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Palisades Charter High School Board of Directors Regular Meeting on September 21, 2004

Called to order 7:07 p.m.

In attendance: Edward Kim	Harriet Leva
Gay Chambers	Jonathan Fielding
Tina Lee	Jack Sutton
Minh Ha Ngo	Jim Suhr
Libby Butler	Sarah Greenstein
Ruth Simon	Dr. Gloria Martinez
Greg Wood	Bud Kling

Minutes:

Minutes of August 24, 2004 regular meeting approved, as amended. CA Exit Exam scores amended to 90 % pass for language arts and 87 % for math.

Standing Committees:

Board decided that committee reports need to be systematically distributed to all appropriate people prior to Board meetings. Standards and deadlines for report dissemination should be clarified. Social work intern will assist with this.

- **Assessment and Accountability:**
Meetings are weekly. Meeting 9/22/04 will address professional learning groups to develop common assessments, both formative and summative. Target goals and standards will be provided.
- **Communications:**
Meetings have been moved to second Thursday of each month. Problems getting information to the webmaster were identified. Tech support person is being interviewed; responsibilities will include supervision of website and communication issues.
- **Education Programs:**
Committee needs reports from the different departments in order to know what the designated expectations and roles are for the committee. Suggestion was made to look to the by-laws for clarification.
- **Finance and Budget:**
Department budgets for teachers for IMA and instructional materials were approved. Technology spending report on budget for phases 1 & 2 was presented. Budget requests for additional funds for traveling teachers were approved; 28 out of 106 teachers are traveling. Bus money for education enrichment activities approved. \$7,500 approved for music and science materials. Seven P.E. department auxiliaries approved.
- **Grants and Fundraising:**
Grant information from Fedco has been disseminated to all of the teachers. Need was expressed for someone to seek out potential funding resources, someone to oversee overall fundraising plan, and someone to link teachers to potential sources. Priorities/ roles of booster club in grant writing needs to be clarified. Motion approved to transfer

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Grants and Fundraising committee to become a sub-committee of the Finance and Budget Committee.

- Human Resources:
Meeting last month submitted and approved teacher salary increases. All teaching positions are filled except for one Social Studies position, which is temporarily filled by a substitute. Special Needs Coordinator position is still open. EAST (Environmental and Spatial Technology) classes, approved last year, are smaller than expected with 2 classes with 7 and 8 students respectively. Board expressed concern over efficiency of such small class sizes in terms of computer usage. Principal and executive director have authority to address these concerns independently.
- Operations and Facilities:
Next meeting set for 9/22/04. Two issues identified: internal and external wiring difficulties. By next Board meeting, there will be a functioning, revised website with a plan and strategy for further development and maintenance. **Action to be completed by Jack Sutton.** A timetable will be available as well. There is a reasonable assessment in progress to determine why only 10 % of internet speed potential is being actualized.
- Policy:
Meeting set for 9/22/04.

Executive Director's Report:

- LAUSD Test Score Chart and 2004 Accountability Progress Report distributed. Palisades High's API score of 755 places number 5 in the district.
- Process regarding expulsions and the Gutierrez case had not met procedure. Update: one student is currently attending Temescal Continuation School. Discipline policy and expulsion procedure discussed. Jack Sutton recommended a separate expulsion committee comprised of retired (assistant)/ principals to hear expulsion cases and make recommendations to the Board. Frequency and nature of expulsions discussed. Criteria for expulsion differ in charter wording, faculty handbook and student handbook. *-Issue identified:* pros and cons of opportunity transfer agreements. Opportunity transfers are not permitted according to the wording of the charter language; students must have due process in all potential expulsion cases. **Action needed: to work with attorneys to clarify discipline policy.**
- Classroom size/space issues: Options to add classrooms/bungalows discussed. Concern remains, would LAUSD raise student capacity if additional classroom space is built? Does the Rodriguez Consent Decree apply to Palisades High as a charter school? Can the boosters' club be involved? **Action: Jack Sutton will pursue Ad-hoc committee to address the options for re-allocation of space.**
- Motion to add Jack Sutton as a signatory on financial accounts approved.

Principals' Report:

- Facilities Report: Meeting with John Napali, LAUSD Director of Facilities, on 9/20/04 determined that 8 pending projects are still in the same planning stages as one month ago. Projects include building an elevator, classroom air conditioning, signage for handicapped parking, backstreet pavement/potholes. How should we approach the pending projects? Suggestions included getting the opinion of the council about documenting correspondence with LAUSD regarding liability of elevator and other

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building, paying for small projects and either deducting facilities charges or billing the district, and meeting with Paul Matoya (John Napali's supervisor) from LAUSD.

- Discipline Policy: Meeting with Brian Bauer from Granada Hills Charter regarding wording of discipline policy in charters is planned for October 6, 2004.
- Other: Nurse has been hired.
Carbonated drinks have been removed from campus. ASB to determine food items sold in cafeteria, student store, and vending machines.

Board Ratification:

Board ratification of the selection of Minh Ha Ngo as corporate Board Secretary.

UTLA:

By September 30, UTLA will provide proposal. Conflict of interest: teachers cannot participate in process of negotiations at all. Board will meet in closed session on Tuesday, October 5, at 6:00 p.m.

State Superintendent High School Summit:

October 25-26, 2004. Do we want to support a team or a representative to go? Executive Director will put in a request to the professional development team.

News:

- Faculty association is working to amend constitution to reflect charter status. Proposal has been passed to have interim faculty association meetings in order to present reports to Board. New faculty association link will be elected by student government next month.
- There is a community representative seat open; what is the process for community involvement? Suggestion was made to encourage faculty to spread the word re: open seat. Ruth Simeon, Jack Sutton, and Jonathon Fielding agreed to work together to help publicize new roles of principal, consultant and executive director and to follow up on traveling parent input.
- We will join the Chamber of Commerce to expand the role of the high school in the community.

Student Concerns:

- Why has the El Medio gate been closed? *Answer*- city government regulations.
- The late P.A. announcements conflicts with teacher and student concentration.
- Soda and candy removal was questioned.
- Student body is looking forward to formally welcoming Dr. Martinez as new principal.

Closed Session:

Open session adjourned at 9:28 to begin closed session.

Next Meeting Date:

Monday, October 18, 2004 @ 5:00 p.m.

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