

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS**
Minutes of February 21, 2006 Meeting

OPEN SESSION

I. WELCOME

A. *Call to order – Minh Ha Ngo*

B. *Roll call – Minh Ha Ngo*

Members Present:

Ann Davenport Minh Ha Ngo
Patrice Fisher Mary Red Clay
Victoria Francis Rene Rodman
Dick Held Jim Suhr
Gretchen Miller Rosalind Wolf

Ex-Officio Members Present:

Gloria Martinez
Greg Wood
Katie Linahon (alternate)

C. *Approval of Minutes*

Minutes from January 17, 2006 were approved unanimously with one abstention (Fisher). See final version of approved minutes on palihigh.org website.

II. PUBLIC SPEAKERS:

A. *Lorie Kraus (Parent):*

Questioning lack of choral music program at PCHS, mentioned high quality of choral music at Paul Revere. Possibility of starting choral music as a club activity and perhaps expand from there. Mrs. Davenport indicates that hiring effort for choral music teacher remains open and choral classroom exists, so PCHS is ready to implement such a program once a qualified, certified instructor can be hired.

B. *Carolyn Herrmann (Parent/Booster Club):*

Silent auction committee concern over canceling sale of “program adjustments”, a major fundraising item at both Silent Auction and Casino Night raffle. Discussion of equity issues and fairness.

⇒ **Board approved the raffle of program adjustments, 7 yes (Held, Suhr, Ngo, Rodman, Fisher, Miller, Francis), 2 no (Wolf, Red Clay) and 1 abstention (Davenport). Board will defer the Silent Auction discussion of program adjustments until the next Board meeting March 21st.**

- C. *Dexter O'Connell (Student):*
Supports choral music program at PHCS. 9th Grade Integrated Science faculty attended a conference recently. Grading based on other students' attendance and homework performance is used a motivator. Student requests more rigor in Integrated Science curriculum.
⇒ **The concern was referred to the Science Department, the Educational Programming Committee, and the student concerns committee of Student Leadership.**
- D. *Scott MacGilvray (Parent):*
Trying to begin discussion of what the ideal student enrollment of PCHS should be before 2006-07 student acceptances are mailed out. Question of what final enrollment is included in the approved charter? If acceptances are mailed out based on a 2750 student capacity, we are essentially giving up on class size reduction for another year. Suggests we target 200 students less than we have currently to give the school some breathing room.
⇒ **Board responded that Charter does specifically require head counts for PWT, for Public School Choice, for Magnet, and for other categories but the document does not specifically mention the 2760 capacity number. Revere anticipates 702 students attending PCHS next fall. If all students actually attend, there would be very few spaces available for general charter admissions.**

III. ACTION ITEMS

- A. *Discussion and Approval of Budget & Finance Committee Recommendations Regarding ASB Finance Office:*
Research of the ASB budget and discussion with Mr. Braithwaite indicates the ASB budget appears in "good shape", i.e., organized, but needs reformatting. There is no current independent accounting or systematic school oversight of ASB accounts or expenditures. The concept of a systematic review is acceptable to Mr. Braithwaite. Discussion included questions regarding adherence to policies by faculty and staff (ASB has covered unauthorized expenditures by rogue staff), whether earmarked funds are used to cover other expenditures, current ASB staff that costs as much as the budget it manages, and inclusion of students in ASB budget and expenditure processes. It is necessary for all school financial operations to operate with efficiency and transparency; in other words, all stakeholders should have the opportunity to participate in the development and review of all expenditures to ensure the school and its students receive maximum benefit. ASB currently reports to Mrs. Atlas, but the financial reporting structure does not currently require audits or other controls.
RECOMMENDATION: The ASB Finance Office shall be under supervision of the Executive Director. The Budget & Finance Committee shall provide oversight of ASB budget and

expenditures; and ASB shall undergo an annual independent audit conducted at school expense.

⇒ **Board deferred discussion to Closed Session tonight because of personnel issue.**

B. *Approval of the Consolidated Application*

Part II of the application was filed by the January 31, 2006 deadline. Official Board Approval is required for this application. A copy will be made available to any Board Member wanting to review this application. The application is for Federal Funding of Title I-Part A (NCLB), Title II-Part A (Teacher & Principal Training), Title II-Part D (Education with Technology), Title IV (Safe & Drug Free Schools) & Title V- (Innovative Programs). PCHS has not been apportioned for its Title I & Title II-Part A funding due to a report not being submitted that PCHS was not aware of being required. This report was subsequently submitted through the County. I've had conversations with the CDE person responsible for funding and we should see the funding apportionment in early March. This funding will be delayed but not lost.

