Lead Campus Aide to the vacant, unrepresented 12-month, exempt, salaried Campus Safety Supervisor position.

IMPACT ON SCHOOL MISSION, VISION OR GOALS:

Supports student, staff and campus safety.

OPTIONS OR SOLUTIONS:

PCHS administration believes that reclassification of the 10-month Campus Aide Lead to the vacant Campus Security Supervisor position will improve campus safety.

DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Board approve the recommendation.

RECOMMENDED MOTION:

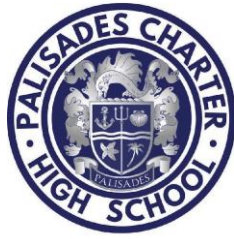
"To approve the change in classification for the current 10-month, classified Campus Aide Lead to the vacant 12-month, unrepresented Campus Safety Supervisor position."

Martha Monahan, Ed.D.
Director of Human Resources

Coversheet

Budget & Finance Committee Update

Section:	IV. Board Committees (Stakeholder Board Level Committees)
Item:	B. Budget & Finance Committee Update
Purpose:	FYI
Submitted by:	
Related Material:	Budget Com Meeting Minutes 08_18_2025.pdf Special Budget Com Meeting Minutes 06_17_2025.pdf Special Budget Com Meeting Minutes 06_27_2025.pdf Special Budget Com Meeting Minutes 07_31_2025.pdf



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REGULAR MEETING MINUTES - BUDGET/FINANCE COMMITTEE MONDAY, AUGUST 18, 2025 – 3:30 – 5:30 PM

VIA ZOOM - <https://palihigh-org.zoom.us/j/84724495940?pwd=2qkZGSfrQ60Cq6expaDcyHXrPC7bOh.1>
Passcode: 214020

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY.

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

I. PRELIMINARY:

A. S Margiotta called the meeting to order at 3:34 pm. In attendance: D Gronich, R Kianfar, S Sherkhanov, S Margiotta, (ASB Treasurer); Non-voting members: J Azzizzi, M Monahan A Duston, P Magee. Guests: A Reut, C Sugarman, A Fell, G Zappila.

B. Public Comments – No public comment made

C. Approval of Minutes from

1. June 2, 2025 – previously approved
2. June 7, 2025 – previously approved
3. June 10, 2025 – previously approved
4. June 17, 2025 – tabled for Sept. 8, 2025 B&F meeting due to time constraints
5. June 27, 2025 – tabled for Sept. 8, 2025 B&F meeting due to time constraints
6. July 31, 2025 – tabled for Sept. 8, 2025 B&F meeting due to time constraints

III. REPORTS (5 minutes each):

- A. Executive Director - P Magee discussed the alignment of unrepresented salary schedules. She noted that there are a few unrepresented employees who are paid on an hourly rate and the administration would like to change these to salaried positions. B&F reviewed the hourly rate and the calculated salaried rate. The salaried rate is based on the currently hourly rate of each employee and therefore should not have any significant financial impact on the overall budget. It was requested to share this information with the Board as they discuss reclassifying these employees from hourly to salaried positions.

P Magee also discussed the need to change our 10 month security guard into a 12 month position. As the position stands now there are additional costs for overtime, etc. and the administration feels the need to have this position year round. M Monahan agreed to close the 10 month position so that an additional position does not get filled.



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- B. CBO Report-J Azzizzi reported that he is working on restricted net assets. His team reviewed unaudited actuals which led to an account reporting of an additional \$900K and restricted net assets up to \$10.39 Million from \$9.34 Million. Report was reviewed and stands as submitted with 2024/2025 surplus at 2.8 million.
- C. Fundraising & Development – Tabled for Sept. 8, 2025 B&F meeting due to time constraints.
- D. ASB Treasurer Report - tabled for Sept. 8, 2025 B&F meeting due to time constraints
- E. Booster Club - tabled for Sept. 8, 2025 B&F meeting due to time constraints

IV. NEW BUSINESS (DISCUSSION & POSSIBLE ACTION ITEMS):

- A. 2024/2025 Unaudited Actuals – Reviewed and stand as submitted. Once approved by B&F and BOT, they will be submitted to LAUSD. They are due Friday but will be submitted earlier post Board approval. S Margiotta made a motion to approve the 2024/2025 unaudited actuals as presented, D Gronich seconded the motion. Motion passed unanimously without abstentions.
- B. 2024/2025 Education Protection Account (EPA) actuals – J Azzizzi reviewed and it stands as submitted. S Margiotta made a motion to approve the 2024 /2025 EPA actuals as presented. D Gronich seconded the motion. Motion passed unanimously with no abstentions.
- C. Master Schedule – Financial Impact - tabled for Sept. 8, 2025 B&F meeting due to time constraints

V. OTHER:

Date of Next Regular Meeting September 8, 2025 @ 3:30 pm. Meeting was adjourned at 4:23 pm.



PALISADES CHARTER HIGH SCHOOL

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SPECIAL MEETING MINUTES - BUDGET/FINANCE COMMITTEE TUESDAY, JUNE 17, 2025 – 3:00 PM – 4:00 PM

**VIA ZOOM - <https://palihigh-org.zoom.us/j/87978848264?pwd=6jsdLA34jixUI1Baaif2ixNbCbToG.1>
Passcode: 160638**

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY.

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

I. PRELIMINARY:

A. Call to Order & Roll Call - S Margiotta called the meeting to order @ 3:02 pm. In attendance: S Margiotta, D Gronich, R Kianfar. Non-voting members: R Rodman, P Magee, A Duston.

1. Introductions

B. No Public Comments made

II. MEETING MINUTES

S Margiotta

1. D Gronich made a motion to approve the Special Budget and Finance Committee Meeting from June 10, 2025. R Kianfar seconded the motion. Motion passed unanimously with no abstentions.

II. NEW BUSINESS (DISCUSSION & POSSIBLE ACTION ITEMS):

- A. 2025/2026 LCAP - J Azzizi reviewed the LCAP and it stands as submitted. We are in year 1 of a 3 year Local Control Accountability Plan. D Gronich made a motion to approve the LCAP as submitted. R Kianfar seconded the motion. Motion passed unanimously with no abstentions.
- B. 2025/2026 EPA (Educational Protection Account) Spending Plan - J Azzizi reviewed and it stands as submitted. S Margiotta made a motion to approve the EPA Spending Plan as submitted. D Gronich seconded the motion. Motion passed unanimously with no abstentions.
- C. 2023/2024 Form 990 - J Azzizi reviewed and it stands as submitted. It will only be amended if a material change is needed.
- D. 2023/2024 Audit Report – J Azzizi reviewed the audit report and corrective action plan and it stands as submitted. R Kianfar made a motion to approve the 2023/2024 audit report and corrective action plan as presented by Charter Impact. S Margiotta seconded the motion. Motion passed unanimously with no abstentions.
- E. 2025/2026 Application for Funding (Federal Title Programs)
– Consolidated Application – J Azzizi reviewed the application and recommended applying for Title IA, Title II and Title IV. Options were discussed and S Margiotta made a motion to approve the 2025/2026



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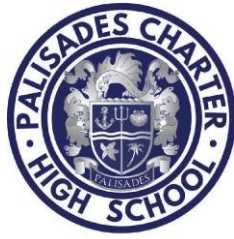
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Application for Funding with a recommendation to approve the groups outlined above. D Gronich seconded the motion. Motion passed unanimously with no abstentions.

- F. McGuireWoods Letter of Engagement was reviewed and discussed. S Margiotta made a motion to approve the McGuire Woods letter of engagement with the same provisions as outlined for the BRG/AALRR letter of engagement. R Kianfar seconded the motion. The motion passed unanimously with no abstentions.
- G. PCHS has been working with BRG/AALRR since February and they are part of our general council's group. Their services are covered by insurance and they have been helping with fire recovery insurance due to loss/relocation (extra expenses and damages to property. It was recommended that we have focused insurance attorney because there are discrepancies between LAUSD and insurance company. There is also a potential dispute regarding our Sole Occupancy and LAUSD is not included in Charter Safe's Insurance for PCHS. PCHS will encourage that they reach out to attorney's who have dealt with similar situations. They can also look out to ensure that we are not being over billed. D Gronich agreed to assist in review of initial billing, requested monthly billing statements and senior attorneys. B&F also requested a "heads up" as the school is approaching 75 billable hours. S Margiotta made a motion to approve GR/AALRR letter of engagement with the clarifications outlined above. D Gronich seconded the motion. The motion passed unanimously with no abstentions.
- H. AA Form/Form 130 – This was reviewed and stands as submitted.

V. OTHER:

With no further business, the meeting was adjourned at 4:10 pm.



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SPECIAL MEETING MINUTES - BUDGET/FINANCE COMMITTEE **TUESDAY, JUNE 27, 2025 – 11:00 AM – 12:00 PM**

VIA ZOOM - <https://palihigh-org.zoom.us/j/86773235984?pwd=L2sKXnL4mizMkbBu8jMPU8WDXLEmCk.1>
Passcode: 470682

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY.

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

I. PRELIMINARY:

A. Call to Order & Roll Call - S Margiotta called the meeting to order at approximately 11:02 am. In attendance: D Gronich, S Margiotta and R Kianfar. Non-voting members: P Magee, J Izzizzi, A Duston.

B. Public Comments – No public comment was made.

II. **CLOSED SESSION** – Closed session was not needed so meeting went straight into open session.

II. NEW BUSINESS (DISCUSSION & POSSIBLE ACTION ITEMS):

A. Insurance Update – Post Fire – reviewed by P Magee and J Azzizzi and stands as submitted.

B. PCHS 2025/2026 BFS Landscape Architects Contract - Field Repair - The contract was reviewed by P Magee and stands as submitted. She clarified that this the same firm we worked with originally and that there needs to be additional review done because building codes have changed. P Magee/J Azzizzi confirmed that all costs of this contract will be covered by insurance. Committee unanimously voted to approve the BFS Landscape Architects contract as submitted with no absentions.

IV. OTHER:

With no additional business, the meeting was adjourned at approximately 12:10 pm.



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SPECIAL MEETING MINUTES - BUDGET/FINANCE COMMITTEE

THURSDAY, JULY 31, 2025

3:30 PM - 5:30 PM, via ZOOM

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY.

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

Zoom Meeting: <https://palihigh-org.zoom.us/j/86036145680?pwd=EaubtylZug05INfwvF0ZqqSUUqBive.1>
Passcode: 602998

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

I. PRELIMINARY:

A. Call to Order & Roll Call - S Margiotta called the meeting to order at 3:35 pm. In attendance: S Sherkhanov, D Gronich, R Kianfar, S Margiotta. Non-Voting members: J Azzizzi, A Duston, R Negroe, R Rodman, P Magee. Guests: C Nordling, J Roepel, J Nordling, S Burr, J Ma.

B. Public Comments – No public comments were made.

III. NEW BUSINESS (DISCUSSION & POSSIBLE ACTION ITEMS):

A. Insurance Update - J Azzizzi reviewed and it stands as submitted. Jenny from Charter Impact noted that T/F repair may be more than originally thought but all repairs should be covered by insurance once we have received complete payouts. It was also noted that the school is going to receive \$1 million dollars in book replacement/repair.

B. Development Report - R Rodman reviewed and it stands as submitted. She noted that the school received a large donation of smart boards and LAUSD is sending a \$100K grant. There is an additional donation of 2 privacy pods. The new parent breakfast is 8/16/25. She will be asking annual donation requests at 20% than last year but keeping banner levels intact. She is also continuing to work on foundation outreach.

C. Transportation – R Negroe reviewed and it stands as submitted. We discussed awarding scholarships for those not comfortable filling out the application request on line. The committee confirmed that if R Nagroe is able to confirm eligibility personally with families that the scholarship request may continue to be granted.

D. Return to Palisades presentation (Aquatic Center and Turf & Track Repairs, Santa Monica parking, move-back costs, classrooms, transportation, FAST, food service, demolition) – Reviewed by R Nagroe and it stands as submitted. It was noted that we should get our classrooms back at the end of Oct.

E. Pool Repair contract – R Negroe/P Magee reviewed and it stands as submitted. R Kianfar made a motion to approve the California Commercial Pools renovation contract for \$1, 048,000 subject to confirmation from insurance that other components of repair are also covered by insurance. D Gronich seconded the motion. Motion passed unanimously with no absentions.

F. Track & Field Repair contract – R Negroe/P Magee reviewed and it stands as submitted. S Margiotta made a motion to approve the Gensler contract dated July 3, 2025 for Architectural Services for replacement of the



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track and field contingent on confirmation of complete coverage by insurance. D Gronich seconded the motion. Motion passed unanimously with no absentions.

G. Textbooks and IMA – Transition Expenditures were discussed and the committee felt that these had not been vetted thoroughly by dept chairs. Other options were discussed like checking other resources within LAUSD. Committee also had conversation about digital textbook and simply classroom sets. Committee asked administration to take this back for further review and creative, more cost effective solutions.

H. Technology Expenditures – J Roepel reviewed the issue and need for stands to support the donated smart boards. The balance box stands will cost approximately \$100K. D Gronich made a motion to move to purchase Samsung stands as discussed in the amount of \$82,597.35. R Kianfar seconded the motion. Motion passed unanimously with no abstentions.

I. Audit updates – J Azzizzi reported that 80% of interim audit is complete and he is currently closing books and doing clean up. Unaudited actuals will be submitted to LAUSD by Aug. 22, 2025 and presented to B&F at their Aug. meeting. He will continue to make updates for final audit to be prepared to file. They are due to LAUSD Dec. 15, 2025.

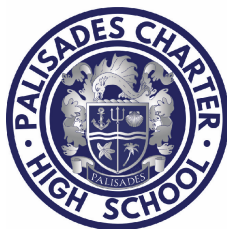
V. OTHER:

Date of Next Regular Meeting: August 18, 2025 @ 3:30 pm. With no further business, the meeting was adjourned at approximately 6:15 pm.

Coversheet

Virtual Academy Contract

Section:	VI. Academic Excellence
Item:	A. Virtual Academy Contract
Purpose:	Vote
Submitted by:	
Related Material:	2025-2026 VA Contract.pdf 2025_2026 VA Contract (REVISED).pdf Independent Study Policy (YMC Edits).pdf



PALISADES CHARTER HIGH SCHOOL

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PALISADES CHARTER HIGH SCHOOL VIRTUAL ACADEMY INDEPENDENT STUDY CONTRACT 2025-2026

Student:

Parent/Guardian:

Grade Level:

Parent Email:

Student Email:

All virtual classes follow the same semester timeline as the traditional school year with assignments due on a weekly basis. Because of the independent nature of this course, it is important that the teacher, parents/guardians, and student agree to commit the time, energy, and responsibilities needed to complete it successfully.

Program Information:

Academic Delivery: The Virtual Academy content is delivered through online material that students read or listen to independently. Teachers of record will provide a required seminar opportunity on zoom during their designated course period (s) although students who are able, may attend in-person. This seminar is not required but encouraged. Additionally, Virtual Academy Teachers will also be available during each of their Virtual Academy periods for student drop-ins in-person or on Zoom.

The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress:

- a. **Manner of Reporting:** Virtual
- b. **Time:** School Hours 8:30-2:45
- c. **Frequency:** Every 5 school days.
- d. **Place:** At the school site or online via virtual live connection.

Parent Support: Families should contact Virtual Academy supervising teacher, coordinator, and the counselor if their child is having difficulty (academically or emotionally) in a subject area or in the program itself.



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Communication: Students are required to check both their PCHS email, PCHS Parent Square communication, and Schoology daily for messages or updates from the instructor and/ or coordinator unless at an Educational Site, which is handling this.

PCHS Attendance Policy: Students must adhere to the PCHS Attendance policy concerning the “No-Go” list for school events and activities including but not limited to senior events, athletics etc.

Method of Study: Specific methods of study for each course will be explained on Schoology. Methods of study will include but are not limited to: State Testing, Independent Reading, Problem Solving, Study Projects, Drill & Practice, Computerized Curriculum, Synchronous instruction, Web/Internet Research, and Library Research. Assignments are found on Schoology with directions about learning platforms. All work will be available through the different curricular programs and accessible for independent learning.

Method of Evaluation: All exams are required to be taken with Virtual Academy instructors unless in a specific program where the tests will be proctored at that site, on zoom, or through the IEP case carrier and approved by PCHS. Academic evaluation dates will be designated on the Student Pacing Sheet on Schoology. Evaluations will be available through and aligned with the Virtual Academy curricular program.

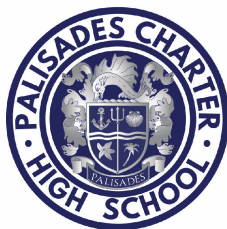
Grades: Grades will be entered on the school’s Infinite Campus/Schoology portal. This system is accessible to all students and their families. Students and families are responsible for keeping track of grades earned, work completed, and work missing.

Resources: The school will provide appropriate instructional materials (texts) and personnel (tutoring centers and teachers) to assist the student in completing the assigned work. Assignments and specific resources will be designated on the Assignment Sheet/Pacing Plan on Schoology. Use of the school tutorial Study Center, Library, and Math Lab is highly encouraged. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.

Meeting Requirements: Students are expected, but not required, to meet with each teacher during the teacher’s academic seminar meeting on Zoom or in-person. Module exams may be proctored by a Virtual Academy teacher in a V.A. classroom/zoom. Students are encouraged to attend. Teachers will begin a tiered re- engagement for students not attending seminars or falling behind in work.

Board Policy Requirements:

Palisades Charter High School (the “Charter School”) may offer independent study to meet the short or long-term educational needs of pupils enrolled in the Charter School. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully.



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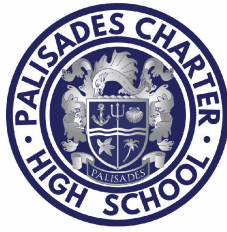
Participation in independent study shall be limited to staffing capacity and shall be maintained to be lower than 20% of the overall attendance of PCHS. Should interest in independent study exceed capacity, participation shall be determined by public random drawing. Priority for independent study shall be provided to those students with written documentation from a physician that student is unable to attend that states that a student cannot safely attend school in-person even with appropriate safety measures as required by the local, state, and federal departments of health.

The following written policies have been adopted by the Palisades Charter High School Board of Directors for implementation at Charter School:

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.
2. The Executive Director/Principal or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete four (4) assignments in any course in which the pupil is enrolled.
 - b. In the event pupil's educational progress falls below satisfactory levels which is indicated by failing to earn a passing grade in any course in which the pupil is enrolled and/or as determined by the assigned supervising teacher which considers ALL the following indicators:
 - The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - Learning required concepts, as determined by the supervising teacher.
 - Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. This shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as credible under the A-G admissions criteria.
4. The Charter School has adopted tiered reengagement strategies* for the following pupils:



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- a. All pupils who are not generating attendance for more than 10% of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar.
- b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
- c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

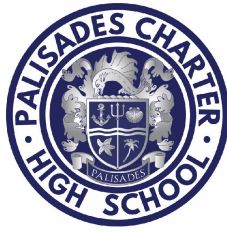
- a. Verification of current contact information for each enrolled pupil.
- b. Notification to parents or guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation;
- c. Outreach from the Charter School to determine pupil needs including connection with health and social services as necessary;
- d. When the evaluation described above under paragraph 2 is triggered to consider whether remaining in independent study is in the best interest of the pupil, a pupil-parent-educator conference may be conducted to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being.

5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction*:

- a. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record shall be as follows: PCHS teachers will offer virtual and/or in-person office hours weekly along with a once weekly virtual and/or in-person instructional seminar.

6. The following plan shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days: Within five instructional days of receipt of a communication from a family of their desire to transition their pupil to in-person instruction, PCHS will hold a meeting to consider the timing of the pupil's transition to in-person instruction, the impact of any move mid-semester to the pupil's credit and/or progress towards completion of graduation requirements, and the availability and capacity of the in-person classes to which the pupil wishes to enroll.

7. Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government



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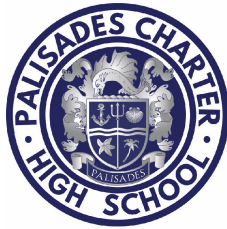
Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

8. The Charter School shall comply with the Education Code sections 5744 through 51749.3 and the provisions of the Charter Schools Act of 992 and the State Board of Education regulations adopted thereunder. The Executive Director/Principal may establish regulations to implement these policies in accordance with the law
9. Attendance: Attendance in independent study is based on 1) the daily engagement of the student on instructional activities required by PCHS on school days (M-F, non-holidays); and 2) the time value of the student's work product as determined by the credentialed supervising teacher. As a result, to receive full attendance, students must engage in some instructional activity required by PCHS on each school day and the amount of work produced each week must be judged by the supervising credentialed teacher to be of equal value to the days of work assigned.
10. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school. A missed appointment shall be considered a "missed assignment" for purposes of the Board Policy.

Objectives: The student will complete the courses registered on Infinite Campus/Schoology. All course objectives will be consistent with the established charter school's board policy above and are consistent with state standards. The pupil shall engage in content provided by the Charter School which is aligned to grade level standards that is substantially equivalent to in-person instruction. As a high school, this shall include access to all courses offered by the local educational agency for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria..

Statement of Academic and Other Supports for Special Populations: The Charter School shall utilize its intervention and re-engagement procedures to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The Charter School complies with the Individuals with Disabilities in Education Act ("IDEA") and is committed to meeting the needs of individuals with exceptional needs to be consistent with the pupil's individualized education program ("IEP"). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The Charter School complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to provide equivalent access to and providing a free appropriate public education to all students with disabilities.

Statement of the Measures of Academic Achievement to be Earned by the Pupil Upon Completion: Students, grades 9-12, shall obtain academic credits towards Charter School graduation requirements as follows.



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To be completed by coordinator: Courses and Credits to be Earned Upon Completion of the Semester/Year

Course Name TBD	Credit
	5
	5
	5
	5
	5
	5

Voluntary Statement: It is understood that independent study through the Virtual Academy is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

Academic Integrity: Students are required to complete their own work without plagiarizing from other sites. Academic Dishonesty consequences are equivalent to the PCHS policy (p. 40 of the handbook). Students who repeatedly engage in academic dishonesty may meet with the administrator and return to in-person classes.

Pupil-Parent-Educator Conference: Before signing this written agreement, the parent or guardian of a pupil may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

By completing the information below all Parties signing below, agree to be bound by the terms of this Contract and the Virtual Academy Student Rules and Responsibilities incorporated herein. This Contract is for students attending the Virtual Academy during the 2025-2026 school year.



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By signing my name below and submitting this form to the Virtual Academy, I affirm that I have read the PCHS Virtual Academy Contract on the above pages and agree to its terms.

Title	Signature	Date
Pupil		
Title		Date
Parent/Guardian/Caregiver (if pupil is under the age of 18)		
Certificated employee who has been designated as having responsibility for the general supervision of independent study		
Certificated employee designated as having responsibility for the special education programming of the pupil, as applicable		



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PALISADES CHARTER HIGH SCHOOL VIRTUAL ACADEMY INDEPENDENT STUDY CONTRACT 2025-2026

Student:

Parent/Guardian:

Grade Level:

Parent Email:

Student Email:

Program Placement: Independent Study

Agreement Duration:

Beginning Date:

End Date:

All virtual classes follow the same semester timeline as PCHS's classroom-based school year, with assignments due on a weekly basis. Because of the independent nature of this course, it is important that the teacher, parents/guardians, and student agree to commit the time, energy, and responsibilities needed to complete it successfully.

Program Information:

Academic Delivery: The Virtual Academy content is delivered through online material that students read or listen to independently. Teachers of record will provide a required seminar opportunity on Zoom during their designated course period(s), although students may attend in-person. This seminar is not required but encouraged. Additionally, Virtual Academy Teachers will also be available during each of their Virtual Academy periods for student drop-ins, in-person or on Zoom.

The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress:

- a. **Manner of Reporting:** Virtual
- b. **Time:** School Hours 8:30-2:45
- c. **Frequency:** Every 5 school days.



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d. **Place:** At the school site or online via virtual live connection.

Parent Support: Families should contact Virtual Academy supervising teacher, coordinator, and the counselor if their child is having difficulty (academically or emotionally) in a subject area or in the program itself.

Communication: Students are required to check both their PCHS email, PCHS Parent Square communication, and Schoology daily for messages or updates from the instructor and/ or coordinator unless at an Educational Site, which is handling this.

PCHS Attendance Policy: Students must adhere to the PCHS Attendance policy concerning the “No-Go” list for school events and activities including but not limited to senior events, athletics etc.

Method of Study: Specific methods of study for each course will be explained on Schoology. Methods of study will include but are not limited to: State Testing, Independent Reading, Problem Solving, Study Projects, Drill & Practice, Computerized Curriculum, Synchronous instruction, Web/Internet Research, Synchronous Instruction, and Library Research. Assignments are found on Schoology with directions about learning platforms. All work will be available through the different curricular programs and accessible for independent learning.

Methods of Evaluation: The following methods of evaluation will be utilized: Teacher-made Tests, Student Conferences, Progress/Report Cards, Chapter/Unit Tests, Work Samples, Observations, Portfolios, State Standards Testing, Journals, Presentations, Quizzes, Labs, Final Examinations. All exams are required to be taken with Virtual Academy instructors unless in a specific program where the tests will be proctored at that site, on zoom, or through the IEP case carrier and approved by PCHS. Academic evaluation dates will be designated on the Student Pacing Sheet on Schoology. Evaluations will be available through and aligned with the Virtual Academy curricular program.

Grades: Grades will be entered on the Charter School’s Infinite Campus/Schoology portal. This system is accessible to all students and their families. Students and families are responsible for keeping track of grades earned, work completed, and work missing.

Resources: The Charter School will provide appropriate instructional materials (texts) and personnel (tutoring centers and teachers) to assist the student in completing the assigned work. Assignments and specific resources will be designated on the Assignment Sheet/Pacing Plan on Schoology. Use of the school tutorial Study Center, Library, and Math Lab is highly encouraged. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.

Meeting Requirements: Students are expected, but not required, to meet with each teacher during the teacher’s academic seminar meeting on Zoom or in-person. Module exams may be proctored by a Virtual Academy teacher in a V.A. classroom/Zoom. Students are encouraged to attend. Teachers will begin a tiered re-engagement for students not attending seminars or falling behind in work.



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Board Policy Requirements: Palisades Charter High School (the “Charter School” or “PCHS”) may offer independent study to meet the short or long-term educational needs of pupils enrolled in the Charter School. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully.

Participation in independent study shall be limited to staffing capacity and shall be maintained to be lower than 20% of the overall attendance of PCHS. Should interest in independent study exceed capacity, participation shall be determined by public random drawing. Priority for independent study shall be provided to those students with written documentation from a physician that a student is unable to attend and a student cannot safely attend school in-person even with appropriate safety measures as required by the local, state, and federal departments of health.

The following written policies have been adopted by the Palisades Charter High School Board of Directors for implementation at Charter School pursuant to Education Code 51747(a) and (b):

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.
2. The Executive Director/Principal or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete four (4) assignments during a period of [INSERT] school days in any course in which the pupil is enrolled.
 - b. In the event pupil’s educational progress falls below satisfactory levels which is indicated by failing to earn a passing grade in any course in which the pupil is enrolled and/or as determined by the assigned supervising teacher which considers ALL of the following indicators:
 - The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - Learning required concepts, as determined by the supervising teacher.



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- Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. This shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.
4. The Charter School has adopted tiered reengagement strategies* for the following pupils:
 - a. All pupils who are not generating attendance for more than 10% of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar.
 - b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
 - c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

- a. Verification of current contact information for each enrolled pupil;
 - b. Notification to parents or guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation;
 - c. A plan for outreach from the Charter School to determine pupil needs including connection with health and social services as necessary;
 - d. When the evaluation described above under paragraph 2 is triggered to consider whether remaining in independent study is in the best interest of the pupil, a pupil-parent-educator conference may be conducted to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being. This conference shall be a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement.
5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction*:



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- a. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record shall be as follows: PCHS teachers will offer virtual and/or in-person office hours weekly along with a once weekly virtual and/or in-person instructional seminar.
6. The following plan shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days: Within five instructional days of receipt of a communication from a family of their desire to transition their pupil to in-person instruction, PCHS will hold a meeting to consider the timing of the pupil's transition to in-person instruction, the impact of any move mid-semester to the pupil's credit and/or progress towards completion of graduation requirements, and the availability and capacity of the in-person classes to which the pupil wishes to enroll.

* The tiered reengagement strategies, plan for synchronous instruction and plan to transition pupils whose families wish to return to in-person instruction (paragraphs 4, 5, and 6 above) shall not apply to:

- a. pupils who participate in an independent study program for fewer than 16 schooldays in a school year;
- b. pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision; or
- c. independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

7. The Charter School shall comply with the Education Code sections 51744 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under. The Executive Director/Principal may establish regulations to implement these policies in accordance with the law



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8. Attendance: Attendance in independent study is based on 1) the daily engagement of the student on instructional activities required by PCHS on school days (M-F, non-holidays); and 2) the time value of the student's work product as determined by the credentialed supervising teacher. As a result, to receive full attendance, students must engage in some instructional activity required by PCHS on each school day and the amount of work produced each week must be judged by the supervising credentialed teacher to be of equal value to the days of work assigned.

Objectives: The student will complete the courses registered on Infinite Campus/Schoology. All course objectives will be consistent with the established charter school's board policy above and are consistent with state standards. The pupil shall engage in content provided by the Charter School which is aligned to grade level standards that is substantially equivalent to in-person instruction. As a high school, this shall include access to all courses offered by the local educational agency for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria.

Statement of Academic and Other Supports for Special Populations: The Charter School shall utilize its intervention and re-engagement procedures to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The Charter School complies with the Individuals with Disabilities Education Act ("IDEA") and is committed to meeting the needs of individuals with exceptional needs to be consistent with the pupil's individualized education program ("IEP"). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The Charter School complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities.

Statement of Course Credit to be Earned by the Pupil Upon Completion: Students, grades 9-12, shall obtain academic credits towards Charter School graduation requirements as follows.

To be completed by coordinator: Courses and Credits to be Earned Upon Completion of the Semester/Year

Course Name TBD	Credit
	5
	5
	5
	5
	5
	5



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Voluntary Statement: It is understood that independent study through the PCHS Virtual Academy is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

Academic Integrity: Students are required to complete their own work without plagiarizing from other sites or using Artificial Intelligence without proper citation or prior approval. Academic Dishonesty consequences are equivalent to the PCHS policy (p. 40 of the handbook). Students who repeatedly engage in academic dishonesty may meet with the administrator and return to in-person classes.

Pupil-Parent-Educator Conference: Before signing this written agreement, the parent or guardian of a pupil may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

By completing the information below all Parties signing below, agree to be bound by the terms of this Contract and the PCHS Virtual Academy Student Rules and Responsibilities incorporated herein. This Contract is for students attending the Virtual Academy during the 2025-2026 school year.



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By signing my name below and submitting this form to the Virtual Academy, I affirm that I have read the PCHS Virtual Academy Contract on the above pages and agree to all provisions set forth.¹

Title	Signature	Date
Pupil		
		Date
Parent/Guardian/Caregiver (if pupil is under the age of 18)		
Certificated employee who has been designated as having responsibility for the general supervision of independent study		
Certificated employee designated as having responsibility for the special education programming of the pupil, as applicable		

¹ Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.



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Revision Date:
August 20, 2024

INDEPENDENT STUDY POLICY

Palisades Charter High School (the “Charter School” or “PCHS”) may offer independent study to meet the short or long-term educational needs of pupils enrolled in the Charter School. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully.

Participation in independent study shall be limited to staffing capacity and shall be maintained to be lower than 20% of the overall attendance of PCHS. Should interest in independent study exceed capacity, participation shall be determined by public random drawing. Priority for independent study shall be provided to those students with written documentation from a physician that student is unable to attend ~~that states that and~~ a student cannot safely attend school in-person even with appropriate safety measures as required by the local, state, and federal departments of health.

The following written policies have been adopted by the Palisades Charter High School Board of Directors for implementation at Charter School pursuant to Education Code 51747(a) and (b):

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.
2. The Executive Director/Principal or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete four (4) assignments during a period of [INSERT] school days in any course in which the pupil is enrolled.
 - b. In the event pupil’s educational progress falls below satisfactory levels which is indicated by failing to earn a passing grade in any course in which the pupil is enrolled and/or as determined by the assigned supervising teacher which considers ALL of the following indicators:
 - The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - Learning required concepts, as determined by the supervising teacher.
 - Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

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3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. This shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.
4. The Charter School has adopted tiered reengagement strategies* for the following pupils:
 - a. All pupils who are not generating attendance for more than 10% of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar;
 - b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
 - c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

- a. Verification of current contact information for each enrolled pupil;
 - b. Notification to parents or guardians of lack of participation within one (1) school day of the recording of a non-attendance day or lack of participation;
 - c. A plan for Outreach from the Charter School to determine pupil needs including connection with health and social services as necessary;
 - d. When the evaluation described above under paragraph 2 is triggered to consider whether remaining in independent study is in the best interest of the pupil, a pupil-parent-educator conference shall be required to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being. consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747. This conference shall be a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement.
5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction*:
 - a. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record shall be as follows: PCHS teachers will offer virtual and/or in-person office hours two (2) day pers week~~ly~~ along with a ~~one-one~~ (1) time per week~~ly~~ virtual and/or in-person instructional seminar.
6. The following plan* shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five (5) instructional days: Within five (5) instructional days of receipt of a communication from a family of their desire to transition their pupil to in-person instruction, PCHS will hold a meeting to consider the timing of the pupil's transition to in- person instruction, the impact of any move mid-semester to the pupil's credit and/or progress towards completion of graduation requirements, and the availability and capacity of the



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in-person classes to which the pupil wishes to enroll.

* The tiered reengagement strategies, plan for synchronous instruction, ~~and live interaction~~, and plan to transition pupils whose families wish to return to in-person instruction shall not apply to pupils who participate in an independent study program for fewer than 16 schooldays in a school year and pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision. These sections shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.

7. The Charter School may offer independent study to meet the short- or long-term educational needs of pupils enrolled in the Charter School as needed in the case of emergency conditions as described in Education Code Sections 46392 and 46393 (e.g., fire, flood, impassable roads, epidemic, earthquake, epidemic, war, imminent safety hazard determined by local law enforcement). Independent study shall be offered to any pupil impacted by any of the emergency conditions set forth in Education Code Sections 46392 and 46393 within ten (10) days of the first day of a school closure or material decrease in attendance. In the event of emergency conditions set forth in Education Code Sections 46392 and 46393, in which instruction or services, or both, cannot be provided to the pupil either at the school or in person for more than ten (10) school days, pupils who are individuals with exceptional needs shall receive the services identified in their IEP for emergency conditions and may participate in an independent study program pursuant to this policy.

7.8. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:

- a. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
- b. The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
- c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
- d. A statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code Section 51747 regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- f. A statement of the number of course credits ~~or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement~~, to be earned by the pupil upon completion.

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- g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction

i. Independent study agreements shall be fully executed as follows:

- ~~a. Signatures on the independent study program that is scheduled for more than 15 school days, each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For a pupil participating in an independent study program that is scheduled for 15 schooldays or fewer, each written agreement shall be signed, during the school year in which the independent study program takes place, by include the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. The written agreement may be signed at any time during the school year, but it is the intent of the Legislature that parents or guardians of pupils be provided the agreement at or before the beginning of the school year. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.~~
- b. Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
- c. For a pupil participating in an independent study program that is scheduled for more than 15 school days, each written agreement shall be signed, before the commencement of independent study.
- d. For a pupil participating in an independent study program that is scheduled for 15 schooldays or fewer, each written agreement shall be signed, during the school year in which the independent study program takes place. The written agreement may be signed at any time



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during the school year, but it is the intent of the Legislature that parents or guardians of pupils be provided the agreement at or before the beginning of the school year.

e. For a pupil participating in an independent study program due to the emergency conditions specified in this policy, each written agreement shall be established within a reasonable amount of time as follows:

- Where reasonable, given the emergency conditions, the independent study agreement for independent study scheduled for more than fifteen schooldays shall be signed prior to the commencement of independent study. If the emergency conditions make obtaining signatures prior to the commencement of independent study unreasonable, the signature for independent study scheduled for more than fifteen days will be obtained as soon as reasonably possible. For independent study scheduled for fifteen (15) schooldays or fewer under emergency conditions, each written agreement shall be signed during the school year in which the independent study program takes place.

8.9. The Charter School shall comply with the Education Code sections 51744 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted thereunder.

9.10. The Executive Director/Principal may establish regulations to implement these policies in accordance with the law.

Coversheet

College and Career Access Pathway Partnership Agreement

Section:	VI. Academic Excellence
Item:	B. College and Career Access Pathway Partnership Agreement
Purpose:	Vote
Submitted by:	
Related Material:	SMC-Palisades AB 288 CCAP Agreement 2025-2030.pdf

COLLEGE AND CAREER ACCESS PATHWAYS A DUAL ENROLLMENT PARTNERSHIP AGREEMENT 2025-2030

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Palisades Charter High School hereinafter known as “SCHOOL DISTRICT”.

WHEREAS the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Santa Monica College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office and COLLEGE;

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for five year beginning in September 1, 2025 and ending on June 30, 2030, and requires renewal every five years unless otherwise terminated in accordance with Section 19 of this Agreement.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)
- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.5 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

2. **COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SMC and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement shall include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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3. **STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SMC standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SMC policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)

Note: All referenced Sections from AB 288 (Education Code § 76004)

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- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out the authorization form.
- 3.9 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures, and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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- 5.3 Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's office, unless course is a standalone class. Course outlines will be provided to the SCHOOL DISTRICT.
- 6.4 Courses must meet the number of hours sufficient to meet the stated performance objectives as outline in the course outlines provided to the SCHOOL DISTRICT on a semester bases.
- 6.5 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.6 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with SMC academic standards.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to

Note: All referenced Sections from AB 288 (Education Code § 76004)

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the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.

- 6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructors are part of an approved Instructional Service Agreement as required by SMC Business Procedure.
- 6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SMC guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 Site visits by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered in the district are the same as the courses offered on the COLLEGE campus.
- 6.15 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of

Note: All referenced Sections from AB 288 (Education Code § 76004)

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Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE and become SMC employees or be provided by the District and be District employees. Faculty provided by the SCHOOL DISTRICT, who are being paid by the SCHOOL DISTRICT, must also sign an Instructional Service Agreement (ISA)- Instructor and get approved by the COLLEGE Board.

- 7.2 The SCHOOL DISTRICT shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty teaching under an ISA who are SCHOOL DISTRICT employees.
- 7.3 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are COLLEGE employees.
- 7.4 The COLLEGE shall be responsible for faculty salaries associated with the instructional class time of the classes conducted under this Agreement for faculty that are not SCHOOL DISTRICT employees. Any supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE Employees, that extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.
- 7.5 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.7 The COLLEGE shall have the primary right to control and direct the activities of faculty teaching dual enrollment courses. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students.
- 7.8 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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- 7.9 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Faculty training shall be approved by and provided by the COLLEGE.
- 7.10 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.11 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of SMC.
- 7.12 Faculty provided by the SCHOOL DISTRICT who don't comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 7.13 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of SMC specifically with regard to their duties as instructors.
- 7.14 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.
- 8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must complete all drop procedures by all published deadlines to avoid a “W” on their transcript.
- 8.6 A student who has dropped the college course may continue to complete the course to receive high school credit.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SMC policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.4 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
 - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)

Note: All referenced Sections from AB 288 (Education Code § 76004)

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- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

- 10.1 SMC shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 SMC shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

Standard FTES computation rules, support documentation, Course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code Regs. and tit.5.

