

**PALISADES CHARTER HIGH SCHOOL  
BOARD OF DIRECTORS  
Regular Meeting of May 17, 2005**

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**I. PRELIMINARY**

**OPEN SESSION**

**A. 6:15 pm            Welcome and Roll Call            Dr. Jonathan Fielding, Board Chair**

**Members Present:**

Dr. Jonathan Fielding  
Dr. Jack Sutton  
Gay Chambers  
Jim Suhr  
Libby Butler

Harriet Leva  
Ruth Simeon  
Minh Ha Ngo  
Bud Kling  
Rosalind Wolf  
Tina Lee

**Ex Officio Members Present**

Greg Wood  
Dr. Martinez  
Edward Kim (student)

**Members Absent:**

N/A

**APPROVAL OF MINUTES of the April 19, 2005 meeting.**

- Unanimously approved with the following corrections, two abstentions.
  - The Policy committee update was erroneously excluded from the minutes. Let it be noted that the Policy committee was planning a special meeting for the month of April.
  - Georgetown was spelled wrong.
  - Palipalooza was postponed.

**WELCOME OF NEW PARENT REPRESENTATIVE OF THE BOARD**

-Rosalind Wolf was welcomed as a new parent representative of the Board of Directors.

**SPEAKERS**

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***1. Mary RedClay***

- Distributed copies of survey regarding non-profit settings
- We don't have a committee to determine plans for certain ideas → consider creating a new committee to look at what kinds of change we want to implement for our students' educational experiences.

***2. Request for funding for lights on the baseball field-***

***A.) Dick Held***

- On behalf of AYSO:
- The request for funding has gone through the neighborhood process of approval through the Community Council

- Mr. Held distributed plans approved by the DSA; also received environmental clearance – approved Sept 2003. → categorical exemption. \$70,000 BB, \$70,000 from AYSO.
- For clarification- Mr. Held was uncertain if \$30,000 was approved from last May’s Budget and Finance committee?→ **Confirmation from the committee is needed on this.**
- The total bid was calculated for \$238,000. \$100,000 is still needed. AYSO has committed to another \$50,000 and **PCHS is being asked to pay the difference: \$50,000.**

**B. )George Wolfberg –former parent, member of Community Council, AYSO representative- Factors presented:**

- 2000 students play soccer here as well as the baseball players
- There has been so significant neighbor opposition to the proposed field lighting plans.
- There was no appeal process.
- Is any revenue generated from AYSO for the use of the facility to PCHS? → \$40,000-50,000/year in maintenance. Throughout the years, maintenance of baseball and football fields has been substantial.
- It was approved that AYSO would be using the field in the Fall only for community use.
- Part of the educational program of AYSO is to provide small groups for younger kids/more teams/ more practice spots. This is a cost effective way to do this.
- Ongoing costs relating to utilities would be paid as rent by AYSO to PCHS.
- PCHS is part of AYSO’s insurance policy and would incur no liability for field use.
- The project can be financed over 10 years at little interest.
- AYSO is a non-profit organization and money has been given to PCHS’s Booster Club and other school entities.
- The project needs to be complete b/c the price is increasing as the years continue.
- Construction would probably take 6 weeks.
- **Student voice-** no opposition b/c it seems like it will benefit the student body but, has AYSO solicited student input about these kinds of renovations? Who will this be accessible to- just AYSO players, all students, etc.? → Primarily for PCHS students, secondly for AYSO. Did anybody ask other organization that benefits from the lights/use of facilities for financial support?/?/
- Dr. Martinez- supports children using our facilities; but, teachers were polled and the needs assessment indicated other priorities (i.e., temporary classrooms, student support programs, etc.).
- Dr. Fielding- the school wants to be a resource, but since funds are limited and this proposal should be reviewed via a financial analysis/projections of revenue during the budgetary process of the next few months.
- This topical was discussed as part of the capital aspect of the next school year budgeting process at the Budget and Finance committee. One proposal- how can we give you a statement of support and commitment to the Board to seek corporate sponsorship revenue?
- **So- it should be discussed whether or not this item should be included in the budget after an expenditure/revenue analysis. A contract with what AYSO and PCHS is willing to do over a period of time (what is AYSO willing to pay to PCHS, and what is the incremental revenue projection? - Greg Wood and Charlotte Atlas will work on this)**

