



**BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
Tuesday, March 25, 2008  
5:00 PM Library**

**I. PRELIMINARY:**

A. CALL TO ORDER – Ms. Rene Rodman – 5:04 PM

B. ROLL CALL – Ms. Rene Rodman

Members Present:

Steve Klima  
Darcy Stamler  
Rene Rodman  
Dave Suarez  
Victoria Francis  
Eileen Savage

John Riley  
Amy Dresser Held  
James Paleno  
Michael Rogers (arrived 6:10)  
Torino Johnson

Ex-officio Members:

Marcia Haskin  
Greg Wood  
James Bourne

C. APPROVAL OF MINUTES FROM BOARD MEETING ON FEBRUARY 19 AND FEBRUARY 26, 2008. See final approved version at [www.palihigh.org](http://www.palihigh.org).

**II. PUBLIC COMMENTS:**

Non-agenda items: No individual presentation shall be for more than two (2) minutes and the total time for this purpose shall not exceed sixteen (16) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. Use of names of individuals should be avoided when referring to accusations or wrongdoing (names should be presented to the Executive Director for follow-up action). Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

- Ms. Ruth Mills voiced some concerns about the parking on Bowdoin Street. The signs read “No Parking at Anytime.” At one time they read “No Parking Between 7:00 am and 5:00 pm.” Some cars were ticketed while they were parked to unload things going to Mercer Hall. Ms. Carolin Herrmann stated that the PTSA is currently working with Ms. Charlotte Atlas to correct the situation.
- Ms. Joi Tanita inquired as to how issues brought to the Board at previous meetings would be addressed and within what timeframes. Ms. Rodman stated it depends on the topic, the question, and how much research needs to go into the issue before a valid answer can be given. All issues would be addressed before the subsequent Board meeting.

### III. ACTION ITEMS:

- A. APPROVAL OF VICENTI, LLOYD & STUTZMAN TO AUDIT THE FINANCIAL RECORDS OF PCHS FOR THE 2007-2008 SCHOOL YEAR. (This request is coming to the Board with the approval of the Budget & Finance Committee.)
- Mr. Greg Wood spoke briefly about the upcoming audit and recommended we continue using the audit team from Vicenti, Lloyd & Stutzman, given their broad experience with the charter community.
  - Ms. Rene Rodman asked that the Board be given a standard calendar for future on-going events that will need the Board's approval, so that adequate time would be available to find an alternative firm were the Board to request it.
  - Mr. John Riley moved that the Board approve Vicenti, Lloyd & Stutzman to audit the financial records for PCHS for the 2007-2008 school year at a negotiated rate of \$13,750 for the audit and \$900 for the tax returns. Ms. Vicky Francis seconded the motion.

**BOARD ACTION: The Board voted unanimously to approve Vicenti, Lloyd & Stutzman to audit the financial records for PCHS for the 2007-2008 school year at a negotiated rate of \$13,750 for the audit and \$900 for the tax returns.**

- B. REQUEST TO ADD KEVIN OLSON, FINANCE MANAGER, AS A SECOND SIGNATORY TO THE ASB BANK ACCOUNT. (This request is being made to have a second signatory to supplement the current signatories on the account: Amy Held, Charlotte Atlas & Gregory Wood. Adding Mr. Olson would be consistent with the signatory authority possessed by the prior ASB Finance Manager.)
- Mr. Dave Suarez asked what happens if one of the approved signatories leaves PCHS.
  - Mr. Wood stated that the bank would be notified immediately and the signature would be removed from the records.
  - Ms. Eileen Savage moved that the Board approve adding Kevin Olson, Finance Manager, as a second signatory to the ASB bank account. Mr. Riley seconded the motion.

**BOARD ACTION: The Board voted unanimously to approve adding Kevin Olson, Finance Manager, as a second signatory to the ASB bank account.**

- C. BOARD ACTION ON POLICY COMMITTEE AND EDUCATIONAL PROGRAMS COMMITTEE'S RECOMMENDATIONS:
- Ms. Julia O'Grady gave a recap of the Educational Programs Committee's recommendations for the following issues.
    - i. ADOPTING A WORKFORCE EDUCATION PLAN FOR PCHS
      - ◆ Mr. Simon Santana presented to the Board, for their consideration, the proposed Work Experience Education (WEE) Plan for Palisades Charter High School to take the place of the existing LAUSD plan. He stated that as an independent charter high school, it is necessary for PCHS to have its own plan and submit it to the California Department of Education (CDE) for approval. Basically, the new plan has few changes from the LAUSD plan; some things have been omitted that do not pertain to PCHS. The plan must incorporate the assurances outlined in the application, as they detail the guidelines and requirements set forth by the CDE for creating and maintaining a Work Experience Education Plan and Program.
      - ◆ Mr. Santana was asked by the Board to clarify some of the wording and to make sure that PCHS appears where the "district" is referenced throughout the document.
      - ◆ Mr. Riley moved that the Board approve the proposed Work Experience Plan with the corrections requested. Ms. Darcy Stamler seconded the motion.