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SMC certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SMC will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
 - A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
 - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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13. RECORDS

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 13.2 College shall provide the SCHOOL DISTRICT with a roster of participants and their final grades.
- 13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

15. PRIVACY OF STUDENT RECORDS

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request

Note: All referenced Sections from AB 288 (Education Code § 76004)

for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

16. REIMBURSEMENT

- 16.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

17. FACILITIES

- 17.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SMC or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 17.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 17.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

18. INDEMNIFICATION

- 18.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL

Note: All referenced Sections from AB 288 (Education Code § 76004)

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DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

- 18.2 The SMC agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SMC and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SMC and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

19. INSURANCE

- 19.1 The SCHOOL DISTRICT, in order to protect SMC, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.
- 19.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend SMC, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not

Note: All referenced Sections from AB 288 (Education Code § 76004)

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responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

20. NON-DISCRIMINATION

20.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

21. TERMINATION

21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in the CCAP agreement.

21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATION AND AMENDMENT

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

23.1 This agreement shall be interpreted according to the laws of the State of California.

24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1 For locations outside the geographical boundaries of SMC, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law

Note: All referenced Sections from AB 288 (Education Code § 76004)

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or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

By: _____
SCHOOL DISTRICT

By: _____
SANTA MONICA COMMUNITY COLLEGE DISTRICT

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

APPENDIX

PALISADES CHARTER HIGH SCHOOL 2025-2026

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Diane Kim, Assistant Principal	310-230-7224	dkim@palihigh.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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3. **CCAP AGREEMENT PROGRAM YEAR FALL AND SPRING** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2025-2026 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Palisades Charter High School

EDUCATIONAL PROGRAM: Media Studies and Photography

TOTAL NUMBER OF STUDENTS TO BE SERVED: 25 per semester					TOTAL PROJECTED FTES: 5		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Photography	Photo 1	Fall	TBD	TBD	Steil, Rick	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Black and White Darkroom Technique	Photo 2	Spring	TBD	TBD	Steil, Rick	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students; educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. **BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Photo 1	Short Course in Photography: Digital 4 th Edition	\$67.75	N/A	

Note: All referenced Sections from AB 288 (Education Code 76004)

Photo 2	Film Processing Handbook	\$1.25	N/A	
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5. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

BUILDING	CLASSROOM	DAYS	HOURS
Palisades Charter HS	TBD	TBD	TBD

Note: All referenced Sections from AB 288 (Education Code 76004)

Coversheet

2024-2025 LAUSD CSD Oversight Visit Report

Section:	VII. Governance
Item:	A. 2024-2025 LAUSD CSD Oversight Visit Report
Purpose:	FYI
Submitted by:	
Related Material:	Annual Performance-Based Oversight Visit Report 2024-2025.pdf



LOS ANGELES UNIFIED SCHOOL DISTRICT

CHARTER SCHOOLS DIVISION

ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT REPORT* **2024-2025 SCHOOL YEAR (MODIFIED VERSION)**** **FOR**

PALISADES CHARTER HIGH (LOC. CODE 8798)

Name and Location Code of Charter School

LAUSD Vision

Los Angeles Unified will be the premier public school district by eliminating educational inequities to graduate ALL students ready for the world – to thrive in college, career, and life.

CSD Mission

The LAUSD Charter Schools Division (CSD) fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

CSD Core Values

We believe that our success depends on:

- Making decisions that put the interests of students first.
- Serving with high expectations, integrity, professionalism, and commitment.
- Employing authentic, responsive, and effective leadership and teamwork.
- Continuously learning as a dynamic organization.
- Building and sustaining a healthy workplace culture where high performance, diversity, and creativity thrive.
- Developing productive relationships with our charter schools and all stakeholders.

* Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to matters related to the school's governance, programs, facilities, operations, and/or fiscal management.

** Due to the significant impact of the January 2025 Los Angeles wildfires (the Governor's proclaimed state of emergency pursuant to the California Emergency Services Act {Government Code section 8625, et seq.}) on the entire school community (including, but not limited to, the destruction of school facilities), the CSD's Annual Performance-Based Oversight Visit of Charter School was performed and assessed relative to the circumstances and addressed the following areas (consistent with the District's statutory oversight obligations): Review of the California School Dashboard data, review of specified documentation placed in an electronic document system, and discussions with school leaders.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25

Charter School Name:	Palisades Charter High			Location Code:	8798
Current Address:	City:	ZIP Code:	Phone:	Fax:	
(1) 302 Colorado Avenue "Pali South" (temporary location)	Santa Monica	90401	310-230-6623	310-454-6076	
(2) 15777 Bowdoin Street (temporarily closed)	Pacific Palisades	90272			
(3) 777 Temescal Canyon Road (temporarily closed)	Pacific Palisades	90272			
Current Term of Charter¹:		LAUSD Board District:	LAUSD Region:		
July 1, 2020 to June 30, 2028		4	West		
Number of Students Currently Enrolled:	Enrollment Capacity Per Charter:	Number Above/Below Enrollment Capacity (day of visit):		563 below capacity	
2,437	3,000				
Grades Currently Served:	Grades To Be Served Per Charter:	Percent Above/Below Enrollment Capacity (day of visit):		18.8% below capacity	
9-12	9-12				
Norm Enrollment Number:	2907				
Total Number of Staff Members:	215	Certificated:	138	Classified:	77
Charter School's Leadership Team Members:	Pam Magee (Executive Director), Martha Monahan (Director of Human Resources), Diana Kim (Director of Curriculum), Chad Greendale (Director of Student Services), Adam Licea (Director of Activities, Athletics, and Discipline), Ian Sayer (Director of Special Education), Tyler Farrell (Director of Admissions and Attendance), Rafael Negro (Director of Facilities), Jeff Roepel (Director of Information Technology)				
Charter School's Contact for Special Education:	Ian Sayer	SELPA & Option:		LAUSD, Option 3	
CSD Assigned Administrator:	Christine Kae	CSD Fiscal Oversight Manager:		Joseph Dae	
Other CSD Team Members:	Sarah Ziegenhorn				
Oversight Visit Date(s):	May 28, 2025		Fiscal Review Date (if different):	N/A	
Is school located on a District facility? If so, please indicate the applicable program (e.g., Prop 39, PSC, conversion, etc.):	Yes, Sole Occupant Agreement (15777 Bowdoin Street and 777 Temescal Canyon Road)		LAUSD Co-Location Campus(es) (if applicable):	N/A	
Certificate of Occupancy (COO) or Temporary Certificate of Occupancy Type: (if a TCO, please note expiration date)	Pali South: COO		COO/TCO Approved Grade Levels and Occupancy Loads:	Pali South: Grades 9-12	

SUMMARY OF RATINGS

(4)=Accomplished (3)=Proficient (2)=Developing (1)=Unsatisfactory

Governance	Student Achievement and Educational Performance	Organizational Management, Programs, and Operations	Fiscal Operations
No Rating	3, Proficient	No Rating	2, Developing

¹ Education Code section 47607.4 provides that "all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, shall have their term extended by two years, and all charter schools whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, shall have their term extended by one additional year."



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 5/28/25

CHARTER RENEWAL CRITERIA

In accordance with Education Code §§ 47605, 47607, and 47607.2, in order to renew a charter, the District must determine whether the charter school has met specific renewal criteria prescribed in statute.

REPORT GUIDE

LAUSD's oversight procedures are intended to balance a charter school's autonomy of operation with its accountability to the public. LAUSD utilizes a holistic, performance-based approach to evaluate all charter schools, guided principally by making decisions in the best interest of students. The CSD observes and monitors each charter school in accordance with applicable laws, regulations, LAUSD policy, memoranda of understanding, and the school's operative charter. Information gathered through oversight serves as part of the charter school's ongoing record for the District to make informed decisions about charter school authorization, renewal, material revisions, sharing of promising practices, and if need be, revocation. While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own Governing Board. The Governing Board of a charter school has an ongoing responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders. In designing this document, the District has considered the California Charter Schools Act, the *LAUSD Policy and Procedures for Charter Schools*, the factors and guidance promulgated by the California State Board of Education in evaluating charter schools, and the National Association of Charter School Authorizers' *Principles and Standards of Quality Authorizing*. This reporting tool provides guidelines and criteria used by the CSD to observe, record, assess, and reflect with the charter school on school performance as captured during the annual oversight visit process in these four categories:

- **Governance** – demonstrating fulfillment of the Governing Board's fiduciary responsibility to effectively direct and provide oversight for the charter public school, including but not limited to enactment and monitoring of policies and procedures to ensure the school's full compliance with applicable law, policy, and the terms of the charter approved by the LAUSD Board of Education
- **Student Achievement and Educational Performance** – demonstrating positive academic achievement and growth for all students
- **Organizational Management, Programs, and Operations** – demonstrating effective leadership and implementation of the governing board's policies and procedures, as well as the school's educational program and systems and procedures for the day-to-day operations of the school
- **Fiscal Operations** – demonstrating sound fiscal management, appropriate use of public funds, and compliance with regulatory requirements

This report, including the ratings in each category, is based on information and evidence gathered at the time of the annual oversight visit. The CSD considers evidence provided through CSD staff observations, document review, interviews, and discussion with school representatives and stakeholders. All charter schools are expected to prepare for the visit and have available, as applicable, all documentation requested in the *Annual Performance Based Oversight Visit Preparation Guide*. The "Sources of Evidence" sections below identify key information sources generally relevant to their respective indicators; these lists are not exhaustive, however, and some items may not be applicable to the grades served. Schools may present additional evidence as deemed relevant and appropriate. As needed, CSD staff also may request additional information and/or documentation prior to, during, and/or following the visit.

The tool employs the following four-point rubric to rate the school's performance in each category: (4) *Accomplished*, (3) *Proficient*, (2) *Developing*, and (1) *Unsatisfactory*. In addition, the *Summary of School Performance* section in each category captures key findings under one or more of the following headings: (1) Areas of Demonstrated Strength and/or Progress; (2) Areas Noted for Further Growth and/or Improvement; and, if applicable, (3) Corrective Action Required. Under "Corrective Action Required," the CSD reports findings of material noncompliance with applicable law, LAUSD charter policy, or the school's approved charter. **If the report includes any findings under "Corrective Action Required," the charter school must take immediate and appropriate steps to remedy the identified concern.** In accordance with its "tiered intervention" approach to charter school non-compliance and poor performance, the CSD may also send the school appropriate notices, separate and apart from this report, to provide and document time-specific follow-up as necessary. At the other end of the spectrum of performance, any school that earns a rating of *Accomplished* in any category is encouraged to submit to the CSD a summary of those "promising practices" that the school believes have contributed to its success, in order to support the CSD's ongoing efforts to promote and facilitate reciprocal sharing of promising practices among education leaders from across all LAUSD schools.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 5/28/25**GOVERNANCE****RATING*****Summary of School Performance**

No Rating

Due to the significant impact of the January 2025 Los Angeles wildfires (the Governor's proclaimed state of emergency pursuant to the California Emergency Services Act {Government Code section 8625, et seq.}) on the entire school community (including, but not limited to, the destruction of school facilities), the CSD's Annual Performance-Based Oversight Visit of Charter School was performed and assessed relative to the circumstances and addressed the following areas (consistent with the District's statutory oversight obligations): Review of the California School Dashboard data, review of specified documentation placed in an electronic document system, and discussions with school leaders. A rating will not be issued in the Governance category for the 2024-2025 school year.

Palisades Charter High's facilities were impacted by the wildfires and the two campuses located in Pacific Palisades were closed as of January 8, 2025. The school resumed through virtual instruction from January 21, 2025, through April 18, 2025. On April 22, 2025, students returned to in-person instruction at the temporary facility in Santa Monica ("Pali South"). Throughout that very challenging time and ongoing, the Palisades Charter High's Governing Board continued to meet and conduct governing responsibilities. In response to the January 2025 Los Angeles wildfires and facilities closure, the Palisades Charter High's Governing Board facilitated the securing and transition to Pali South while the main campuses were and continue to be assessed, rehabilitated, and rebuilt. The Palisades Charter High's Governing Board held ten regular/special board meetings from January 21, 2025, through April 22, 2025, addressing school academics and operations, as well as the transition to the Pali South location.

The Charter Schools Division (CSD) received Palisades Charter High's Fiscal Year 2023-2024 independent audit on May 21, 2025, and is able to assess the G5 and G6 indicators.

Areas Noted for Further Growth and/or Improvement**G6: FISCAL MANAGEMENT AND ACCOUNTABILITY**

- As noted in further detail in the Fiscal Operations category, below, and a related Notice of Concern issued concurrently with this report, the rating of "2" for this indicator is primarily due to a **repeat significant deficiency** related to the school's financial closing process reported in its 2023-2024 independent audit report. Please see the Areas Noted for Further Growth and/or Improvement section and the Corrective Action Required for the issued Notice of Concern within the Fiscal Operations category below for additional information.

Corrective Action Required

- Per the Notice of Concern referenced under G6, above, a response from the Palisades Charter High's governing board is expected to be received by the CSD no later than August 1, 2025. See the Fiscal Operations category, below, for additional information.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 5/28/25

Notes:

None

Progress on LAUSD Board of Education Benchmarks and/or MOU related to GOVERNANCE (if applicable):☒ Not Applicable***RATING NOTES:**

- *A charter school may receive a rating of one (1) in this category for any of the following reasons: 1) Evidence of conflict (s) of interest within the organization (i.e. Governing Board, staff, contracted external parties, etc.), 2) School is in breach of the operative charter, including Federal, State, and District Required Language, 3) School is "Not in Good Standing," 4) Unresolved concern(s) and/or ongoing tiered intervention (i.e., Notice of Concern and/or Notice to Cure), and/or 5) If there are serious concerns related to fiscal matters (e.g., negative financial condition, fiscal mismanagement, repeat material weaknesses, significant deficiencies, and/or significant audit findings disclosed in the charter operator's most recent annual independent audit report, etc.).*
- *A charter school cannot receive a rating greater than three (3) in this category if it receives an overall rating of two (2) or one (1) in any other category (Student Achievement and Educational Performance; Organizational Management, Programs, and Operations; or Fiscal Operations).*



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25**G1: GOVERNANCE STRUCTURE AND COMPLIANCE MONITORING**

The Governing Board has implemented the organizational structure, roles, and responsibilities set forth in the approved charter and applicable law, including:

- Governing Board composition, structure, roles, and responsibilities as set forth in the approved charter
- Governing Board committees/councils are implemented as described in the school's charter (e.g., Finance, Human Resources, Academics, etc.)
- The Governing Board has a system in place to ensure compliance with the public-integrity statutes including laws requiring open meetings and laws forbidding financial and other conflicts of interest.
- The Governing Board reviews and certifies the *Compliance Monitoring and Certification of Board Compliance Review* form

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The Governing Board has fully implemented the organizational structure set forth in the school's operative charter, including all committees/councils; and has a system in place to ensure it consistently complies with the applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) <input type="checkbox"/> The Governing Board has implemented the organizational structure set forth in the school's operative charter, including committees/councils; and has a system in place to ensure it complies with the applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) <input type="checkbox"/> The Governing Board has partially implemented the organizational structure set forth in the school's operative charter; and/or has an ineffective system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) <input type="checkbox"/> The Governing Board has not implemented the organizational structure set forth in the school's operative charter; and has an ineffective or no system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.)	<input type="checkbox"/> Organizational chart in approved charter <input type="checkbox"/> Organizational chart (current) – same as above <input type="checkbox"/> Board member roster <input type="checkbox"/> Bylaws (current) <input type="checkbox"/> Board Committee(s) Calendar(s) <input type="checkbox"/> California open meeting law training (Brown Act) <input type="checkbox"/> Compliance Monitoring and Certification of Board Compliance Review <input type="checkbox"/> Board meeting agendas, minutes, and/or documentation <input type="checkbox"/> Observation of Governing Board meeting(s) <input type="checkbox"/> Discussion with leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25**G2: DUE PROCESS**

The Governing Board has systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the school's charter, and LAUSD charter school policy, to honor and protect the rights of students, employees, parents, and the public in the following areas:

- Student discipline
- Employee grievances and discipline
- Stakeholder complaint resolution pursuant to the Uniform Complaint Procedures (UCP)
- Parent/stakeholder complaint resolution for complaints outside regulatory scope of UCP

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The Governing Board has well-developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has partially developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has minimal or no systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public	<input type="checkbox"/> Student discipline policy and procedures <input type="checkbox"/> Employee grievance and discipline policy and procedure <input type="checkbox"/> Uniform Complaint Procedures policy and form(s) <input type="checkbox"/> Stakeholder complaint procedures and form(s) <input type="checkbox"/> Observation of Governing Board meeting(s) <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25**G3: RESPONSIVE AND ACCOUNTABLE GOVERNANCE - EDUCATIONAL PROGRAM*****The Governing Board has systems in place to ensure ongoing:***

- Review and use of academic performance data (e.g., CA School Dashboard, internal assessments, etc.) and other school data and information to ensure sound Governing Board decision-making in support of continuous improvement of student achievement, fiscal viability, compliance, and overall public school excellence
- Monitoring of the school's implementation of its Local Control and Accountability Plan (LCAP) and additional school plans (e.g., Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), School Plan for Student Achievement (SPSA), and action plans for making progress toward LCAP goals)
- Transparent governance and accountability to stakeholders, including compliance with the LAUSD BOE's Charter School Transparency Resolution, as well as consideration of input from the school's committees/councils and stakeholders

Rubric	Sources of Evidence
<input type="checkbox"/> The Governing Board regularly considers school performance data, stakeholder input, and other data, and takes appropriate action to achieve positive measurable pupil outcomes (e.g., approving action plans and/or resources, analysis and discussion, etc.) <input type="checkbox"/> The Governing Board considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.) <input type="checkbox"/> The Governing Board seldom considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.) <input type="checkbox"/> The Governing Board does not consider school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.)	<input type="checkbox"/> Board meeting agendas, minutes, and/or documentation <input type="checkbox"/> Board member and executive leadership training of Governing Board meeting(s) <input type="checkbox"/> Observation of Governing Board meeting(s) <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25**G4: RESPONSIVE AND ACCOUNTABLE GOVERNANCE – STAFFING AND EVALUATIONS*****The Governing Board has systems in place to ensure ongoing:***

- Monitoring of staffing needs and the school's compliance with all applicable credentialing, clearance, and training requirements
- Evaluation procedures with clear performance standards for all school-based staff, including but not limited to administrators, certificated staff, and classified staff
- Evaluation of executive level leadership (including, but not limited to, those positions reporting to the Governing Board, as indicated in Element 4 of the approved charter, such as Executive Director, Area Superintendent, Principal, etc.)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The Governing Board regularly monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a well-developed system for the evaluation of all school-based staff and executive level leadership staff <input type="checkbox"/> The Governing Board monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a system for the evaluation of school-based staff and executive level leadership staff <input type="checkbox"/> The Governing Board inconsistently monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has partially implemented a system for the evaluation of school-based staff and/or executive level leadership staff <input type="checkbox"/> The Governing Board seldom monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has not implemented a system for the evaluation of school-based staff and/or executive level leadership staff	<input type="checkbox"/> Human Resources policies and procedures <input type="checkbox"/> Board meeting agendas, minutes, and/or documentation <input type="checkbox"/> Evaluation of Executive Leadership procedures and tools <input type="checkbox"/> Evaluation of school-based staff procedures and tools <input type="checkbox"/> Compliance Monitoring and Certification of Board Compliance Review <input type="checkbox"/> <i>Certification of Clearances, Credentialing, and Mandated Reporter Training</i> form ("ESSA Grid") for current academic year <input type="checkbox"/> Observation of Governing Board meeting(s) <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25**G5: FISCAL CONDITION***The Governing Board has a system in place to ensure fiscal viability:*

- The school is fiscally strong and net assets are positive in the two most current annual independent audit reports.
- If applicable, all LAUSD Board of Education-approved fiscal condition-related benchmark(s) are met by the required deadline(s).