## UPDATES

### 1. Parent update-Sarah Greenstein

- The Parent Advisory Committee has met three times and is planning its next meeting for June 9, 2005. The group’s mission and purpose has been established to strengthen communication between parents and the school.

- Parental Expectations Support Achievement workshop series are currently successfully being facilitated in English and in Spanish. These workshops are projected to be offered to parents of incoming 9<sup>th</sup> grade parents at the beginning of the 2005-2006 school year.

## **2. Student update- *Danielle Rochlin, Edward Kim***

- Student Concerns Committee compiled concerns from Libby Butler's class, listed in categories. Bolded suggestions were made by numerous students. Three seventh period classes were surveyed. Concerns included - grades posted on the website; classroom learning- less busy work; long lines to meet with Gretchen Miller (Community Service Coordinator).
- Teacher representative will bring these concerns to teachers.
- A student expressed concern about the High School Exit Exam for Special Education students- why is it that those students who have worked hard during their four-year high school careers are unable to graduate due to the standardized test. What can we do to make sure each student has equal opportunity to graduate?
  - o Dr. Martinez- those who are in the regular curriculum are getting diplomas.
  - o IEP teams decide, with parent input, whether the student will pursue their high school diploma or a certificate of completion.
  - o Recommended that the student become involved in Best Buddies.
  - o Ms. Butler- can students who are bad test takers and not eligible to pursue the certificate of completion walk at graduate for the effort- do we have the flexibility to do this? Ann Davenport- not yet.
  - o This was referred to the Policy committee, with the understanding that we operate under state law.
- Students are taking action to elect a student/teacher representative. Reiterated that the students do care about teacher concerns. The UTLA survey (the yes/no survey) was biased. Students would like these issues to be presented to the student body.

## **3. Academic Principal's Report- *Dr. Martinez***

- California Distinguished School ceremony is this Friday, May 20, 2005.
- Will we purchase shirts for our staff? Pencils with insignia are ordered for out students; gold stickers will be placed on diplomas.
- SUMMER BRIDGE
- Brochures have been distributed to 321 parents- first 150 that apply will be enrolled. The application process is underway.
- Approval for \$1000 for training (professional development) for ropes course for 16 people involved.
- CLEAN CAMPUS INCENTIVE PROGRAM
- The leadership and environmental classes have been working on developing a "before or after" photo exhibit. We are aiming for a perfect "10" a certain number of days in a row- different food vendors will be brought to the school.

## **4. Chief Financial Officer Greg Wood-**

- The governor's budget as it relates to the charter school will be presented in a conference tomorrow.
- First week in May is recognized as charter school week. PCHS was recognized as the only Charter School able to provide a donation to the week through our food provider.

- Insurance: worker's comp insurance was in an excess of \$3000. – our experience modification was rated positively (we should see anywhere from 25-30% decrease in worker's compensation insurance).
- The inclusiveness of the budget process included over 50 various departments and programs that submitted requests/proposals.
- Cafeteria state audit → issues include use of LAUSD forms that qualify students for free and reduced lunch program; we need to use our own programs.
- Searching for copy company options, in response to needs assessment.