⇒ **Board unanimously approved the Academic Principal signing the Consolidated Application.**

C. *Submission of Form 700 (Conflict of Interest) for Board Members*

Board Members are required to submit a Form 700 regarding conflicts of interest. We will receive customized forms at the meeting. Greg Wood volunteered to serve as PCHS' filing officer.

⇒ **Board unanimously approved the designation of Greg Wood as the school's filing officer, and noted the April 1st filing deadline.**

D. *Approval of 2006-2007 School Calendar
(see draft of calendar attached)*

Mrs. Davenport reported that the current draft includes 180 total days, which exceeds the 175 minimum days required by law. Dates for Dolphin Days are to be determined.

⇒ **Board unanimously approved the proposed 2006-07 school calendar.**

E. *Adoption of Revised Human Resources Hiring Procedures Recommendation*

⇒ **Item tabled until next Board meeting.**

IV. DISCUSSION ITEMS

A. *Update on Room J121 Progress*

John Napoli reported that as of February 10th the District’s electricians were onsite splitting the light circuits to allow for the installation of the wall. The construction materials are being bid out because the total dollar amount exceeds LAUSD small contract guidelines, and John expects to have P.O. to a vendor for the material within 2 weeks. LAUSD reports that materials will be delivered February 24th, and work is to commence that day with an estimated completion of March 30th.

B. *Update on Executive Director Search*

The Search Committee has been expanded to include all parties who expressed an interest in participating, and now includes –

Administration	Faculty	Staff	Parents
Gloria Martinez	Minh Ha Ngo	Sandy Duarte	Jim Suhr
Margaret Evans	Joi Tanita	Gretchen Miller	Patrice Fisher
	Linda Ello		
	Sandra Martin		
	Ruth Mills		
	Aileen Scibetta		

We have engaged Rick Castallo as an executive search consultant, have revised and updated the position description and announcement (see attachments), and are now actively advertising. Candidates will be screened and interviewed by the committee on a rolling basis, with the intent of having a slate of final candidates ready for review by all PCHS stakeholders by early April.

C. *Update On Restructuring of Governance*

Deferred until Bud Kling’s return and completion of WASC visitation.

D. *Confirmation Of Next Meeting For March 21st*

Meeting time debated; proposal to alternate meeting times not approved; students may have more interest and ability to attend at 3:30. Proposed that next meeting only start at 3:30pm, unanimously approved.

⇒ **Next Board meeting will be on March 21st from 3:30-6 pm.**

V. ORGANIZATION REPORTS

A. *Student Report – Katie Linahon*

1. Senior Show opens March 3rd, including matinee after school.

2. Spirit Days – Disco Day, Sadie Hawkins Day, Pali Idol Day with celebrity judges, etc.
3. Question of message board completion date and operational control over placement of content on the sign. Mrs. Atlas is in charge of the board in the quad, though Student Leadership would like responsibility.

B. *Academic Principal's Report – Dr. Gloria Martinez*

1. The WASC visit begins on Sunday, March 5th. The team would like to meet with board members and key personnel that afternoon. Staff developed a new set of Expected School-wide Learning Results (ESLRs), the “Four C’s”, which Board Members are asked to familiarize themselves with prior to the meeting. Students will be involved in two separate sessions.
2. The Joint Powers Authority approved last month by the Board is now requesting a financial contribution of up to \$14.88 per ADA. Board will be asked to decide on financial commitments at next meeting. Ms. Wolfe suggested that we ask to have a PCHS officer serve on either the Executive or Finance Committees considering our size and the potential for financial exposure.
3. Enrollment process strictly following the lottery procedure discussed by the Board at last month’s meeting will cause an undue burden on Mrs. Evans office, and will be seeking approval for some number of additional hours from Human Resources Committee. Logistics are still being worked out for precise implementation of lottery processes, which is scheduled for March 15th.