Performance Rubric		Sources of Evidence
Performance	<input checked="" type="checkbox"/> The school is fiscally strong with positive net assets and meets the four (4) recommended financial ratios (identified as part of the Supplemental Criteria within the Fiscal Operations Rubrics section below for the rating of 4, <i>Accomplished</i>) in the two most current annual independent audit reports, <u>and</u> , if applicable, all LAUSD Board of Education-approved fiscal-condition related benchmark(s) are met by the required deadline(s) <input type="checkbox"/> The school is fiscally stable, with positive net assets in the most current annual independent audit report <input type="checkbox"/> The school is fiscally weak or unstable*, net assets are negative in the most current annual independent audit report, or the school does not have an independent audit report or audited financial result for its first operative year on file with LAUSD or prior charter authorizer <input type="checkbox"/> The school is consistently fiscally weak, net assets are negative in the two most current annual independent audit reports, or the school does not have an independent audit report or audited financial result for its first operative year on file with LAUSD or prior charter authorizer Notes: Additional considerations that could influence the rating may include: inadequate cash flow; financial condition and/or enrollment reflecting a downward trend and/or beginning to show signs of deteriorating financial health potentially leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years; multi-year reliance on financing resources for the school's operations (e.g., factoring of receivables, intraorganizational loans, third party loans, continuing deficit spending, etc.); or that the school may not be able to carry out quality educational programs when the student enrollment drops to a certain level. *For example, the school's financial condition fluctuates from year to year, with significant net losses, leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years.	<input checked="" type="checkbox"/> Board meeting agendas and minutes <input checked="" type="checkbox"/> Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances <input checked="" type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with leadership <input checked="" type="checkbox"/> Independent audit report(s) <input checked="" type="checkbox"/> Other financial information submitted by the school <input checked="" type="checkbox"/> Other: (see Fiscal Operations section below)



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DATE OF VISIT: 5/28/25**G6: FISCAL MANAGEMENT AND ACCOUNTABILITY***The Governing Board has a system in place to ensure sound fiscal management and accountability:*

- The school adheres to the Governing Board approved fiscal policies and procedures and does not have any areas noted for improvement.
- The two most current annual independent audit reports show no material weaknesses, deficiencies, and/or findings.
- The school is in compliance with Generally Accepted Accounting Principles, applicable law, LAUSD charter policy, and the school's approved charter.
- If applicable, all LAUSD Board of Education-approved fiscal management-related benchmark(s) are met by the required deadline(s).

Performance Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school consistently adheres to the Governing Board approved fiscal policies and procedures, does not have any areas noted for improvement, and the two most current annual independent audit reports show no material weaknesses, deficiencies, and/or findings <input type="checkbox"/> The school generally adheres to the Governing Board approved fiscal policies and procedures, but has areas noted for improvement, and the most current annual independent audit report shows no material weaknesses, deficiencies, and/or findings <input checked="" type="checkbox"/> The school is not adhering to the Governing Board approved fiscal policies and procedures, and has areas noted for improvement, or has significant fiscal-related issues (e.g., fiscal mismanagement, audit findings, unresolved recurring issues, potential conflicts of interest, etc.) <input type="checkbox"/> The school is continuously not adhering to the Governing Board approved fiscal policies and procedures, or has significant and recurring fiscal-related issues (e.g., fiscal mismanagement, audit findings, noncompliance with Generally Accepted Accounting Principles (GAAP), applicable law, LAUSD charter policy, and the school's approved charter, conflicts of interest, etc.)	<input checked="" type="checkbox"/> Board meeting agendas and minutes <input checked="" type="checkbox"/> Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances <input checked="" type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with leadership <input checked="" type="checkbox"/> Independent audit report(s) <input checked="" type="checkbox"/> Other: (see Fiscal Operations section below)



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STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE	RATING*
Summary of School Performance	3, Proficient
California Department of Education's (CDE) Charter School's Performance Category: Dashboard Year 2024	Middle Performing
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <ul style="list-style-type: none"> - A1: DASHBOARD SCHOOLWIDE ELA – The schoolwide Dashboard ELA Indicator color is Blue, as compared to the state's color of Orange. The school's 2024 schoolwide ELA DFS (68.9 DFS) is higher than the state average (-13.2 DFS). - A2: DASHBOARD STUDENT GROUP ELA – The majority of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) <ul style="list-style-type: none"> • The 2024 average DFS in ELA for the school's African American students (-6.5 DFS) is higher than the state average (-58.9 DFS). • The 2024 average DFS in ELA for the school's Asian students (123 DFS) is higher than the state average (60.7 DFS). • The 2024 average DFS in ELA for the school's Latino students (40.7 DFS) is higher than the state average (-39.3 DFS). • The 2024 average DFS in ELA for the school's Socioeconomically Disadvantaged students (32.2 DFS) is higher than the state average (-40.9 DFS). • The 2024 average DFS in ELA for the school's Students with Disabilities (-115.2 DFS) is lower than the state average (-95.6 DFS). • The 2024 average DFS in ELA for the school's Two or More Races students (116.4 DFS) is higher than the state average (24.3 DFS). • The 2024 average DFS in ELA for the school's White students (81.8 DFS) is higher than the state average (19.2 DFS). - A3: DASHBOARD SCHOOLWIDE MATH – The schoolwide Dashboard Math Indicator color is Green, as compared to the state's color of Orange. The school's 2024 schoolwide Math DFS (-27.8 DFS) is higher than the state average (-47.6 DFS). - A6: DASHBOARD ALL STUDENTS COLLEGE/CAREER INDICATOR (CCI) – The California School Dashboard All Students CCI color is Yellow, as compared to the state's color of Yellow. The school's 2024 percentage of students prepared for college or a career (63.4%) is higher than the state average (45.3%). - A7: DASHBOARD STUDENT GROUP COLLEGE/CAREER INDICATOR (CCI) – All numerically significant student groups scored higher than their respective student group statewide average (Status/Percent). <ul style="list-style-type: none"> • The 2024 percentage of the school's African American students prepared for college or a career (30%) is higher than the state average (28.1%). • The 2024 percentage of the school's Asian students prepared for college or a career (90.2%) is higher than the state average (74.5%). • The 2024 percentage of the school's Latino students prepared for college or a career (58.2%) is higher than the state average (37.4%). • The 2024 percentage of the school's Socioeconomically Disadvantaged students prepared for college or a career (51.4%) is higher than the state average (37.4%). • The 2024 percentage of the school's Students with Disabilities prepared for college or a career (42.3%) is higher than the state average (13.5%). • The 2024 percentage of the school's Two or More Races students prepared for college or a career (76.5%) is higher than the state average (53.7%). 	



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- The 2024 percentage of the school's White students prepared for college or a career (66.6%) is higher than the state average (54.3%).
- **A9: DASHBOARD ALL STUDENTS GRADUATION RATE INDICATOR** – The California School Dashboard All Students Graduation Rate Indicator color is Yellow as compared to the state's color of Yellow. The school's 2024 Graduation Rate (93.4%) is higher than the state average (86.7%).
- **A10: DASHBOARD SCHOOLWIDE SUSPENSION RATE INDICATOR** – The schoolwide Dashboard Suspension Rate Indicator color is Yellow, as compared to the state's color of Green. The school's 2024 percentage of students suspended at least one day (2%) is lower than the state average (3.2%).

Areas Noted for Further Growth and/or Improvement

- **A4: DASHBOARD STUDENT GROUP MATH** – Less than a majority of the school's numerically significant student groups scored higher than their respective student group statewide average DFS scores.
 - The 2024 average DFS in Math for the school's African American students (-117.7 DFS) is lower than the state average (-102.2 DFS).
 - The 2024 average DFS in Math for the school's Asian students (23.7 DFS) is lower than the state average (49.5 DFS).
 - The 2024 average DFS in Math for the school's Latino students (-74.4 DFS) is higher than the state average (-79.2 DFS).
 - The 2024 average DFS in Math for the school's Socioeconomically Disadvantaged students (-81.1 DFS) is lower than the state average (-78.2 DFS).
 - The 2024 average DFS in Math for the school's Students with Disabilities (-189.9 DFS) is lower than the state average (-124.3 DFS).
 - The 2024 average DFS in Math for the school's Two or More Races students (33.3 DFS) is higher than the state average (-5.3 DFS).
 - The 2024 average DFS in Math for the school's White students (-7.4 DFS) is higher than the state average (-10.3 DFS).

In light of these Math results, school leaders report taking actions including, but not limited to, the following: Targeted small group instruction through math labs, math tutors, and math paraprofessionals...[and] increased "collab" (co-teaching) models in math classes with appropriate, positive partnership between the general education and collab teachers.

Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.

Local Indicators: Dashboard Year 2024

Basic Services and Conditions: Met

Implementation of State Academic Standards: Met

Parent and Family Engagement: Met

School Climate: Met

Access to a Broad Course of Study: Met



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Science Indicator information is for informational purposes only and will not be scored.

- **A12: ALL STUDENTS SCIENCE INDICATOR** – The school’s schoolwide Dashboard Science Indicator Status (-4.7 DFS) is higher than the state (-13.5 DFS).

Charter School’s 2024-2025 Every Student Succeeds Act (ESSA) Assistance Status:

- ☐ Comprehensive Support and Improvement – Low Graduation Rate (CSI- Low Grad)
- ☐ Comprehensive Support and Improvement – Low Performance (CSI- Low Perform)
- ☐ Additional Targeted Support and Improvement (ATSI)
- ☐ Targeted Support and Improvement (TSI)
- ☒ No Status

2024 LCFF Charter School Assistance Eligibility:

- ☒ General Assistance (Level 1) - resources and assistance that is made available to all local educational agencies
- ☐ Differentiated Assistance (Level 2) - local educational agencies that meet certain eligibility criteria for additional support

For 2023-2024:

As of the time of the issuance of this Annual Performance-Based Oversight Visit Report, the state has not published the “Annual Reclassification (RFEP) Counts and Rates” for the 2023-2024 academic years. Please note that, depending on the release date of the 2023-2024 RFEP counts and rates, the District may elect to update and reissue a revised 2024-2025 Annual Performance-Based Oversight Visit Report.

The school’s percent of “At Risk” ELs is 0.5% as compared to the state’s percent of 6.8%.

The school’s percent of “LTEs” is 2.8% as compared to the state percent of 10.6%.

Progress on LAUSD Board of Education Benchmarks and/or MOU related to STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE (if applicable):

- ☐ Not Applicable

BOE REPORT 111-19/20, October 15, 2019:

Palisades Charter High must meet the following benchmarks during the 2020-2025 charter term in order to address concerns regarding academic and operational performance.

1. The Charter School shall demonstrate at least one performance level growth per academic year, as reported on the California School Dashboard, for “Students with Disabilities” in Math and as measured by CAASPP (SBAC) Assessment at a rate equal to or greater than the Resident Schools, with the goal of achieving and maintaining the “Green” performance level or higher by the end of the charter term.
Not Met. In 2024, the school’s Students with Disabilities student group Dashboard Math Indicator color is Red with an average DFS (-189.9) below the Resident Schools Median DFS (-174.9). The charter school provided its plan to improve in this area as noted above in indicator A4.



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***RATING NOTE:** A charter school cannot receive a rating in this category greater than a one (1) if the school has been identified as a Low Performing charter school based on the state's published list.

A1: ALL STUDENTS ENGLISH LANGUAGE ARTS (ELA) INDICATOR- (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students ELA Indicator (CDE)

Performance Rubric	Sources of Evidence
<input checked="" type="checkbox"/> The California School Dashboard All Students ELA Indicator color is Blue <input type="checkbox"/> The California School Dashboard All Students ELA Indicator color is Green; or a Status (DFS) that is the same or higher than the state average <input type="checkbox"/> The California School Dashboard All Students ELA Indicator color is Yellow or Orange; and a Status (DFS) that is lower than the state average <input type="checkbox"/> The California School Dashboard All Students ELA Indicator color is Red <input type="checkbox"/> Not Available - No color assigned on the California School Dashboard for the ELA Indicator	<input checked="" type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)

A2: STUDENT GROUP ENGLISH LANGUAGE ARTS (ELA) INDICATOR- (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard ELA Indicator for Numerically Significant Student Groups (30 or more students) (CDE)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> All numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) <input checked="" type="checkbox"/> The majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) <input type="checkbox"/> Less than a majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) <input type="checkbox"/> None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) <input type="checkbox"/> Not Available - No assessment of performance on the California School Dashboard for this indicator	<input checked="" type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)



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DATE OF VISIT: 5/28/25**A3: ALL STUDENTS MATH INDICATOR- (GRADES 3-8 & 11)***The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- California School Dashboard All Students Math Indicator (CDE)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The California School Dashboard All Students Math Indicator color is Blue <input checked="" type="checkbox"/> The California School Dashboard All Students Math Indicator color is Green; or a Status (DFS) that is the same or higher than the state average <input type="checkbox"/> The California School Dashboard All Students Math Indicator color is Yellow or Orange; and a Status (DFS) that is lower than the state average <input type="checkbox"/> The California School Dashboard All Students Math Indicator color is Red <input type="checkbox"/> Not Available - No color assigned on the California School Dashboard for the Math Indicator	<input checked="" type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)

A4: STUDENT GROUP MATH INDICATOR- (GRADES 3-8 & 11)*The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- California School Dashboard Math Indicator for Numerically Significant Student Groups (30 or more students) (CDE)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> All numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) <input checked="" type="checkbox"/> The majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) <input type="checkbox"/> Less than a majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) <input type="checkbox"/> None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) <input type="checkbox"/> Not Available - No assessment of performance on the California School Dashboard for this indicator	<input checked="" type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)



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DATE OF VISIT: 5/28/25**A5: ALL STUDENTS ENGLISH LEARNER PROGRESS INDICATOR (ELPI)***The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- California School Dashboard All Students ELPI (CDE)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The California School Dashboard All Students ELPI color is Blue <input type="checkbox"/> The California School Dashboard All Students ELPI color is Green; or a Status (Percent) that is the same or higher than the state average <input type="checkbox"/> The California School Dashboard All Students ELPI color is Yellow or Orange; and a Status (Percent) that is lower than the state average <input type="checkbox"/> The California School Dashboard All Students ELPI color is Red <input checked="" type="checkbox"/> Not Available - No color assigned on the California School Dashboard for the ELPI	<input type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)

A6: ALL STUDENTS COLLEGE/CAREER (CCI) INDICATOR- (GRADES 9-12)*The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- California School Dashboard All Students CCI (CDE)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The California School Dashboard All Students CCI color is Blue <input checked="" type="checkbox"/> The California School Dashboard All Students CCI color is Green; or a Status (Percent) that is the same or higher than the state average <input type="checkbox"/> The California School Dashboard All Students CCI color is Yellow or Orange; and a Status (Percent) that is lower than the state average <input type="checkbox"/> The California School Dashboard All Students CCI color is Red <input type="checkbox"/> Not Available – No color assigned on the California School Dashboard for the CCI <input type="checkbox"/> Not Applicable - CCI is not applicable for the grade levels assigned at the charter school	<input checked="" type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)



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DATE OF VISIT: 5/28/25**A7: STUDENT GROUP COLLEGE/CAREER INDICATOR (CCI) - (GRADES 9-12)***The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- California School Dashboard CCI for Numerically Significant Student Groups (30 or more students) (CDE)

Performance Rubric	Sources of Evidence
<input checked="" type="checkbox"/> All numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) <input type="checkbox"/> The majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) <input type="checkbox"/> Less than a majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) <input type="checkbox"/> None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) <input type="checkbox"/> Not Available – No assessment of performance on the California School Dashboard for this indicator <input type="checkbox"/> Not Applicable - CCI is not applicable for the grade levels assigned at the charter school	<input checked="" type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)

A8: ALL STUDENTS CHRONIC ABSENTEEISM INDICATOR- (GRADES K-8)*The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- California School Dashboard All Students Chronic Absenteeism Indicator (CDE)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The California School Dashboard All Students Chronic Absenteeism Indicator color is Blue <input type="checkbox"/> The California School Dashboard All Students Chronic Absenteeism Indicator color is Green; or a Status (Percent) that is the same or lower than the state average <input type="checkbox"/> The California School Dashboard All Students Chronic Absenteeism Indicator color is Yellow or Orange; and a Status (Percent) that is higher than the state average <input type="checkbox"/> The California School Dashboard All Students Chronic Absenteeism Indicator color is Red notwithstanding the Status (Percent) <input type="checkbox"/> Not Available - No color assigned on the California School Dashboard for the Chronic Absenteeism Indicator <input checked="" type="checkbox"/> Not Applicable - The Chronic Absenteeism Indicator is not applicable for the grade levels assigned at the charter school	<input type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)



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DATE OF VISIT: 5/28/25**A9: ALL STUDENTS GRADUATION RATE INDICATOR- (GRADES 9-12)***The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- California School Dashboard All Students Graduation Rate Indicator (CDE)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The California School Dashboard All Students Graduation Rate Indicator color is Blue <input checked="" type="checkbox"/> The California School Dashboard All Students Graduation Rate Indicator color is Green; or a Status (Percent) that is the same or higher than the state average <input type="checkbox"/> The California School Dashboard All Students Graduation Rate Indicator color is Yellow or Orange; and a Status (Percent) that is lower than the state average <input type="checkbox"/> The California School Dashboard All Students Graduation Rate Indicator color is Red <input type="checkbox"/> Not Available - No color assigned on the California School Dashboard for the Graduation Rate Indicator <input type="checkbox"/> Not Applicable - The Graduation Rate Indicator is not applicable for the grade levels assigned at the charter school	<input checked="" type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)

A10: ALL STUDENTS SUSPENSION RATE INDICATOR- (GRADES K-12)*The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- California School Dashboard All Students Suspension Rate Indicator (CDE)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The California School Dashboard All Students Suspension Rate Indicator color is Blue <input checked="" type="checkbox"/> The California School Dashboard All Students Suspension Rate Indicator color is Green; or a Status (Percent) that is the same or lower than the state average <input type="checkbox"/> The California School Dashboard All Students Suspension Rate Indicator color is Yellow or Orange; and a Status (Percent) that is higher than the state average <input type="checkbox"/> The California School Dashboard All Students Suspension Rate Indicator color is Red <input type="checkbox"/> Not Available - No color assigned on the California School Dashboard for the Suspension Rate Indicator	<input checked="" type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)



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The information provided in this report on internal assessments is to determine the charter school's verified data implementation, as applicable. As part of renewal, as applicable, for charter schools that are identified by the California Department of Education (CDE) as Middle or Low Performing, the LAUSD Board shall consider schoolwide performance and performance of all student groups on the California School Dashboard and shall also consider clear and convincing evidence, demonstrated by verified data, showing either a) the school achieved measurable increases in academic achievement, as defined by at least one year's progress for each year in school or b) strong postsecondary outcomes equal to similar peers.

The LAUSD Board shall only consider verified data adopted by the State Board of Education pursuant to Ed. Code § 47607.2(c) (Link: [Approved List](#)). In addition, staff's review of the charter school's submitted materials will be based on the verified data sources adopted by the State Board of Education Ed. Code § 47607.2(c)(3). Charter schools submitting verified data for this purpose must adhere to the state-approved criteria.