## 5. Executive Director's Report- *Jack Sutton*

- Website: change was implemented to add the Board of Directors and committee links on the website which will be populated with information shortly.
- Explanation of the LAN upgrade was distributed.
- Science class (differentiated science education). Were the right assessments conducted to inform the creation of the curriculum? How has the class done?
- There was a mugging at 8:40 pm in the Palisades. Those apprehended were not PCHS students. At Community Council meeting- the issue was presented about students' behavior in the village during lunchtime. A number of regions in the Palisades sends representatives to the Community Council meetings; do we want to become participants in the Community Council or do we want to ensure sending people should issues arise.
- **The Board members agree to support collaboration with the Community Council by having a permanent representative (student and Board).**
- An after school detention program is being proposed.
- CHARTER RENEWAL FEEDBACK ISSUES:
  - Exclusive use of the facilities- it was said that we do not have exclusive use of the facilities – we are pursuing this issue.
  - There is no chance that we will be evicted from the premises, but other aspects are unclear.
  - Illness hours accrued at the Charter School will be transferable to the district.
  - Charter Video was shown.
  - Presently, we have 4.6 books per student in the library; we are well below state and national levels. Question of capital as well as funding. What are the parameters in considering this?
  - The BOARD CHARTER PRESENTATION will most likely be June 14<sup>th</sup>.
    - What happens to our status if the Board does not act definitively by June 30<sup>th</sup>?
    - 12-15 minutes- Dr. Martinez, Board Member, traveling parent, should speak.
    - The video is part of an effort to illustrate our diverse student body as opposed to suburban school with few traveling students.
    - There should be public support (parent and faculty) at these meetings that is broad and reflective of the student body. Attendees should have t-shirts or some symbol of identification. Phone trees or automatic phone calls should be utilized to outreach to parents since the dates have been changing.

## BOARD ELECTIONS

- A nominating committee will be convened to elect new positions. (3 people will definitely continue and others may if they are reelected- no term limits). There are natural limits to being a parent representative as children phase out. (one parent, one community, and one classified staff will remain).

## STANDING COMMITTEE REPORTS AND RATIFICATION OF STANDING COMMITTEE ACTION ITEMS

### ***1. Assessment & Accountability- Rich Simon***

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- Final presentation of the winning accountability software (Mastery Manager) will be at the next meeting. A presentation was made to the Human Resources Committee.

### ***2. Educational Programs***

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- We will offer English 1 in the fall, twice a week, from Santa Monica College.
- Vocational Education task force is working to collaborate with community resources to provide expanded voc. ed. To the campus.
- Visual and performing arts department reported out that they were pleased with the Elective Fair that was conducted and with Showcase night visibility.
- Social studies will be bringing something to the policy committee
- Math and English- Revere will be conducting testing so that we don't have to do it over the summer.
- English- Duck Duck Goose for 10<sup>th</sup> grade is being *explored* for implementation this Fall 2005 as an option.

### ***3. Communications-Margaret Evans***

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- Had a 2 teacher meeting for a presentation from TeleParent- teacher/parent daily automatic phone communication. Cost- \$13,000- \$5/student/year. It would be accessible to all teachers. It's very simple- there is a menu of comments with 14 possible choices chosen by the faculty.
- Concern- what if parents want to talk directly to a teacher? There should be a prompt inviting parents to call the teachers back if they want.
- Are there success stories from other schools?
- Teachers and parents should be consulted. There is a presentation on May 31<sup>st</sup> for teachers.
- This should be pursued and then brought back to the school.
- A 9<sup>th</sup> grade parent expressed that she has only received two letters all year. How about a regular newsletter?

### ***4. Operations and Facilities – Richard Mills***

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- There will be a new scrolling marquee in the quad and a California Distinguished School sign → recommendation, speak to the Booster Club to combine efforts for this.
- There will be a task force to focus on traveling teacher room limitations/class size reductions as a long-term goal since we are at facility capacity and overextended. All stakeholders should be represented on the task force as well as members of other committees.