C. *Chief Business Officer's Report – Greg Wood*
(see CBO report attached)

1. 2006-07 Budget planning is underway; reviewed form for budget requests which will include operating, capital and human resources needs by end of April. Review process is scheduled for special Board review in early June.
2. ISIS provided timeline information, including September 2006 rollout of Phase 1 and November 13, 2006 rollout of Phase 2. Verbally committed that system would not cost any more than current SIS system, have asked again for written commitment on costs.
3. Enrollment dropped over Winter Break by 43 students and ADA by 11. Suggested adding an exit survey for those students leaving PCHS to gain information we can use to improve student retention.
4. E-Rate issue pending with LAUSD no longer permitting PCHS to make a separate application for these Federal discounts.

5. There are still STRS/PERS discrepancies. The business office is aware of the inaccuracies and is trying to fix them. Eleanor is preparing a memo to all staff on the current pension data reporting issues. Granada Hills reportedly incurring an even more significant reporting issue.

D. *Assessment and Accountability Committee*

1. Mastery Manager data management coordinators are John Rauschuber and Maggie Nance.

E. *Operations Committee Update*

1. Focus on technology implementation and priority setting.

F. *Policy Committee*

1. The March Policy Committee meeting will be rescheduled due to the WASC committee visit/report on March 8. A date that does not conflict with other committees is to be determined.

G. *Facilities Task Force Update*

1. Effort to obtain plans for existing campus buildings from LAUSD, now underway.
2. Questionnaire on facilities input and opinions has been drafted, seeking Board and student input as well as community and parent opinions. There will be one main set of questions for all, and an addendum with additional questions for staff. We are keeping it fairly short, and will follow it up with some interviews and later with a more focused survey as alternative scenarios are developed. Will post on website and have Palisadian Post print for distribution.
3. We changed our regular meeting date to the 2nd Thursday of each month.
4. The TF info is now on the Pali website and up in the Main Office.
5. We chipped in on the Measure R request, and can assist when the District does its follow-up visit to verify our needs.

VI. ADJOURNMENT

Open session ended at 8:55 pm. Board entered closed session.

VII. OPEN SESSION (report out from closed session)

A. *Teachers' Unpaid Leave Request*

⇒ **A teacher's request for a 3-week unpaid leave was not approved per unanimous vote.**

- B. *ASB Finance Office Oversight*
 - ⇒ **ASB Finance Manager will be directed to report on financial matters to the Budget and Finance Committee, and ASB shall be required to undergo an annual independent audit conducted at school expense per unanimous vote.**

2006-07 Calendar

July 10 – August 18 Dolphin Days

July 5 – August 15 Summer School

August 21 – 24 Program Adjustment Days

August 24 Parent Orientation Meeting, 7:00 PM – Mercer Hall

August 28 – 30 Buy Back Days

September 1 Holiday

September 4 Holiday

September 5 Pupil Free Day

September 6 Students return

September 9 Traveling Parent Meeting – 10:00 AM
Crenshaw High School

October 2 Unassigned Day – no school

October 5 Back to School Night – 6:30 PM

October 6 Minimum Day

October 17 Professional Development – all day

November 7, 8 CAHSEE Testing

November 10 Veterans' Day School Holiday

November 22 Unassigned Day – no school

November 23, 24 Thanksgiving Holiday

December 18 -
January 5 Winter Break

January 15 MLK Holiday

January 30 Final Exams – Periods 1, 3
Minimum Day

Approved 2/21/06

January 31	Final Exams – Periods 2, 4 Minimum Day
February 1	Final Exams – Periods 5, 6 Minimum Day
February 2	All Classes Meet – Minimum Day
February 5	Professional Development Day
February 6	Spring Semester – Periods 0, 1, 3, 5, 7 Meet
February 19	Presidents' Day
March 9	Casino Night
March 20, 21	CAHSEE Testing
March 27	Professional Development – all day
April 2 – 6	Spring Break
April 9	Unassigned Day – no school
April 13	Career Day
April 26	Showcase Night
April 27	Minimum Day
April 30 – May 11	AP Exams
May 8, 9	CAHSEE
May 14 - 25	CST Testing
May 18	Senior Prom
May 28	Memorial Day Holiday
June 11 - 15	Quiet Week
June 19	Final Exams – Periods 1, 3 Minimum Day

Approved 2/21/06

June 20	Final Exams – Periods 2, 4 Minimum Day
June 21	Final Exams – Periods 5, 6 Minimum Day
June 21	Graduation – 6:30 PM
June 22	Pupil Free Day

Notes:

1. 175 instructional days (86 fall semester/89 spring semester)

2 PFD

3 PDD

180 total days

2. Days per month

Fall semester Sept – 19 (1 PFD included)
 Oct – 21(1 PDD included)
 Nov – 18
 Dec – 11
 Jan – 17
 Feb – 2