The information below is based on charter school's *self-reported* data and will not be scored.

The charter school provided the following Verified Data for consideration: ☐ Academic Progress Indicator(s) and/or ☐ Postsecondary Indicator(s)

Academic Progress Indicator(s) for the 2023-2024 School Year:

Academic Progress Indicator (ELA): Choose an item.	Grade Levels: Click or tap here to enter text.	Assessment Administration: Choose an item.	95% Participation Met*: Choose an item.
Academic Progress Indicator (Math): Choose an item.	Grade Levels:	Assessment Administration: Choose an item.	95% Participation Met*: Choose an item.

*If the charter school did not meet the 95% participation, the charter school's plan to address the participation is included in the Notes below.

1. The charter school Choose an item. disaggregate student performance data by student groups.
2. The charter school Choose an item. that the assessments were administrated as intended, consistent with the test publishers' administration and test security procedures.
3. The charter school provided the following publisher's verified data report(s):
 - ☐ i-Ready K-8 by Curriculum Associates: *Diagnostic Growth*
 - ☐ i-Ready 9-12 by Curriculum Associates: *Academic Progress Report*
 - ☐ MAP Growth by NWEA: *Student Growth Summary Report*
 - ☐ Star Assessment by Renaissance: *Star Growth Report*
 - ☐ Other:
 - ☐ The charter school provided sections of the publisher's report, however it could not be used as verified data because it was not the complete report.
 - ☐ The charter school provided school created reports that are not considered verified data.
 - ☐ The charter school did not provide the publisher's designated report to demonstrate one year's growth.

As the date of this published report, the names of the above-mentioned reports are the District's current understanding from the publisher.

Postsecondary Indicators (high school only):

Postsecondary Indicator:



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1. The report provided by the charter school Choose an item. the results of at least 95% of eligible students. If the charter school did not meet the 95% participation rate, the charter school's plan to address the participation is included in the Notes below.
2. The report provided by the charter school Choose an item. the number of eligible students and missing or non-participating students.
3. The report provided by the charter school Choose an item. evidence of comparing the data to similar peers (which may include, but not limited to, similar demographics, pupil student groups, first-time college attendance, or other similar circumstances and if not available, comparison to statewide data).

Notes:

None

A12: ALL STUDENTS SCIENCE INDICATOR- (GRADES 5, 8, 10-12)*The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:*

- California School Dashboard All Students Science Indicator (CDE)

Performance Rubric	Sources of Evidence
The Science Indicator information is for informational purposes only and will not be scored. <input checked="" type="checkbox"/> The California School Dashboard All Students Science Indicator is higher than the state <input type="checkbox"/> The California School Dashboard All Students Science Indicator is lower than the state <input type="checkbox"/> Not Applicable - The Science Indicator is not applicable for the grade levels assigned at the charter school	<input checked="" type="checkbox"/> California School Dashboard (CDE) <input type="checkbox"/> Office of Data & Accountability's Data Set (LAUSD) <input type="checkbox"/> Other: (Specify)

LOCAL CONTROL AND ACCOUNTABILITY PLAN 2024-2025 (For Informational Purposes Only)*The CSD reviewed the Local Control and Accountability Plan.*

All requested template information and descriptions were provided:	Sources of Evidence
<input checked="" type="checkbox"/> LCFF Budget Overview for Parents <input checked="" type="checkbox"/> 2023-2024 LCAP Annual Update <input checked="" type="checkbox"/> Plan Summary <input checked="" type="checkbox"/> Engaging Educational Partners <input checked="" type="checkbox"/> Goals and Actions <input checked="" type="checkbox"/> Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students <input checked="" type="checkbox"/> Action Tables <input checked="" type="checkbox"/> Instructions	<input checked="" type="checkbox"/> Local Control and Accountability Plan <input checked="" type="checkbox"/> Board Agenda and Minutes

Notes:

None



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ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS	RATING*
Summary of School Performance	No Rating
<p>Due to the significant impact of the January 2025 Los Angeles wildfires (the Governor’s proclaimed state of emergency pursuant to the California Emergency Services Act {Government Code section 8625, et seq.}) on the entire school community (including, but not limited to, the destruction of school facilities), the CSD’s Annual Performance-Based Oversight Visit of Charter School was performed and assessed relative to the circumstances and addressed the following areas (consistent with the District’s statutory oversight obligations): Review of the California School Dashboard data, review of specified documentation placed in an electronic document system, and discussions with school leaders. A rating will not be issued in the Organizational Management, Programs, and Operations category for the 2024-2025 school year.</p> <p>The Charter Schools Division staff conducted a modified oversight visit to Pali South on May 28, 2025, where the following were conducted and/or observed:</p> <ul style="list-style-type: none"> - Discussions with school leadership - Limited campus walkthrough, including verification of emergency epinephrine auto-injectors, automated external defibrillator, evacuation maps, and the walking path to P.E. field - Fiscal Segregation of Duties (as noted in the Fiscal Operations category below) <p>As part of the modified oversight visit, the school provided the following documents:</p> <ul style="list-style-type: none"> - Master schedule - Master contract for independent study - Description of virtual learning/instruction - Health and Safety Plan for temporary facility, including evacuation map - Staff roster and Vendor list <p>Palisades Charter High leadership shared that the school utilized various channels to communicate various updates to the community including messages, texts, and ParentSquare. The school held virtual town halls and webinars to inform the community regarding the impact of the fire on the two Palisades Charter High campuses. Additionally, school leadership shared that the school has partnered with various community agencies for student and staff social emotional support, including UCLA Geffen Academy, National Center for School Crisis and Bereavement, and Safe at Home: Margaret’s Place.</p>	
<p>Notes: None</p>	
<p>Progress on LAUSD Board of Education Benchmarks and/or MOU related to ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS (if applicable):</p> <p><input type="checkbox"/> Not Applicable</p>	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25

BOE REPORT 111-19/20, October 15, 2019:

Palisades Charter High must meet the following benchmarks during the 2020-2025 charter term in order to address concerns regarding academic and operational performance.

1. Evidence of its efforts and outcomes to increase student diversity for its numerically significant subgroup populations, based on official student demographic information.
 - **Not Met.** In 2023-2024, the school had nine numerically significant student groups: English Learners, Socioeconomically Disadvantaged, Students with Disabilities, African American, Asian, Filipino, Latino, Two or More Races, White. From 2023-2024 to 2024-2025, two of nine numerically significant student groups increased in percentage of the total enrollment: English Learners and Two or More Races.

***RATING NOTES:**

- *A charter school cannot receive a rating in this category greater than one (1) for any of the following reasons: 1) Failed to complete criminal background clearances for any new staff and/or sole proprietor (as defined on the Certification of Clearances, Credentialing, and Mandated Training) prior to employment; and/or failed to obtain DOJ clearance certification, as appropriate, from a vendor; 2) Failed to have Health, Safety, and Emergency Plan; 3) Failed to have an appropriate Certificate of Occupancy, or equivalent; and/or 4) The school is in breach of the operative charter, including Federal, State, and District Required Language related to this section.*
- *A charter school cannot receive a rating in this category greater than two (2) for any of the following reasons: 1) Failed to conduct child abuse mandated reporter training in accordance with Education Code 44691; 2) Any teacher of the instructional program is not appropriately credentialed (including required authorization(s) e.g., English Learner authorization) and assigned per legal requirements and the school's operative charter at any time during the academic year.*
- *A charter school may receive an overall rating of two (2) for the following reason: Failed to provide evidence of any item on the "Review of Health and Safety Compliance Items" checklist below.*
- *A charter school cannot receive a rating in this category greater than three (3) for the following reason: Failed to provide evidence of any item on the "Review of Transparency and Stakeholder Information Compliance Items" checklist below.*



LAUSD CHARTER SCHOOLS DIVISION

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DATE OF VISIT: 5/28/25**O1: IMPLEMENTATION OF THE EDUCATIONAL PROGRAM**

The school has systems in place to ensure alignment to the curricular and educational program outlined in the approved charter by:

- Implementing key features of the educational program described in the charter
- Implementing standards-based instruction in accordance with the California State Content Standards specific to the grade levels served and aligned with the needs of students
- Implementing assessments to measure the development of grade-level appropriate academic and non-academic skills
- Reviewing and analyzing school and student progress towards annual goals (schoolwide and for all student groups that the school serves) that are consistent with the educational performance measured by the California School Dashboard and state assessments
- Providing teacher, staff, and administrator professional development specific to supporting desired student outcomes and key features outlined in the school's charter
- Implementing a system to monitor student progress toward, and completion of, graduation and A-G requirements (**high schools only**)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The school has fully implemented the educational program, including key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served; and has achieved an overall rating of "3" or "4" in the Student Achievement and Educational Performance category of this year's oversight report <input type="checkbox"/> The school has implemented the educational program, including key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served <input type="checkbox"/> The school has partially implemented the educational program, including key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served <input type="checkbox"/> The school has minimally implemented, or not at all, the educational program, including key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served	<input type="checkbox"/> Key Features of the Educational Program <input type="checkbox"/> Standards-Based Instructional Program <input type="checkbox"/> Master Schedule/Course Schedule <input type="checkbox"/> Student Achievement Data Analysis <input type="checkbox"/> Professional Development documentation <input type="checkbox"/> Classroom/site Observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify) High School: <input type="checkbox"/> System for monitoring student progress toward and completion of graduation and A-G Requirements <input type="checkbox"/> WASC Accreditation Notification Letter <input type="checkbox"/> UC Doorways course approval <input type="checkbox"/> Graduation Requirement/Policy <input type="checkbox"/> Math Placement Assessment Policy (9 th grade only) <input type="checkbox"/> Advanced Placement Exam: Participation Rate and Passage Rate <input type="checkbox"/> College acceptance and enrollment rates



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DATE OF VISIT: 5/28/25**O2: MEETING THE NEEDS OF ALL STUDENTS; STUDENT GROUP DATA ANALYSIS*****The school has a system in place to ensure:***

- Implementation of differentiated instructional strategies and approaches described in the charter designed to meet the learning needs of all students, including all numerically significant student groups identified in the school's LCAP and by the CDE
- Implementation of internal student assessments aligned with instructional outcomes to determine student mastery of California State Content Standards
- Disaggregation and analysis of data on a regular basis to address individual student needs and guide instructional planning and use of interventions
- Implementation, review, and modification, as appropriate, of its Master Plan for English Learners (EL identification, standards-based designated and integrated ELD instruction, progress monitoring, assessment, and reclassification)

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The school has a well-developed system to implement and monitor the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups; provides standards-aligned designated and integrated ELD for English Learners; evidence of systems to modify instruction based on data analysis; and has achieved an overall rating of "3" or "4" in the Student Achievement and Educational Performance category of this year's oversight report <input type="checkbox"/> The school has a system to implement and monitor the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups; provides standards-aligned designated and integrated ELD for English Learners; and evidence of systems to modify instruction based on data analysis <input type="checkbox"/> The school has partially implemented the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups, and/or limited evidence of systems to modify instruction based on data analysis <input type="checkbox"/> The school has minimally implemented, or not at all, the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups, and/or no evidence of systems to modify instruction based on data analysis	<input type="checkbox"/> Implementation of differentiated instructional strategies <input type="checkbox"/> Intervention/Enrichment Program during the instructional day <input type="checkbox"/> Student Group data analysis <input type="checkbox"/> Professional Development documentation <input type="checkbox"/> Classroom/site Observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify) English Learners <input type="checkbox"/> Master Plan for English Learners <input type="checkbox"/> Designated English Language Development (ELD) schedule <input type="checkbox"/> Documentation of implementation of the school's Master Plan for English Learners <input type="checkbox"/> Implementation of a data analysis system



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DATE OF VISIT: 5/28/25**O3: SPECIAL EDUCATION*****The school has a system in place to ensure that the school:***

- Provides special education programs and services in accordance with students' IEPs
- Provides special education training for staff
- Conducts a special education self-review annually, using the Special Education Self-Review Checklist
- Maintains mandated IEP timeline records and accurate service provision records in Welligent

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The school has a well-developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements; provides staff with regular and ongoing professional development/training to support implementation of its special education program; and as documented in Welligent, adheres to mandated IEP timelines and maintains accurate service provision records <input type="checkbox"/> The school has a system in place for implementation and monitoring of its special education processes and program in compliance with all requirements; provides staff with professional development/training to support implementation of its special education program; and as documented in Welligent, adheres to mandated IEP timelines and maintains accurate service provision records <input type="checkbox"/> The school has a partially developed system in place for implementation and monitoring of its special education processes and program in compliance with all requirements <input type="checkbox"/> The school has a minimal or no system in place for implementation and monitoring of its special education processes and program in compliance with all requirements <input type="checkbox"/> Not Applicable - Charter school participates in LAUSD's Option 1 SELPA <input type="checkbox"/> Charter school does not participate in LAUSD's SELPA	<input type="checkbox"/> Welligent IEP Timeline and Service Tracking Reports <input type="checkbox"/> District Validation Review (DVR) <input type="checkbox"/> Annual Self-Review Checklist <input type="checkbox"/> Professional Development documentation <input type="checkbox"/> Discussion with school leadership



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DATE OF VISIT: 5/28/25**O4: SCHOOL CLIMATE AND STUDENT DISCIPLINE**

The school has a school climate and schoolwide student discipline system in place to ensure that the school's practices:

- Align with principles of the District's Discipline Foundation Policy and School Climate Bill of Rights Resolution, including but not limited to, tiered behavior intervention, alternatives to suspension, schoolwide positive behavior support, and data monitoring
- Provide positive opportunities for student wellness, growth, and success, aimed at making the school safe, welcoming, supportive, and inclusive
- Minimize discretionary suspensions and expulsions
- Reduce or eliminate suspension disproportionality for student groups
- Minimize chronic absenteeism for all students and student groups
- Procedures for preventing acts of bullying, including cyberbullying, in accordance with the requirements of Ed. Code, §§ 32283.5 and 234.4

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The school has a well-developed and effective school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, as demonstrated by schoolwide suspension event rate data less than 3%, and suspension disproportionality rates that do not reach or exceed 4.5% for the Students with Disabilities or African American student groups <input type="checkbox"/> The school has a school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, as demonstrated by schoolwide suspension event rate data less than 4.5%, and suspension disproportionality rates that do not reach or exceed 14.5% for the Students with Disabilities or African American student groups <input type="checkbox"/> The school has a partially developed and/or minimally effective school climate and student discipline system that is only partially aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a minimally developed school climate and student discipline system as demonstrated by one or more of the following: the issuance of repeated CSD Notices to Cure (tiered intervention) related to suspension/expulsion; noted concerns related to ensuring due process rights when implementing suspension/expulsion practices; violation of law or policy.	<input type="checkbox"/> Positive school climate system and Restorative Justice documentation <input type="checkbox"/> Documentation of systems to prevent acts of bullying <input type="checkbox"/> Documentation of systems to promote regular attendance <input type="checkbox"/> Professional Development documentation <input type="checkbox"/> LAUSD Office of Data & Accountability's Data Sets for suspension, expulsion, and disproportionality <input type="checkbox"/> Classroom/site Observation <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)



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DATE OF VISIT: 5/28/25**O5: STAKEHOLDER ENGAGEMENT AND INVOLVEMENT - QUALITY INDICATOR**

The school has a system for stakeholder engagement, including gathering input, facilitating, and encouraging involvement, sharing information, and resolving concerns, which:

- Provides parents, teachers, and students with meaningful opportunities for involvement and engagement that meet the requirements and goals of applicable federal and state law, the school's charter, and the school LCAP
- Implements a School Site Council (SSC), English Learner Advisory Committee (ELAC), and/or Parent Advisory Committee (PAC) in accordance with applicable legal requirements (e.g., member composition of committee/council, legally required topics, etc.), if applicable
- The liaison for students experiencing homelessness has identified this population through outreach and coordination activities with other organizations, and provided related referral of services to families, children, and youth experiencing homelessness

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The school provided evidence of a well-developed and effective system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements <input type="checkbox"/> The school provided evidence of a system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements <input type="checkbox"/> The school provided limited evidence of a system for stakeholder engagement, sharing information, and resolving concerns <input type="checkbox"/> The school provided little to no evidence of a system for stakeholder engagement, sharing information, and resolving concerns	<input type="checkbox"/> Yearlong Calendar of stakeholder engagement events/meetings. <input type="checkbox"/> Stakeholder Engagement <input type="checkbox"/> Stakeholder Consultation <input type="checkbox"/> School Site Council (SSC) documentation <input type="checkbox"/> Parent Advisory Committee (PAC) documentation <input type="checkbox"/> English Learners Advisory Committee (ELAC) documentation <input type="checkbox"/> Foster Youth/Students Experiencing Homelessness Designee <input type="checkbox"/> School website <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)



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DATE OF VISIT: 5/28/25**O6: CLEARANCES AND CREDENTIALING COMPLIANCE**

The school is in compliance with applicable law and the terms of its approved charter regarding clearances and credentialing:

- All certificated staff are fully credentialed, including EL authorizations, and appropriately assigned as authorized by their credentials at all times
- Individuals who have been continuously employed in a teaching position since the 2019–20 school year obtain the appropriate certificate, permit, or other document for their certificated assignment no later than July 1, 2025 (Ed. Code § 47605.4(a))
- The school has obtained all necessary employee clearances, including criminal background and tuberculosis (TB) risk assessments/clearances, prior to employment, and keeps all clearances current
- The school has obtained all necessary vendor clearances, including criminal background and tuberculosis (TB) risk assessments/clearances as applicable, prior to the provision of service, and keeps all clearances current
- School employees and other mandated reporters working on behalf of the school receive annual training on child abuse awareness and reporting, in accordance with the requirements of Ed. Code, § 44691
- Staff receive annual training in Pupil Suicide Prevention and Awareness (as applicable) pursuant to Ed. Code §215
- Staff receive annual training in bloodborne pathogens, per 8 California Code of Regulations (“CCR”), § 5193
- The school has conducted volunteer clearances in accordance with applicable law and policy, including criminal background clearances for all volunteers who perform school site services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students

Performance Rubric	Sources of Evidence
<input type="checkbox"/> The school has implemented an effective system which includes procedures to continually monitor and maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements at all times, which has led to clear and accurate record keeping/documentation of its compliance <input type="checkbox"/> The school has implemented and monitors systems and procedures that maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has partially implemented and/or intermittently monitors systems and procedures leading to inconsistent compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has not implemented and/or does not monitor systems and procedures to maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements	<input type="checkbox"/> <i>Certification of Clearances, Credentialing, and Mandated Reporter Training 2023-2024</i> form (“ESSA Grid”) <input type="checkbox"/> Staff roster <input type="checkbox"/> School master schedule <input type="checkbox"/> Custodian(s) of Records documentation <input type="checkbox"/> Criminal Background Clearance Certifications <input type="checkbox"/> Teaching credential/authorization documentation <input type="checkbox"/> Vendor clearances and credentialing certifications <input type="checkbox"/> Volunteer (TB) risk assessment/clearance certification <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)
<p>Note: The rating of this indicator incorporates the ESSA Grid and evidence provided by the charter school in its Triannual submission and at the time of the oversight visit for those staff and/or vendors not included in the Triannual submission.</p>	



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Review of Health and Safety Compliance Items

The items below are expected to be evident at the charter school to ensure the protection of student and staff health and safety. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and restrict the overall rating in the Organizational Management, Programs, and Operations category as indicated below.

A charter school cannot receive an overall rating in this category greater than one (1) if the items below are not evident.