### ***5. Policy Committee- Cheryl Onoye***

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- We may need to hire new Special Ed. Teachers based on projections for numbers of students for next year. Mary Busch is investigating the legal components of admissions requirements for Special Ed. Students.
- Social Studies dept. is considering a no "D" policy; you either pass or don't. A concern was raised about the unintended consequences of decreased accountability to standards by students with D's as accessible.
- Dress code- there is concern about the ambiguity of the wording to wear "appropriate" clothing.
- **ACTION**→Student contract- called a student pledge- was distributed

- The Leadership Class was in favor of it to support high standards. Concern was what kind of enforcement would there be and what happens if you break it. What are the consequences for each item on the pledge?
- A parent and faculty pledge was discussed → a community of people. These policies are not being presented to the Board until feedback is received from these stakeholder groups. Cheryl Onoye will attend the faculty senate meeting to present it. A parent pledge clearly articulating expectations to and from the school can be modeled after the student pledge.
- The committee does not want the pledge to be in the parent handbook- it should be distinct.
- Ms. Ngo wants to change “requirement” to “commitment” in the final bullet regarding the Community Service requirement.
- How should this be utilized? When do we ask for signatures? Perhaps before enrollment?
- Legal counsel will be engaged to review the pledge, specifically the wording of “or jeopardize their opportunity to attend PCHS” and “zero tolerance.”
- The Policy Committee is recommending the student pledge for approval by the Board.

## ***6. Human Resources-Ann Davenport, Mary RedClay***

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### **CONCERNS**

- 10% raise for the classified staff – still unresolved
- Job descriptions for those of the corporate level- still not received
- Clarification of the role of the committee in hiring people at any level
- A current employee was reclassified- the monetary compensation is still unresolved  
→ These issues will be considered tonight in closed session
- There is an opening for a parent member of the committee
- is the committee looking at the job descriptions for all employees on campus, including expectations and responsibilities- lawyers need to be engaged in this process too.
- **(look at the human resources minutes from last meeting for this info)**
- Request for a part time Dean, college center summer work, and copy center clerk- these requests were asked to be returned with more detail.
- Personnel issues that may affect the budget will be submitted to budget committee.

## ***7. Budget and Finance- Greg Wood***

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- The entire committee spent an entire day reviewing the 50+ budget requests and they were broken down into categories (textbook, instructional material, personnel). It was an effective process- the “bottoms up approach” in involving all members of the staff; the process can be improved by starting earlier for certain categories. The plan is that the proposals will be reviewed and brought to the Board for approval next meeting.  
ACTION → One specific issue- ordering text books (Mary Moran –would like the Board to approve the total amount of money for textbooks being requested for time sensitivity and price issues). \$246, 790 is being requested for textbooks total. It’s recommended that the dept. heads meet ahead of time before presenting requests to the budget committee.
- Not all departments are approaching the textbook requests in the same manner in non-adoption years. What has to come to the Board in this budget process? What is our policy regarding ordering textbooks? Why is social studies asking for 3 times as much as the other departments? The budget committee approved it already. The budget should be able to

handle unexpected proposals in light of this amount. **Amendment – social studies cannot be ordered until the dept. heads meet and if there is agreement it will be ordered without being brought to the Board, and if it’s not agreed upon- it must be brought to the Board. Motion to approve \$275,000 with the stipulation that the library purchase be assessed before approval. No textbooks can be ordered until the dept. heads meet. The library can delay until there is an analysis of the needs of the library. Unanimously approved Minh Ha would like to investigate why the Social Studies dept. gets so much in a non-adoption year.**

- 2765 students is LAUSD operational capacity for the facility. (now we’re at 2630)

#### **V. CLOSED SESSION: 9:39**

- Personnel issues
- Student disciplinary issues
- Labor negotiations issues (teachers have recused themselves from this section of the meeting)

#### **VI. OPEN SESSION:**

- Board unanimously approved a 4% increase and a 6% bonus for non-represented classified staff for 2004-05 with a “me too” provision in 2005-06 for non-represented classified staff matching any salary increase granted teacher in negotiations. This increase would also apply to represented (SEIS Local 99) classified staff if adopted. Classified staff with an annual salary above \$35,000 did not receive the 6% bonus.

**NEXT REGULAR MEETING: June 19, 2005 6pm in the library**