Spring semester Feb – 17 (1 PDD included)
 Mar – 22 (1 PDD included)
 April – 15
 May – 22
 June – 16 (1 PFD included)

Approved 2/21/06

**PALISADES CHARTER HIGH SCHOOL
Chief Business Officer's Report
Board of Director's Meeting
February 21, 2006**

2006-2007 Budget Planning

The planning & calendar for the 2006-2007 School Year has been developed and started. A planning meeting was held on February 10th with the Principal, AP's & Jim Suhr to discuss the budget calendar. The budget process is starting earlier this year to allow more time to develop & discuss. Budget requests will also need to be approved by: Human Resources Committee- if personnel related; Operations & Facilities Committee- if Capital related (including Technology) or Education Programs/Human Resources Committee (as applicable) if a new program is being requested or any program that wants to expand or was approved for one year and wants to continue it. The budgets need to be reviewed and submitted to the CBO by May 1st to allow them to be compiled and organized for the Budget & Finance Committee meeting on May 8th to review the requests in detail. These requests will be asked to be summarized in priority order to assist Budget & Finance Committee in determining financial resource availability once the overall 2006-07 budget is compiled. The Calendar calls for a Special Board of Directors meeting to be held on June 6th to approve the 2006-2007 Budget. This should be a discussion item for the Board. A sample of the 2006-2007 Budget Packet will be available at the Board meeting to those interested in its content.

ISIS Update

A meeting is being held Thursday February 16 at LAUSD to discuss the MOU and timing of ISIS. Min Ha Ngo, Sophia Chock & I will represent PCHS. A report on our meeting will be presented at the Board Meeting.

Worker's Comp Update

PCHS finally received a refund of \$72,668 representing the final Worker's Compensation results for the 2004-2005 School Year. This amount was \$39,112 higher than what was anticipated at the year-end audit and will be added to the 2005-2006 Budget.

Consolidated Application to CDE

Part II of the application was filed by the January 31, 2006 deadline. The Application was prepared by the CBO in conjunction with input by the AP's and signed by the Principal. Official Board Approval is required for this application (An Action Item on the Agenda). A copy will be made available to any Board Member wanting to review this application. The application is for Federal Funding of Title I-Part A (NCLB), Title II-Part

A (Teacher & Principal Training), Title II-Part D (Education with Technology), Title IV (Safe & Drug Free Schools) & Title V- (Innovative Programs). PCHS has not been apportioned for its Title I & Title II-Part A funding due to a report not being submitted that PCHS was not aware of being required. This report was subsequently submitted through the County. I've had conversations with the CDE person responsible for funding and we should see the funding apportionment in early March. This funding will be delayed but not lost.

Attendance & ADA

The enrollment and ADA at PCHS through January 2006 is as follows:

			2005-6	
	<u>Current *</u>	<u>Prior Month</u>	<u>Prior Year</u>	<u>Budget</u>
Enrollment	2,659.0	2,702.0	2,594.0	2,601.0
ADA	2,580.7	2,591.3	2,482.5	2,500.0
ADA %	95.2%		95.0%	

*-After 86 days of instruction

As of the end of the first semester, PCHS reduced enrollment by a net of 43 students from the prior month. This is the most students reduced in any month this school year, but is still 65 students ahead of last year's enrollment (at the semester break). The financial impact of this reduction will be analyzed as part of the P2 Financial Report. The current enrollment by grade level is: 9th- 868, 10th- 710, 11th- 581 & 12th- 500.

P2 Financial Report to the State

The Second Interim Financial Report for PCHS (reporting financial results and full-year projections as of January 31, 2006) is due to LAUSD on March 3rd. This will report will be made available at the next Board meeting.

E-Rate Issue w/LAUSD

LAUSD has informed PCHS that it will not allow us to submit a separate application to the Federal Government for discounts for electronic services (i.e. Data lines, telephone line, etc.) a.k.a. "E-Rate application". PCHS does not agree with this determination but it may not be able to convince the District otherwise. This issue just came up on February 15th and is still evolving. I will update the Board at the meeting. (This is an approx. \$16,000 per year issue for 2006-2007)

Outreach to Chamber of Commerce

I have attended a number of Palisades Chamber events and have coordinated with the President of the organization to e-mail invitations to all of the Chamber members to attend the PCHS Annual Career Fair in April.