Item	Evident	Not Evident
A current, comprehensive, site-specific comprehensive Health, Safety, and Emergency School Safety Plan per requirements of Ed. Code, §§ 47605(c)(5)(F), 32282, and 35179.4, as applicable. (Note: For schools co-located with a District school, the charter school participates in and complies with the District school's Integrated Safe School Plan)	<input type="checkbox"/>	<input type="checkbox"/>
A current site-specific Certificate(s) of Occupancy or equivalent that authorizes the current use of the site	<input type="checkbox"/>	<input type="checkbox"/>

A charter school may receive an overall rating in this category of two (2) if any of the items below are not evident.
If several (i.e., two or more) items below are not evident, charter school may receive an overall rating of one (1) in this category.

Item	Evident	Not Evident
School has sufficient emergency supplies in the event of a natural disaster or other emergency (Ed. Code § 32282)	<input type="checkbox"/>	<input type="checkbox"/>
School conducts annual emergency drills and trainings as legally required to prepare for a natural disaster or other emergency, per Ed. Code §§ 32001 and 32282	<input type="checkbox"/>	<input type="checkbox"/>
Provision and documentation of health screenings (e.g., vision, hearing, and scoliosis) per current applicable law and terms of the charter (Ed. Code § 49450 et seq, as referenced in FSDRL)	<input type="checkbox"/>	<input type="checkbox"/>
Stock and maintenance of the required number and type of emergency epinephrine auto-injectors ("epi-pen") onsite and training has been provided to volunteer staff member(s) in the storage and emergency use, per Ed. Code § 49414 and § 4119.2 of the Business and Professions Code	<input type="checkbox"/>	<input type="checkbox"/>
Provision of at least two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility, per Ed. Code § 49501.5	<input type="checkbox"/>	<input type="checkbox"/>
A Board adopted Pupil Suicide Prevention Policy (grades 1-6 and/or grades 7-12, as applicable), requirements per of Ed. Code § 215. Suicide Prevention Lifeline and National Domestic Violence Hotline on at least one side of Student ID cards, as specified in Ed. Code § 215.5	<input type="checkbox"/>	<input type="checkbox"/>
For schools offering an interscholastic athletic program, at least one automated external defibrillator (AED) is onsite, and available at on-campus athletic activities or events per Ed. Code §§ 35179.4 and 35179.6.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Not applicable	

Notes:

None



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Review of Transparency and Stakeholder Information Compliance Items

The items below are expected to be evident at the charter school to ensure that it operates in a transparent manner and keeps all stakeholders informed. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and impact the overall rating in the Organizational Management, Programs, and Operations category.

A charter school cannot receive a rating in this category greater than 3 if any of the items below are not evident.

Item	Evident	Not Evident
<p>The following information posted to the school's website:</p> <ul style="list-style-type: none"> <input type="checkbox"/> LCAP, per Ed. Code § 47606.5(h) <input type="checkbox"/> Current Board agenda in compliance with Brown Act, per Gov. Code, § 54954.2 (a)(1) and (d). <input type="checkbox"/> Policy on Pupil Suicide Prevention per Ed. Code § 234.6 <input type="checkbox"/> Title IX information, including a link to CDE's Title IX website per Ed. Code § 234.6 <input type="checkbox"/> Policies on anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and sexual harassment policies, including: anti-cyberbullying procedures, social media anti-bullying procedures, and a link to statewide resources including community-based organizations compiled by CDE, per Ed. Code § 234.6 	<input type="checkbox"/>	<input type="checkbox"/>
Provides all stakeholders with appropriate, accessible, and relevant information about individual student and schoolwide academic progress and performance Ed. Code § 47605(c)(5)(C)	<input type="checkbox"/>	<input type="checkbox"/>
Access to approved charter	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of informing parents/guardians about transferability of courses/course credit and eligibility to meet A-G requirements (high schools only), per Ed. Code § 47605	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Not applicable	
Informing parents/guardians of human trafficking prevention resources (grades 6-12), per Ed. Code § 49381	<input type="checkbox"/>	<input type="checkbox"/>
Notification of access to available mental health services (grades K-12), per Ed. Code § 49428.	<input type="checkbox"/>	<input type="checkbox"/>
Charter schools serving any of the grades 6 to 12, shall prominently and conspicuously display a poster that identifies approaches and shares resources regarding pupil mental health in appropriate public areas that are accessible to, and commonly frequented by, pupils, per Ed. Code § 49428.5	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Not applicable	
Notes:		
None		



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8798	2020-2021					2021-2022					2022-2023				
Palisades Charter High	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Cash and Cash Equivalents	0	7,818,645	7,969,248	15,241,779	14,973,696	11,874,110	12,501,660	12,501,660	17,573,365	16,810,020	16,089,778	17,376,694	17,376,694	19,484,805	19,294,415
Accounts Receivable	0	8,432,189	8,520,737	3,486,763	3,114,730	4,460,000	4,460,000	4,460,000	2,510,415	2,261,432	2,324,987	2,550,987	2,550,987	1,485,618	1,746,511
Other Current Assets	0	105,000	105,000	114,886	382,948	105,000	105,000	105,000	82,853	340,750	301,000	75,000	75,000	568,790	353,961
Total Current Assets	0	16,355,834	16,594,985	18,843,408	18,471,374	16,439,110	17,066,660	17,066,660	20,166,633	19,412,202	18,715,765	20,002,681	20,002,681	21,539,213	21,394,887
Fixed and Other Assets	0	7,761,210	7,761,207	7,265,685	7,265,684	8,145,605	8,145,605	8,145,605	6,730,207	6,730,206	7,100,000	7,100,000	7,100,000	6,123,100	6,123,102
Total Assets	0	24,117,044	24,356,192	26,109,093	25,737,058	24,584,715	25,212,265	25,212,265	26,896,840	26,142,408	25,815,765	27,102,681	27,102,681	27,662,313	27,517,989
Deferred Outflows of Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Liabilities	0	5,113,738	3,831,950	9,350,046	4,258,447	9,188,500	4,582,500	4,582,500	17,927,917	8,178,893	16,671,015	17,522,015	17,522,015	17,853,111	8,004,241
Other Long Term Liabilities	0	4,806,000	4,806,000	0	14,536,087	0	0	0	0	10,359,534	0	861,559	0	10,374,071	0
Unfunded OPEB Liabilities	0	19,698,581	21,209,024	21,209,024	0	21,209,024	14,430,932	14,430,932	0	0	0	0	0	0	0
Total Liabilities	0	29,418,319	29,646,974	30,569,070	18,794,534	30,397,524	19,013,432	19,013,432	17,927,917	18,538,427	16,671,015	18,183,574	18,183,574	17,853,111	18,378,312
Deferred Inflows of Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Assets	0	(5,301,275)	(5,290,782)	(4,449,977)	6,942,524	(5,812,808)	6,198,833	6,198,833	8,968,923	7,603,981	9,144,750	8,919,107	8,919,107	9,809,202	9,139,677
Total Revenues	33,662,743	36,385,962	36,143,158	37,585,983	43,602,209	39,950,523	40,499,824	40,895,633	39,526,330	40,522,511	41,627,951	43,983,246	45,152,315	44,322,244	45,064,186
Total Expenditures	33,888,246	36,252,203	35,998,906	35,104,948	29,707,847	39,690,488	41,862,655	41,645,587	37,506,193	39,881,054	40,446,622	43,807,419	43,905,077	42,184,911	43,528,490
Net Income / (Loss)	(225,503)	133,759	144,252	2,481,035	13,894,362	260,035	(1,362,831)	(749,954)	2,020,137	661,457	1,181,329	175,827	1,247,238	2,137,333	1,535,696
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	(225,503)	133,759	144,252	2,481,035	13,894,362	260,035	(1,362,831)	(749,954)	2,020,137	661,457	1,181,329	175,827	1,247,238	2,137,333	1,535,696
Net Assets, Beginning	(5,562,024)	(5,441,546)	(5,441,546)	(5,441,546)	(6,951,838)	(5,919,818)	(4,449,977)	(4,449,977)	(4,449,978)	6,942,524	7,325,074	8,968,923	8,968,923	8,968,923	7,603,981
Adj. for restatement / Prior Yr Adj	0	6,512	6,512	(1,489,466)	0	0	0	11,398,764	11,398,764	0	0	0	(1,297,054)	(1,297,054)	0
Net Assets, Beginning, Adjusted	(5,562,024)	(5,435,034)	(5,435,034)	(6,931,012)	(6,951,838)	(5,919,818)	(4,449,977)	6,948,787	6,948,786	6,942,524	7,325,074	8,968,923	7,671,869	7,671,869	7,603,981
Net Assets, End	(5,787,527)	(5,301,275)	(5,290,782)	(4,449,977)	6,942,524	(5,659,783)	(5,812,808)	6,198,833	8,968,923	7,603,981	8,506,403	9,144,750	8,919,107	9,809,202	9,139,677
Unrestricted Net Assets		(5,301,275)	(5,290,782)	(5,475,866)	6,027,534		(6,838,698)	5,172,943	506,745	6,481,365		7,572,106	5,892,146	5,269,866	7,687,460
Restricted Net Assets		0	0	1,025,889	914,990		1,025,890	1,025,890	8,462,178	1,122,616		1,572,564	3,026,961	4,539,336	1,452,217

8798	Audited Financials					2023-2024					2024-2025				
Palisades Charter High	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Cash and Cash Equivalents	14,973,696	16,810,020	19,294,415	23,883,905	0	17,165,000	16,876,500	15,139,743	23,883,905	0	21,750,192	19,143,441	19,143,441	0	0
Accounts Receivable	3,114,730	2,261,432	1,746,511	1,777,773	0	2,150,000	2,250,000	0	1,777,773	0	1,756,829	1,596,176	1,596,176	0	0
Other Current Assets	382,948	340,750	353,961	299,071	0	75,000	290,000	0	299,071	0	71,596	71,596	71,596	0	0
Total Current Assets	18,471,374	19,412,202	21,394,887	25,960,749	0	19,390,000	19,416,500	15,139,743	25,960,749	0	23,578,617	20,813,213	20,813,213	0	0
Fixed and Other Assets	7,265,684	6,730,206	6,123,102	6,432,639	0	7,150,000	7,150,000	0	6,432,639	0	5,292,637	6,432,637	6,432,637	0	0
Total Assets	25,737,058	26,142,408	27,517,989	32,393,388	0	26,540,000	26,566,500	15,139,743	32,393,388	0	28,871,254	27,245,851	27,245,851	0	0
Deferred Outflows of Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Liabilities	4,258,447	8,178,893	8,004,241	8,023,309	0	14,237,942	14,237,942	0	8,023,309	0	13,820,123	12,133,256	12,133,256	0	0
Other Long Term Liabilities	14,536,087	10,359,534	10,374,071	10,609,305	0	0	0	0	10,609,305	0	0	0	0	0	0
Unfunded OPEB Liabilities	0	0	0	0	0	0	0	13,466	0	0	0	0	0	0	0
Total Liabilities	18,794,534	18,538,427	18,378,312	18,632,614	0	14,237,942	14,237,942	13,466	18,632,614	0	13,820,123	12,133,256	12,133,256	0	0
Deferred Inflows of Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Assets	6,942,524	7,603,981	9,139,677	13,760,774	0	12,302,058	12,328,558	15,126,277	13,760,774	0	15,051,131	15,112,594	15,112,594	0	0
Total Revenues	43,602,209	40,522,511	45,064,186	47,146,365	0	43,678,479	46,386,462	45,910,047	48,862,596	47,146,365	43,914,857	44,126,345	43,702,082	0	0
Total Expenditures	29,707,847	39,861,054	43,528,490	42,525,268	0	41,855,133	43,893,606	43,390,691	42,875,996	42,525,268	43,323,679	44,201,491	43,715,765	0	0
Net Income / (Loss)	13,894,362	661,457	1,535,696	4,621,097	0	1,823,346	2,492,856	2,519,356	5,986,600	4,621,097	591,178	(75,146)	(13,683)	0	0
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	13,894,362	661,457	1,535,696	4,621,097	0	1,823,346	2,492,856	2,519,356	5,986,600	4,621,097	591,178	(75,146)	(13,683)	0	0
Net Assets, Beginning	(6,951,838)	6,942,524	7,603,981	9,139,677	0	10,050,475	9,809,202	9,809,202	9,809,202	12,061,887	12,061,887	15,126,277	15,126,277	0	0
Adj. for restatement / Prior Yr Adj	0	0	0	0	0	0	0	0	(669,525)	0	0	0	0	0	0
Net Assets, Beginning, Adjusted	(6,951,838)	6,942,524	7,603,981	9,139,677	0	10,050,475	9,809,202	9,809,202	9,139,677	12,061,887	12,061,887	15,126,277	15,126,277	0	0
Net Assets, End	6,942,524	7,603,981	9,139,677	13,760,774	0	11,873,821	12,302,058	12,328,558	15,126,277	13,760,774	12,653,065	15,051,131	15,112,594	0	0
Unrestricted Net Assets	6,027,534	6,481,385	7,687,460	12,369,781	0		8,381,278	8,444,373	10,101,073	12,369,761		11,436,469	11,497,933	0	0
Restricted Net Assets	914,990	1,122,616	1,452,217	1,391,013	0		3,920,780	3,884,185	5,025,204	1,391,013		3,614,662	3,614,662	0	0



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FISCAL OPERATIONS						RATING
Summary of School Performance						2, Developing
According to the CSD's Fiscal Operations Rubrics, the highest fiscal rating that schools with material audit findings reported in the most current independent audit report is a "2." To earn a fiscal rating of 4, schools must have the two most current audits that show no material weaknesses, deficiencies, and/or findings, and no discrepancies cited in the Areas Noted for Further Growth and/or Improvement. Palisades Charter High's annual audit report for the fiscal year ended 2023-2024 reported a repeat significant deficiency related to the financial closing process. The same audit finding was also reported in the 2022-2023 independent audit report. Please see further details in the Areas Noted for Further Growth and/or Improvement section below.						
Other circumstances and information could influence the rating and are noted in this evaluation.						
<u>Financial Highlights</u>						
The charter school's fiscal condition is positive.						
FINANCIAL HIGHLIGHTS						
Palisades Charter High	2020-2021 (Audited Actuals)	2021-2022 (Audited Actuals)	2022-2023 (Audited Actuals)	2023-2024 (Audited Actuals)	2024-2025 (Second Interim)	
Net Assets	\$6,942,524	\$7,603,981	\$9,139,677	\$13,760,774	\$13,747,091	
Net Income / (Loss)	\$13,894,362	\$661,457	\$1,535,696	\$4,621,097	(\$13,683) ¹	
Transfers In / Out	\$0	\$0	\$0	\$0	\$0	
Prior Year Adjustment(s)	\$0	\$0	\$0	\$0	\$0	
Cash and Cash Equivalents	\$14,973,696	\$16,810,020	\$19,294,415	\$23,883,905	\$19,143,441	
Unrestricted Net Assets	\$6,027,534	\$6,481,365	\$7,687,460	\$12,369,761	\$11,497,933	
Norm Enrollment Reported by the School	3097	2982	2967	2994	2907	
FINANCIAL RATIO ANALYSIS						



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Fund Reserve (Reserve for Economic Uncertainty) (Unrestricted Net Assets /Total Expenditures) <i>3% - 5% and greater is recommended (depending on the school's ADA)</i>	20.29%	16.26%	17.66%	29.09%	26.30%
Cash Reserve Level (Cash Balance/Total Expenditures) <i>5% and greater is recommended</i>	50.40%	42.17%	44.33%	56.16%	43.79%
Current Ratio (Working Capital Ratio) (Current Assets/Current Liabilities) <i>At least 1.2 or 120% is recommended</i>	433.76%	237.35%	267.29%	323.57%	171.54%
Debt Ratio (Total Liabilities/Total Assets) <i>Lower than 1.0 or 100% is recommended</i>	73.03%	70.91%	66.79%	57.52%	44.53%

¹The school stated that the initial projected net loss for Fiscal Year 2024–2025 was primarily due to its cautious approach in response to various uncertainties at the time of reporting. However, as part of the current budget cycle, the school now anticipates ending the fiscal year with a surplus. See additional information under “Areas of Demonstrated Strength and/or Progress.”

Norm Enrollment Data and Trends

The school’s Norm Enrollment history by grade level is summarized below.

Palisades Charter High’s Norm Day Enrollment History					
Grade Level	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
9	835	737	694	717	711
10	806	781	759	745	718
11	715	769	756	768	723
12	741	695	758	764	755
Total Enrollment	3097	2982	2967	2994	2907



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Increase/(Decrease) in Enrollment from Prior Year	N/A	(115)	(15)	27	(87)
Enrollment Growth/(Decrease) (%)	N/A	(3.7%)	(0.5%)	0.9%	(2.9%)

Accumulated Increase/Decrease in Student Enrollment Since 2020-2021	
Accumulated decrease in student enrollment count	(190)
Accumulated decrease in student enrollment percentage	(6.1%)
Current Board-approved enrollment capacity in the school's operative charter as compared to its reported 2024-2025 Norm Enrollment	
Per the approved enrollment capacity in the school's operative charter	3,000
2024-2025 Norm Enrollment	2,907
Below approved enrollment capacity count	(93)
Below approved enrollment capacity percentage	(3.1%)

At the time of the oversight visit, the school reported enrollment of 2,437, a significant decrease of 470 students (16.2%) from the 2024-2025 Norm Day count of 2,907, primarily due to the aftermath of the Palisades fire and the relocation of the school to a temporary site. According to the Palisades Charter High board meeting materials, the school intends to apply for a “hold harmless” waiver for its ADA with the State Legislature. As noted above, the school has maintained a balanced budget for Fiscal Year 2023-2024, and projected positive net assets for the 2024-2025 Second Interim. The CSD will continue to monitor the school’s enrollment and financial condition through oversight.

Areas of Demonstrated Strength and/or Progress:

- The school’s fiscal condition is positive. In May 2025, the school reported that it had received \$10.4 million in insurance proceeds, which will be used to cover expenses associated with its relocation to the temporary site at “Pali South.”

Areas Noted for Further Growth and/or Improvement:

- Type of Observations:** Audit Finding (Financial Closing Process) – A Repeat Significant Deficiency
 - Source(s) of Document Reviewed:** 2023-2024 Independent Audit Report
 - Description of Observation:** Per Palisades Charter High’s 2023-2024 independent audit report noted a **repeat significant deficiency** finding related to the school’s financial closing process. The audit report states:



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SCHOOL NAME: Palisades Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 5/28/25***“FINDING 2024-001: FINANCIAL CLOSING PROCESS (30000) – Significant Deficiency***

Criteria: *The year-end financial closing process should include timely review of financial information and supporting schedules to properly report all transactions in accordance with generally accepted accounting principles (GAAP).*

Condition: *There was a delay in the year-end financial closing process that created the need for several client adjustments recorded after reporting of the unaudited actuals for the 2023-24 fiscal year. Extensions to the initial audit report deadline of December 15th were necessary as audit requests, including basic financial statements, were not provided for audit until well after December 15th.*

Cause: *Management was unable to provide audit requests in a timely manner.*

Effect: *Misstatements in the financial statements could occur. Key deadlines could be missed.*

Repeat Finding: *This is a repeat finding. Refer to Finding 2023-001.*

Recommendation: *We recommend ensuring a timely financial closing process that allows for adequate review of transactions to prevent the potential for any financial reporting misstatements as well as adhering to reporting deadlines.*

Corrective Action Plan: *Management will continue to update procedures over financial reporting and will work toward a timelier closing process.”*

- **CSD’s Comments:** The CSD issued a Notice of Concern simultaneously with the issuance of this report regarding the repeat audit finding/significant deficiency requesting a corrective action plan. See the Corrective Action Required section below. The CSD will monitor the status of the school’s implementation of its corrective action plan to address this audit finding, including reviewing the school’s FY 2024-2025 independent audit.

2. Type of Observation: Late Submission of 2023-2024 Independent Audit Report (Recurring Issue)

- **Source(s) of Document Reviewed:** Approved Charter Petition and Education Code sections 47605 and 41020
The Los Angeles Unified School District (“LAUSD”) authorized charter schools are required to conduct and submit annual audits in compliance with applicable authorities, including but not limited to, the requirements of Education Code sections 47605 and 41020 and their operative charters.
- **Description of Observation:** On December 11, 2024, Palisades Charter High requested an extension of the 2023-2024 audit report submission from the statutory deadline of December 15, 2024, through February 28, 2025, citing the following conditions that had impacted the delay:
 - “Personnel shortages and/or turnover, along with increased state reporting requirements, have created difficulty in ensuring that our auditors are provided with all financial records and compliance information necessary to complete the audit by the state deadline.
 - The FASB accounting standard related to leases (ASC 842) has a significant impact on our financials for the 2023-24 fiscal year, which requires additional time for adequate review and implementation.
 - We have determined that a Federal Single Audit is necessary to be performed for the fiscal year and we require additional time to ensure that this portion of the audit is completed. The Federal Clearinghouse deadline for submission of the 2023-24 audit is no later than March 31, 2025.”



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After further review and consideration by LAUSD, the District **did not** grant Palisades Charter High's extension request. LAUSD (as the chartering authority of Palisades Charter High) cannot waive the audit requirements and submission deadline, specifically outlined in Education Code section 47605 and other applicable state and federal law relating to annual audits. LAUSD may from time to time consider circumstances on a case-by-case basis. The CSD determined Palisades Charter High's circumstances described in its letter were not deemed extraordinary.

Additionally, on March 6, 2025, Palisades Charter High notified the CSD that due to the impact of the Palisades fire (January 2025) that the submission of its 2023–2024 independent audit report would be delayed further, until the end of March. Given the extraordinary impact of the fires, the CSD granted Palisades Charter High's extension request until March 31, 2025. However, the school did not submit its audit report by the March deadline and ultimately submitted it on May 21, 2025.

- **Approved Charter Petition:** Page 217 (Element 9- Annual Financial Audits) of Palisades Charter High's charter petition, approved October 15, 2019, states: "Charter School shall provide for an annual audit that shall be conducted in compliance with applicable state and federal laws, including but not limited to the requirements of Education Code sections 47605(b)(5)(I) and 41020 as they may be amended from time to time. The following reports will be submitted to LAUSD, in the required format and within timelines to be specified by LAUSD, each year: f) Audited Actuals – December 15 following the end of the fiscal year." Further, the charter petition states: "Fiscal statements audited by the Certified Public Accountant will be submitted to District by the December 15th deadline as required by Ed Code. Either the Executive Director or the Chief Business Officer (CBO) of PCHS will transmit a copy of its annual independent financial audit report for the preceding fiscal year to the District, Los Angeles County Board of Education, the State Controller, and the California Department of Education by December 15 of each year."
- **CSD's Recommendations/Comments:** As noted above, the statutory deadline to submit the 2023-2024 independent audit was December 15, 2024, which was before the Palisades fire. The CSD urges that Palisades Charter High strictly adhere to its approved charter and applicable law pertaining to annual audit requirements, including submission by or on the statutory deadline. **Failing to comply with all applicable legal, District and charter requirements (thus requiring corrective actions) will be considered and assessed in future renewals and material revision applications.**

The governing board and leadership team of the charter school are responsible for managing the operations of the school. The CSD recommends that the Annual Performance-Based Oversight Visit Report, including the above-noted fiscal findings and observations, be discussed at Palisades Charter High's next governing board meeting, highly preferably no later than 90 days following the school's receipt of this report, so that the charter school and its governing board may address any issues early enough to implement changes in order to see results in its next fiscal year. It is the school's responsibility to provide the CSD its action plans/steps, proof of implementation of the mitigating actions taken by the school, and/or documentation (e.g., governing board meeting agendas and approved board meeting minutes, etc.), as applicable, prior to or during the next Annual Performance-Based Oversight Visit. The CSD will continue to monitor these issues through oversight and may take additional appropriate oversight actions. The results may be factored into the school's rating for next year.

Other Observations (Items described in this section, which may not have been addressed in the charter school's Fiscal Policies and Procedures, are recommended for improvement to align with optimal business practices).

None noted. Please see the Notes section below.

Corrective Action Required:



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On June 30, 2025, a Notice of Concern was issued concurrently with the issuance of this Annual Performance-Based Oversight Visit Report on June 30, 2025, regarding the repeat significant deficiency related to the school's financial closing process identified in Palisades Charter High's 2023-24 independent audit, as noted in the **Areas Noted for Further Growth and/or Improvement** section (Item 1) above. The deadline for Palisades Charter High's response is August 1, 2025. **Failing to comply with all applicable legal, District and charter requirements (thus requiring corrective actions) will be considered and assessed in future renewals and material revision applications.**

Progress on LAUSD Board of Education and/or MOU Benchmarks related to FISCAL OPERATIONS (if applicable):

N/A



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25**Notes:**

Due to the significant impact of the January 2025 Los Angeles wildfires (the Governor's proclaimed state of emergency pursuant to the California Emergency Services Act {Government Code section 8625, et seq.}) on the entire school community (including, but not limited to, the destruction of school facilities), the CSD's Annual Performance-Based Oversight Visit of Charter School was performed and assessed relative to the circumstances and addressed the following areas (consistent with the District's statutory oversight obligations): Review of the California School Dashboard data, review of specified documentation placed in an electronic document system, the school's 2023-2024 independent audit, and discussions with school leaders.

As a result, Fiscal Prep Guide items 2 through 29 under the Notes II section below were not requested and, therefore, were not considered during this year's oversight process. These items are marked as "N/A."

<u>L</u>	<u>Review of Fiscal Documentation</u>	<u>Comments</u>
1.	FY 2023-2024 Independent Audit Report	
	a. Audit opinion:	Unmodified/Unqualified
	b. Material weaknesses:	None Reported
	c. Deficiencies/Findings:	Yes. Please see the description below.
	d. Lack of a Going Concern:	None Reported
	<p>Description: The Palisades Charter High's 2023-2024 independent audit report indicates a significant deficiency regarding the school's financial closing process, which is a repeat finding from the prior year.</p> <p>The status of audit finding from 2022-2023: The Palisades Charter High's 2022-2023 independent audit report identified a significant deficiency regarding the school's financial closing process. The current status of this finding is noted as not implemented and the finding repeated in 2023-2024.</p>	
2.	(Only for new schools without an audit report on file) The charter school is in its first/second year of operation and there is no independent audit report on file with the CSD.	Not applicable
3.	The 2023-2024 audited and unaudited actuals:	Do not mirror each other
	The explanations provided by the charter school for the variances were reasonable:	Not applicable
	The 2023-2024 independent audit report is not available as of the date of this report.	Not applicable
4.	Segregation of Duties (SOD) review(s) was/were conducted in-person/virtually at:	Palisades Charter High
		No discrepancies were noted.



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5.	Proposition 39 information.	Not applicable	
<u>II.</u>	<u>Review of 2024-2025 Fiscal Preparation Guide</u>	<u>Provided</u>	<u>Comments</u>
1.	Most Current Fiscal Reports Reported to the Board	Yes	The school provided an updated three-year budget, which included projected funds received from insurance claims. As noted above, the school has received \$10.4M in insurance claims through May 2025. The CSD will continue to the school's financial condition through ongoing oversight.
2.	Board Meeting Minutes – Discussion of Fiscal Reports Presented to Board & Board Packet	N/A*	
3.	Audit or Fiscal Reports – CalSTRS, CalPERS, USDE, CDE, FCMAT, IRS, SBA, OPEB, etc.	N/A*	
4.	Board Meeting Minutes – Approval of 2024-2025 Budget	N/A*	
5.	Evidence of Compliance – STRS, PERS, Social Security, Other Benefits	N/A*	
6.	Board Meeting Minutes – Selection of Independent Auditor	N/A*	
7.	Board Meeting Minutes – Discussion of Independent Audit Report	N/A*	
8.	Board Meeting Minutes – Discussion of the Most Recent Interim Financial Reports Submitted to LAUSD	N/A*	
9.	Board Meeting Minutes – Discussion of Staff or Vendors Complaints	N/A*	
10.	Board Meeting Minutes – Discussion of 2023-2024 Annual Performance-Based Oversight Visit Report	N/A*	
11.	Current Fiscal Policies and Procedures	N/A*	
12.	Board Meeting Minutes – Approval of Fiscal Policies and Procedures	N/A*	
13.	Organizational Chart(s)	N/A*	
14.	Summary of Total Compensation Paid in FY 2023-2024	N/A*	
15.	Related Parties	N/A*	



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16.	MOUs for CMO Management Fees	N/A*	
17.	Board Meeting Minutes – Approval of Management Fees, License Fees, or Any Other Fees	N/A*	
18.	Most Current Accounts Payable Aging Report	N/A*	
19.	Check Registers (12 months)	N/A*	
20.	Credit Card Statements and Reconciliations (6 months)	N/A*	
21.	Monthly Bank Statements and Reconciliations (6 months)	N/A*	
22.	Student Body Financial Records (6 months)	N/A*	
23.	Capitalized and Non-Capitalized Inventory Listing	N/A*	
24a.	Posting of EPA on School's Website	N/A*	
24b.	Posting of Audited Financials on School's Website	N/A*	
25.	Financing Activities, Loans, Factoring Receivables, Intercompany Transfers/Loans, etc.	N/A*	
26.	Current Facility Lease Agreements and Board Meeting Minutes – Approval of Lease	N/A*	
27.	Facilities Plans – Purchase, Lease, Relocation, Expansion, Major Improvements	N/A*	
28.	Employee Retention Credit	N/A*	
29.	Disclosure of Legal Issues	N/A*	

Notes: N/A (Provided Column) = indicated by the charter school as not applicable
 ANI = Areas Noted for Further Growth and/or Improvement
 OO = Other Observations
 N/A* = Not applicable due to the modified oversight option. Please see the CSD's comments at the top of the Notes section.



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DATE OF VISIT: 5/28/25**Fiscal Operations Rubrics**

Existing School – a charter school that was/is in operation/active in the preceding school year(s) and the current school year. Existing schools may receive a rating of 4, 3, 2, or 1.

New School – a charter school that is in its first year of operation in the current school year and does not have an independent audit report or audited financial result for its first operative year on file with LAUSD. New schools are evaluated based on current year information. New schools may receive a rating of 2 or 1.

Existing School 4 (Accomplished)	To receive a rating of <u>4 (Accomplished)</u> , an existing school, at a minimum, meets all of the Required and Supplemental Criteria listed below.
<p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net assets are positive in the two most current annual independent audit reports; 2. The cash balance at the beginning of the school year is positive; 3. The two most current annual independent audit reports show no material weaknesses, deficiencies, and/or findings; 4. If applicable, federal, state, and other public agency audits/reviews (e.g., California State Teachers' Retirement System (CalSTRS), California Public Employees' Retirement System (CalPERS), Fiscal Crisis & Management Assistance Team (FCMAT), United States Department of Education (USDE), California Department of Education (CDE), Internal Revenue Service (IRS), etc.), at the time of the oversight visit, show no outstanding material weaknesses, deficiencies, and/or findings; 5. Vendors and staff are consistently paid in a timely manner; 6. Governing board approves fiscal policies and procedures, at a minimum, once prior to each charter renewal term; 7. Charter school consistently adheres to the governing board-approved fiscal policies and procedures; 8. Governing board adopts the annual budget; 9. Governing board reviews and/or discusses audited financial statements submitted to LAUSD; 10. If applicable, governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD; 11. There is no apparent conflict of interest; 12. The Education Protection Account allocation and expenditures and audited financial statements are posted on the charter school's website; 13. The LCAP is submitted to the appropriate agencies; 14. Reasonable requests for information made by the Charter Schools Division and LAUSD are consistently processed or submitted by the charter school in a timely manner; 15. There are no items cited in Areas Noted for Further Growth and/or Improvement and there are no more than five (5) items cited in Other Observations for the most current year; 16. If applicable (when audited and unaudited actuals do not mirror each other), adequate explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements; 17. Proper segregation of duties is consistently in place; 18. If applicable, there are no outstanding fiscal-related tiered intervention notices issued to the school; or the school has no tiered intervention notices as of the oversight report issuance date; and 	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 5/28/25

19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are fully met by the required deadline(s); or the school has no fiscal benchmarks in its current charter term.

Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450 ([CCR § 15450 Reserves](#)) (i.e., unrestricted fund balance divided by total expenditures) in the two most current annual independent audit reports;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the two most current annual independent audit reports;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the two most current annual independent audit reports;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the two most current annual independent audit reports;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, etc.);
6. Fiscal reports (e.g., first interim, second interim, unaudited actuals, balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings for review and discussion;
7. The most current annual independent audit report is submitted to the appropriate agencies, including the school's chartering authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)), or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).

***Existing School
3 (Proficient)***

To receive a rating of 3 (Proficient), an existing school, at a minimum, meets all of the Required and at least five (5) of the Supplemental Criteria listed below.

REQUIRED CRITERIA

1. Net assets are positive in the most current annual independent audit report;
2. The cash balance at the beginning of the school year is positive;
3. The most current annual independent audit report shows no material weaknesses, deficiencies and/or findings;
4. If applicable, federal, state, and other public agency audits/reviews (e.g., CalSTRS, CalPERS, FCMAT, USDE, CDE, IRS, etc.), at the time of the oversight visit, show outstanding findings, and the school is able to demonstrate evidence of remedies in addressing these findings;
5. Vendors and staff are generally paid in a timely manner;
6. Governing board approves fiscal policies and procedures, at a minimum, once prior to each charter renewal term;
7. Charter school generally adheres to the governing board-approved fiscal policies and procedures;



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 5/28/25

8. Governing board adopts the annual budget;
9. Governing board reviews and/or discusses audited financial statements submitted to LAUSD;
10. If applicable, governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD;
11. There is no apparent conflict of interest;
12. The Education Protection Account allocation and expenditures and audited financial statements are posted on the charter school's website;
13. The LCAP is submitted to the appropriate agencies;
14. Reasonable requests for information made by the Charter Schools Division and LAUSD are generally processed or submitted by the charter school in a timely manner;
15. There are no significant recurring issues cited in the Areas Noted for Further Growth and/or Improvement;
16. If applicable (when audited and unaudited actuals do not mirror each other), at least partial explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements;
17. Proper segregation of duties is generally in place;
18. If applicable, the charter school is in the process of resolving outstanding fiscal issues cited in a Notice issued by the CSD as part of its tiered intervention process; and
19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are partially met by the required deadline(s).

Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in CCR, Title 5, Section 15450 ([5 CCR § 15450 Reserves](#)) (i.e., unrestricted fund balance divided by total expenditures) in the most current annual independent audit report;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the most current annual independent audit report;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current annual independent audit report;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the most current annual independent audit report;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, etc.);
6. Fiscal reports (e.g., first interim, second interim, unaudited actuals, balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings for review and discussion;
7. The most current annual independent audit report is submitted to the appropriate agencies, including the school's chartering authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25

**Existing School
2 (Developing)**

*An existing school would receive a rating of **2 (Developing)** if the charter school is not eligible for the rating of **Accomplished or Proficient**, but at a minimum, meets all of the Required and at least four (4) of the Supplemental Criteria listed below.*

REQUIRED CRITERIA

1. Net assets are positive in the most current annual independent audit report; net assets are negative with strong trend towards becoming positive (be positive at the end of the third year per the applicable interim financials); or the school's financial condition fluctuates from year to year, with significant net losses, leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years;
2. The cash balance at the beginning of the school year is positive; and
3. Governing board approves fiscal policies and procedures, at a minimum, once prior to each charter renewal term.

Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in CCR, Title 5, Section 15450 ([5 CCR § 15450 Reserves](#)) (i.e., unrestricted fund balance divided by total expenditures) in the most current annual independent audit;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the most current annual independent audit;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current annual independent audit;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the most current annual independent audit;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, etc.);
6. Fiscal reports (e.g., first interim, second interim, unaudited actuals, balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings for review and discussion;
7. The most current annual independent audit report is submitted to the appropriate agencies, including the school's chartering authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 5/28/25
**Existing School
1 (Unsatisfactory)**

An existing school would receive a rating of 1 (Unsatisfactory) based on the conditions described below.

An Unsatisfactory rating is assessed based on the following conditions, including, but not limited to:

A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for *Accomplished*, *Proficient*, or *Developing* above. The charter school was given a certain period of time to address the fiscal concerns of LAUSD (including, but not limited to, repeat material weaknesses, significant deficiencies, and/or significant audit findings disclosed in the charter operator's most recent annual independent audit report, noncompliance with Generally Accepted Accounting Principles (GAAP), applicable law, LAUSD charter policy, and the school's approved charter, conflicts of interest, unresolved significant fiscal management issues, outstanding notices, etc.), but failed to provide a satisfactory response. The charter school has shown no *feasible* financial plans, and/or immediate sources of funding to maintain a viable budget and/or sustain the school's operation to mitigate the negative fiscal condition. The charter school's governing board members and/or leadership lack fiscal capacity.

Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

**New School
2 (Developing)**

A new school would receive a rating of 2 (Developing) if the charter school, at a minimum, meets all of the Required Criteria listed below.

REQUIRED CRITERIA

1. Interim reports and/or unaudited actuals project positive net assets;
2. Projected debt, if any, is managed efficiently and will not cause the charter school to end the fiscal year with negative net assets. The non-profit organization is financially viable to support the charter school;
3. If enrollment is significantly below the enrollment per the school's *Pupil Estimates for New or Significantly Expanding Charters* report and/or its approved petition budget, the charter school has made significant adjustments in their operations to allow for the reduced income, and submitted a revised viable three-year budget and three-year cash flow projections;
4. Governing board adopts the annual budget;
5. Governing board reviews and discusses the charter school's financial reports as evidenced by the governing board meeting minutes;
6. Reasonable requests for information made by the Charter Schools Division and LAUSD are processed or submitted by the charter school in a timely manner; and
7. The LCAP is submitted to the appropriate agencies.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: Palisades Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 5/28/25

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

***New School
1 (Unsatisfactory)***

A new school would receive a rating of 1 (Unsatisfactory) based on the conditions described below.

An Unsatisfactory rating is assessed based on the following conditions, including, but not limited to:

A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for *Developing*. The charter school was given a certain period of time to address the fiscal concerns of LAUSD (including, but not limited to, noncompliance with Generally Accepted Accounting Principles (GAAP), applicable law, LAUSD charter policy, and the school's approved charter, conflicts of interest, unresolved significant fiscal management issues, outstanding notices, etc.), but failed to provide a satisfactory response. The charter school has shown no *feasible* financial plans, and/or immediate sources of funding to maintain a viable budget and/or sustain the school's operation to mitigate the negative fiscal condition. The charter school's governing board members and/or leadership lack fiscal capacity.

Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

Coversheet

2024-2025 Unaudited Actuals

Section:	VIII. Finance
Item:	A. 2024-2025 Unaudited Actuals
Purpose:	Vote
Submitted by:	
Related Material:	2024-2025 Unaudited Actuals.pdf



PALISADES
CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Palisades Charter High School – Board Meeting – Agenda – Tuesday August 19, 2025 at 5:00 PM

Coversheet

Unaudited Actuals

Section:

Item:

Purpose

Review / Approval

Submitted by:

Related Material:

1. Unaudited Actuals [Review/Approve]
 - a. SACS Form 62

FY24-25 Palisades High School Unaudited Actuals



ADA = 2745.21		24-25		
		Unaudited Actuals	Year-End Est	Variance
				7/1 Budget
Revenues				
State Aid - LCFF Revenue				
8011	LCFF State Aid	12,999,858	18,054,058	(5,054,200)
8012	Education Protection Account	11,367,365	6,470,248	4,897,117
8019	State Aid - Prior Year	10,140	(85,244)	95,384
8096	In Lieu of Property Taxes	11,583,249	11,426,166	157,083
		35,960,612	35,865,228	95,384
Federal Revenue				
8181	Special Education - Entitlement	707,797	715,428	(7,631)
8220	Federal Child Nutrition	174,414	145,600	28,814
8290	Title I, Part A - Basic Low Income	295,170	292,162	3,008
8291	Title II, Part A - Teacher Quality	57,142	56,781	361
8293	Title III - Limited English	-	1,189	(1,189)
8296	Other Federal Revenue	272,057	254,949	17,108
8299	Prior Year Federal Revenue	4,142	-	4,142
		1,510,722	1,486,935	23,787
Other State Revenue				
8311	State Special Education	2,547,912	2,462,080	85,832
8520	Child Nutrition	520,851	492,000	28,851
8550	Mandated Cost	154,815	154,815	-
8560	State Lottery	778,542	749,412	29,130
8598	Prior Year Rev/Adj	245,468	-	245,468
8599	Other State Revenue	532,112	605,657	(73,545)
		4,779,700	4,463,964	315,736
Other Local Revenue				
8634	Food Service Sales	12,272	-	12,272
8650	Lease and Rental Income	470,520	455,153	15,367
8660	Interest Revenue	603,556	465,000	138,556
8670	Transportation Rev (PY Adj)	544,024		
8690	Other Local Revenue	12,202		12,202
8697	Ins Claim - Revenue	9,343,473	10,338,561	(995,088)
8699	School Fundraising	1,324,742	1,154,742	170,000
		12,310,789	12,413,456	(102,667)
Total Revenue				
		54,561,822	54,229,583	332,239
Expenses				
Certificated Salaries				
1100	Teachers' Salaries	14,346,537	14,318,198	28,339
1170	Teachers' Substitute Hours	361,869	361,714	155
1200	Pupil Support Salaries	1,337,256	1,325,792	11,464
1300	Administrators' Salaries	1,001,439	971,841	29,598
		17,047,101	16,977,545	69,556
Classified Salaries				
2100	Instructional Salaries	828,181	840,526	(12,345)
2200	Support Salaries	294,712	292,343	2,369
2300	Classified Administrators'	627,474	622,489	4,985
2400	Clerical and Office Staff Salaries	2,089,231	2,101,755	(12,524)
2900	Other Classified Salaries	1,314,109	1,376,251	(62,142)
		5,153,706	5,233,364	(79,658)
Benefits				
3101	STRS	3,210,535	3,276,236	(65,701)
3202	PERS	1,279,856	1,368,145	(88,289)
3301	OASDI	316,542	333,285	(16,743)
3311	Medicare	319,974	322,058	(2,084)
3401	Health and Welfare	4,004,044	4,046,658	(42,614)
3501	State Unemployment	18,023	11,106	6,917
3601	Workers' Compensation	183,961	292,098	(108,137)
3901	Other Benefits	800,000	684,858	115,142
		10,132,935	10,334,444	(201,509)
Books and Supplies				
4100	Textbooks and Core Curricula	72,431	46,987	25,444
4200	Books and Other Materials	4,759	-	4,759
4302	School Supplies	280,328	257,291	23,037
4305	Software	52,193	-	52,193
4310	Office Expense (Copiers/Tech)	57,955	35,923	22,032

FY24-25 Palisades High School Unaudited Actuals



		24-25		
		Unaudited Actuals	Year-End Est	Variance
				7/1 Budget
ADA = 2745.21				
4311	Other Supplies (Operating)	119	47,753	(47,634)
4400	Noncapitalized Equipment	555,990	554,246	1,744
4700	Food Services	257,874	302,694	(44,820)
		1,281,649	1,244,894	36,755
Subagreement Services				
5101	Nursing	-	-	-
5102	Special Education	641,502	571,338	70,164 *
5103	Substitute Teacher	2,132	-	2,132
5104	Transportation	788,039	709,385	78,654
5105	Security	522,956	465,758	57,198 *
5106	Other Educational Consultants	772,447	687,961	84,486 *
		2,727,077	2,434,442	292,635
Operations and Housekeeping				
5201	Auto and Travel	9,274	6,200	3,074
5300	Dues & Memberships	571,404	558,000	13,404
5400	Insurance	503,544	584,202	(80,658)
5501	Utilities	375,576	410,000	(34,424)
5502	Janitorial Services	762,555	679,152	83,403 *
5516	Miscellaneous Expense	28,758	12,000	16,758
5900	Communications	43,789	52,972	(9,183)
5901	Postage and Shipping	2,524	-	2,524
		2,297,426	2,302,526	(5,100)
Facilities, Repairs and Other Leases				
5601	Rent	-	-	-
5602	Additional Rent	2,767	-	2,767
5603	Equipment Leases	3,845	-	3,845
5604	Other Leases	5,115	-	5,115
5615	(moved to 5816)	-	-	-
5610	Repairs and Maintenance	329,751	310,000	19,751
		341,478	310,000	31,478
Professional/Consulting Services				
5801	IT	3,565	4,500	(935)
5802	Audit & Taxes	8,886	50,000	(41,114)
5803	Legal	416,411	330,644	85,767
5804	Professional Development	111,446	87,500	23,946
5805	General Consulting	890,094	792,741	97,353 *
5806	Special Activities/Field Trips	9,263	-	9,263
5807	Bank Charges	773	-	773
5808	Printing	1,517	-	1,517
5809	Other taxes and fees	(29,721)	3,750	(33,471)
5810	Payroll Service Fee	54,418	-	54,418
5811	Management Fee	75	-	75
5812	District Oversight Fee	359,505	358,652	853
5814	SPED Encroachment (20% Fee)	651,142	635,502	15,640
5815	Public Relations/Recruitment	3,525	1,200	2,325
5816	Insurance Costs	9,343,473	10,338,561	(995,088)
		11,824,372	12,603,050	(778,678)
Depreciation				
6900	Depreciation Expense	929,793	1,140,000	(210,207)
		929,793	1,140,000	(210,207)
Total Expenses		51,735,537	52,580,265	(844,728)
Surplus (Deficit)		2,826,285	1,649,318	1,176,967
Memo:				
	Unrestricted	1,951,543	560,224	-> est incl contingency for Audit Adj
	Restricted (Local 9xxx)	874,742		
Memo: Net Assets		16,587,059		
	Ending Fund Balance	16,587,059		
	Reserve %	32.1%		
Components of EFB				
	Capital Assets (Net)	5,672,951		
	Restricted Assets	3,995,548		
	Unrestricted Net Position	6,918,560		
	% of Total Expenditures (excl Ins)	16.3%		
	# Mos. Avg Exp (excl Ins)	1.96		

Palisades Charter High School
Statement of Financial Position
June 30, 2025



Assets

Current Assets	
Cash & Cash Equivalents	17,847,119.34
Accounts Receivable	1,578,149.00
Prepaid Expenses	271,597.00
Other Current Assets	231,501.12
Total Current Assets	<u>19,928,366.46</u>
Long-term Assets	
Property & Equipment, Net	5,672,951.00
Total Long-term Assets	<u>5,672,951.00</u>
Total Assets	<u><u>25,601,317.46</u></u>

Liabilities

Current Liabilities	
Accounts Payable	1,808,355.00
Accrued Liabilities	4,919,210.00
Deferred Revenue	2,286,692.91
Total Current Liabilities	<u>9,014,257.91</u>
Total Liabilities	<u>9,014,257.91</u>
Net Assets	<u>16,587,059.55</u>
Liabilities & Net Assets	<u><u>25,601,317.46</u></u>

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62
F8AURR3NK1(2024-25)

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	35,960,612.00	35,971,294.00	0.0%
2) Federal Revenue		8100-8299	1,510,721.99	1,152,924.85	-23.7%
3) Other State Revenue		8300-8599	2,231,919.66	2,160,731.87	-3.2%
4) Other Local Revenue		8600-8799	14,858,568.58	3,723,173.24	-74.9%
5) TOTAL, REVENUES			54,561,822.23	43,008,123.96	-21.2%
B. EXPENSES					
1) Certificated Salaries		1000-1999	17,047,100.79	16,992,085.00	-0.3%
2) Classified Salaries		2000-2999	5,153,706.42	4,353,516.00	-15.5%
3) Employee Benefits		3000-3999	10,132,934.55	10,282,375.11	1.5%
4) Books and Supplies		4000-4999	1,281,648.94	1,685,459.00	31.5%
5) Services and Other Operating Expenses		5000-5999	17,190,353.19	8,529,294.59	-50.4%
6) Depreciation and Amortization		6000-6999	929,793.00	1,140,700.00	22.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			51,735,536.89	42,983,429.70	-16.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			2,826,285.34	24,694.26	-99.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			2,826,285.34	24,694.26	-99.1%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	15,126,277.49	16,587,058.83	9.7%
b) Audit Adjustments		9793	(1,365,504.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			13,760,773.49	16,587,058.83	20.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			13,760,773.49	16,587,058.83	20.5%
2) Ending Net Position, June 30 (E + F1e)			16,587,058.83	16,611,753.09	0.1%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	5,672,950.11	0.00	-100.0%
b) Restricted Net Position		9797	3,995,548.49	3,995,548.49	0.0%
c) Unrestricted Net Position		9790	6,918,560.23	12,616,204.60	82.4%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	17,847,119.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	1,578,149.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	271,597.00		
8) Other Current Assets		9340	231,501.12		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62
F8AURR3NK1(2024-25)

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	13,309,719.72		
e) Accumulated Depreciation - Buildings		9435	(8,965,770.00)		
f) Equipment		9440	3,837,142.39		
g) Accumulated Depreciation - Equipment		9445	(2,508,142.00)		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			25,601,316.23		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	6,727,564.49		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	2,286,692.91		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	0.00		
d) Compensated Absences		9665	0.00		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	0.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			9,014,257.40		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
(must agree with line F2) (G11 + H2) - (I7 + J2)			16,587,058.83		
LCFF SOURCES					
Principal Apportionment					
State Aid - Current Year		8011	12,999,858.00	18,071,133.00	39.0%
Education Protection Account State Aid - Current Year		8012	11,367,365.00	6,473,995.00	-43.0%
State Aid - Prior Years		8019	(170,086.00)	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	11,763,475.00	11,426,166.00	-2.9%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			35,960,612.00	35,971,294.00	0.0%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	174,414.02	312,785.85	79.3%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	707,774.00	423,400.00	-40.2%
Title I, Part A, Basic	3010	8290	295,170.00	292,162.00	-1.0%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62
F8AURR3NK1(2024-25)

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	57,142.00	56,781.00	-0.6%
Title III, Immigrant Student Program	4201	8290	0.00	0.00	0.0%
Title III, English Learner Program	4203	8290	0.00	20,826.00	New
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other Every Student Succeeds Act	3040, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	21,215.00	0.00	-100.0%
Career and Technical Education	3500-3599	8290	46,969.62	46,970.00	0.0%
All Other Federal Revenue	All Other	8290	208,037.35	0.00	-100.0%
TOTAL, FEDERAL REVENUE			1,510,721.99	1,152,924.85	-23.7%
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan					
Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	520,850.69	592,258.15	13.7%
Mandated Costs Reimbursements		8550	154,815.00	156,586.78	1.1%
Lottery - Unrestricted and Instructional Materials		8560	778,541.56	749,876.40	-3.7%
Expanded Learning Opportunities Program (ELO-P)	2600	8590	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
Arts and Music in Schools (Prop 28)	6770	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	303,397.00	270,586.00	-10.8%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	474,315.41	391,424.54	-17.5%
TOTAL, OTHER STATE REVENUE			2,231,919.66	2,160,731.87	-3.2%
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	12,271.85	50,000.00	307.4%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	470,519.51	425,000.00	-9.7%
Interest		8660	603,555.83	350,000.00	-42.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	544,024.46	0.00	-100.0%
Interagency Services		8677	2,547,780.00	2,548,173.24	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	10,680,417.13	350,000.00	-96.7%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62
F8AURR3NK1(2024-25)

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			14,858,568.58	3,723,173.24	-74.9%
TOTAL, REVENUES			54,561,822.23	43,008,123.96	-21.2%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	14,708,406.14	14,208,790.00	-3.4%
Certificated Pupil Support Salaries		1200	1,337,255.65	1,891,811.00	41.5%
Certificated Supervisors' and Administrators' Salaries		1300	1,001,439.00	891,484.00	-11.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			17,047,100.79	16,992,085.00	-0.3%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	828,180.99	820,053.00	-1.0%
Classified Support Salaries		2200	294,711.79	219,713.00	-25.4%
Classified Supervisors' and Administrators' Salaries		2300	627,473.51	494,839.00	-21.1%
Clerical, Technical and Office Salaries		2400	2,089,230.91	1,952,638.00	-6.5%
Other Classified Salaries		2900	1,314,109.22	866,273.00	-34.1%
TOTAL, CLASSIFIED SALARIES			5,153,706.42	4,353,516.00	-15.5%
EMPLOYEE BENEFITS					
STRS		3101-3102	3,210,535.21	3,245,488.24	1.1%
PERS		3201-3202	1,279,855.69	1,167,177.64	-8.8%
OASDI/Medicare/Alternative		3301-3302	636,516.27	579,429.21	-9.0%
Health and Welfare Benefits		3401-3402	4,004,043.70	4,288,991.00	7.1%
Unemployment Insurance		3501-3502	18,023.09	10,672.80	-40.8%
Workers' Compensation		3601-3602	183,960.59	190,616.22	3.6%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	800,000.00	800,000.00	0.0%
TOTAL, EMPLOYEE BENEFITS			10,132,934.55	10,282,375.11	1.5%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	72,431.38	74,890.00	3.4%
Books and Other Reference Materials		4200	4,758.60	0.00	-100.0%
Materials and Supplies		4300	390,594.77	586,031.00	50.0%
Noncapitalized Equipment		4400	555,990.05	642,520.00	15.6%
Food		4700	257,874.14	382,018.00	48.1%
TOTAL, BOOKS AND SUPPLIES			1,281,648.94	1,685,459.00	31.5%
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	2,727,077.23	3,132,870.00	14.9%
Travel and Conferences		5200	9,274.35	6,200.00	-33.1%
Dues and Memberships		5300	571,404.05	518,747.00	-9.2%
Insurance		5400-5450	503,544.07	587,351.00	16.6%
Operations and Housekeeping Services		5500	1,166,890.01	909,896.00	-22.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	341,478.41	1,046,300.00	206.4%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	11,824,371.78	2,274,430.59	-80.8%
Communications		5900	46,313.29	53,500.00	15.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			17,190,353.19	8,529,294.59	-50.4%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	929,793.00	1,140,700.00	22.7%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			929,793.00	1,140,700.00	22.7%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62
F8AURR3NK1(2024-25)

Description	Resource Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			51,735,536.89	42,983,429.70	-16.9%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Function

19 64733 1995836
Form 62
F8AURR3NK1(2024-25)

Description	Function Codes	Object Codes	2024-25 Unaudited Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	35,960,612.00	35,971,294.00	0.0%
2) Federal Revenue		8100-8299	1,510,721.99	1,152,924.85	-23.7%
3) Other State Revenue		8300-8599	2,231,919.66	2,160,731.87	-3.2%
4) Other Local Revenue		8600-8799	14,858,568.58	3,723,173.24	-74.9%
5) TOTAL, REVENUES			54,561,822.23	43,008,123.96	-21.2%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		26,107,548.41	26,460,153.82	1.4%
2) Instruction - Related Services	2000-2999		18,626,698.10	8,190,170.21	-56.0%
3) Pupil Services	3000-3999		2,624,491.35	3,481,341.01	32.6%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		1,388,780.25	1,114,017.66	-19.8%
8) Plant Services	8000-8999		2,988,018.78	3,737,747.00	25.1%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			51,735,536.89	42,983,429.70	-16.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			2,826,285.34	24,694.26	-99.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			2,826,285.34	24,694.26	-99.1%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	15,126,277.49	16,587,058.83	9.7%
b) Audit Adjustments		9793	(1,365,504.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			13,760,773.49	16,587,058.83	20.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			13,760,773.49	16,587,058.83	20.5%
2) Ending Net Position, June 30 (E + F1e)			16,587,058.83	16,611,753.09	0.1%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	5,672,950.11	0.00	-100.0%
b) Restricted Net Position		9797	3,995,548.49	3,995,548.49	0.0%
c) Unrestricted Net Position		9790	6,918,560.23	12,616,204.60	82.4%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Exhibit: Restricted Net Position Detail

19 64733 1995836
Form 62
F8AURR3NK1(2024-25)

Resource	Description	2024-25 Unaudited Actuals	2025-26 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	117,233.10	117,233.10
6266	Educator Effectiveness, FY 2021-22	489,896.46	489,896.46
7028	Child Nutrition: Kitchen Infrastructure Upgrade Funds	6,984.73	6,984.73
7032	Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds	232,383.00	232,383.00
7413	A-G Learning Loss Mitigation Grant	81,051.25	81,051.25
7435	Learning Recovery Emergency Block Grant	1,845,367.00	1,845,367.00
9010	Other Restricted Local	1,222,632.95	1,222,632.95
Total, Restricted Net Position		3,995,548.49	3,995,548.49

Coversheet

2024-2025 Education Protection Account (EPA) Actuals Report

Section:	VIII. Finance
Item:	B. 2024-2025 Education Protection Account (EPA) Actuals Report
Purpose:	Vote
Submitted by:	
Related Material:	2024-2025 Education Protection Account (EPA) Actuals Report.pdf



PALISADES
CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Palisades Charter High School – Board Meeting – Agenda – Tuesday August 19, 2025 at 5:00 PM

Coversheet

Education Protection Account (EPA) Actuals

Section:

Item:

Purpose

Review / Approval

Submitted by:

Related Material:

1. Education Protection Account (EPA) Actuals Exhibit [Review/Approve]

2024-25 Education Protection Account ACTUALS
Program by Resource Report
Revenue and Expenditures by Function - Detail
PALISADES CHARTER HIGH SCHOOL

Actuals for Revenue and Expenditures through: June 30, 2025
For Education Protection Account (Resource 1400)

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	11,367,365.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		11,367,365.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	11,367,365.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		11,367,365.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

Coversheet

Personnel Items

Section:	IX. Consent Agenda
Item:	B. Personnel Items
Purpose:	Vote
Submitted by:	
Related Material:	Personnel Consent Agenda 08_19_2025.pdf



PALISADES

CHARTER HIGH SCHOOL

Empowering Educational Excellence.

PCHS BOARD CONSENT AGENDA: PERSONNEL ITEMS **August 19, 2025**

Approve/Ratify Certificated Employment

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Lucas, Avery	Certificated Nurse	8/1/25
Mikkelson, Nels	English Teacher	7/1/25
Whiteley, Amie	Admin. Dir. Student Support Services	7/1/25
Wilson, Joshua	Admin. Dir. Athletics, Discipline & Activities	7/30/25
Drost, Katherine	Math Teacher	8/11/25
Martin, Catalina	School Counselor	8/11/25
Calderon, Christopher	Spanish Teacher	8/11/25
Lopez-Lucero, Sergio	Math Teacher	8/11/25
Ayala, Maribel	Spanish Teacher	8/11/25

Approve/Ratify Classified Employment

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Dezurn, Donte	Football Coach	7/10/25
Flowers, Chayel	Football Coach	7/10/25
Sanchez, Gilbert		7/1/25
Padilla, Reynaldo	Head JV Football Coach	8/5/25
Eiseman, Jonas	Basketball Coach	8/13/25
Shannyn Sul	VAPA	8/11/25
Kiichi Okumura	VAPA	8/11/25

Approve/Ratify Retirement/Resignation/Termination

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Flores, Nayeli	Special Education Assistant	08/27/25