**BOARD ACTION: The Board voted unanimously to approve the proposed Work Experience Plan for Palisades Charter High School with the requested clarifications.**

- ii. RESTRICTING STUDENT ACADEMIC PROGRAM/CLASS CHANGES FROM

## EIGHT BLOCK DAYS TO FOUR BLOCK DAYS FOR SPRING SEMESTER

- ◆ This change will only affect the Spring semester. Since the majority of classes are year-long, this policy revision would primarily impact elective courses. Reducing the time allotted would enable class changes to be made more quickly and would stabilize the classroom sooner into the new semester, reducing disruption. Mr. James Bourne reiterated that most classes roll over from the fall semester, so why bother changing the policy.
- ◆ Mrs. Ann Davenport stated that those who are serious about changing their classes do so within the first four days and feels the longer the time period just gives students a chance to come up with a reason to get out of a class. The change will still be made if it is recommended by the Counseling Office.
- ◆ Ms. Savage asked how this change would benefit students and expressed concern that there were different policies for Fall and Spring. She asked whether consistency wouldn't make more sense for the students.
- ◆ Mrs. Davenport stated that it would be better for the students if changes were made more quickly and classes stabilized sooner.
- ◆ Ms. Francis moved that the Board approve the changes restricting student academic program/class changes from 8 block days to 4 block days for the Spring semester. Mr. James Paleno seconded the motion.

**BOARD ACTION: The Board voted to approve the Policy Committee's recommended revision to PCHS Class Schedule Change Policy from 8 block days to 4 block days for the Spring Semester:**

**8 – yes (Ms. Amy Dresser Held, Ms. Darcy Stamler, Mr. Michael Rogers, Mr. James Paleno, Dr. John Riley, Ms. Rene Rodman, Mr. Torino Johnson, and Ms. Vicky Francis)**

**3 – abstained (Mr. Dave Suarez, Mr. Steve Klima and Ms. Eileen Savage )**

### iii. PARAMETERS FOR PARTICIPATION IN GRADUATION EXERCISES FOR SPECIAL EDUCATION STUDENTS

- Ms. Linda Burgess voiced her concerns about the resource students in Reading, Language Arts & Mathematics and their struggles. Even though they are doing the best they can, when it comes time to take the CASHEE, they don't get the scores they need.
- Ms. Davenport stated that the resource students should be allowed to take the CASHEE every time it is offered.
- Ms. O'Grady stated that Ms. Mary Bush requested that an exception be granted to some of these students. If they don't pass the CASEE, they don't get a diploma; and if they don't get to graduate with a diploma, then they can not participate in graduation.
- Ms. Bush said the IEP team makes the decisions for these students. They should be referred to as resource students instead of special education. Not graduating with their peers can be emotionally damaging.
- Ms. Nancy Simon acknowledged that current research shows a child with a learning disability in math has a 3% chance of improving, making it highly unlikely for them to pass the math portion of the CASHEE.
- Mr. Steve Klima asked how many times a student could take the test? Students can take it the Spring of their 10<sup>th</sup> grade year, Fall and Spring semester their 11<sup>th</sup> grade year and Fall, Spring, March and May their senior year, so a total of seven times.
- Resource students should be granted accommodations such as a calculator and word processor.
- Ms. Francis stated that if the students have fulfilled all of their other requirements then they should be allowed to walk.
- Mr. Paleno agreed and said it is ridiculous the students are not allowed to participate in Graduation exercises.

- Ms. Stamler moved that the Board approve: if the student is involved in an IEP and has taken the CASHEE twice since their 10<sup>th</sup> grade, year along with completing all other graduation requirements, then they should be allowed to participate in the graduation ceremony, even if they did not pass the CASHEE. These students will receive a certificate of completion and not a diploma. Mr. Paleno seconded the motion.

**BOARD ACTION: The Board voted unanimously to approve the policy that if the student is involved in an IEP and has taken the CASHEE twice since their 10<sup>th</sup> grade year, along with completing all other graduation requirements (with the exception of passing the CASHEE), then they should be allowed to participate in the graduation ceremony.**

#### D. CHARTER RENEWAL PROCESS AND TIMELINE

- Mrs. Amy Held stated that the Charter Renewal meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month at 2:15 pm in B101. She invited and encouraged all to attend and looked to any and all feedback throughout the process.
- Ms. Savage stated that the committee is asking for input from all stakeholder groups and will share that information with each the responsible committee or group, depending on which section of the Charter that it pertains to. The assigned parties will present their recommended revisions to the Charter Renewal Committee for approval. The proposed revised Charter will be approved by the Board.
- The keepers of the document are Mr. Paul Mittelbach and Mrs. Olivia Castro, who will incorporate the revised sections so that the entire document is consistent and written in the same voice.
- Mr. Riley said the committee's mission is to get more teachers involved in the process.
- Ms. Francis reiterated that everyone is invited, but very few show up to participate.
- Mr. Suarez asked if the point people could send out updates.
- Mrs. Held said at the next Professional Development Day, April 8<sup>th</sup>, all of the updates will be gone over for the faculty.
- Ms. Rodman encouraged everyone to continue submitting their input on-line.
- Ms. Savage moved that the Board approve the Charter Renewal Process and Timeline with the proposed updates. Mr. Riley seconded the motion.

**BOARD ACTION: The Board voted unanimously to approve the Charter Renewal Process and Timeline with the proposed updates.**

### IV. DISCUSSION/INFORMATION ITEMS:

#### A. CALIFORNIA CHARTER SCHOOLS ASSOCIATION DELEGATION REPORT OUT

- A summary was given by those who attended the 2008 California Charter Schools Association conference held in Sacramento. A lot of knowledge was gained and it is planned that since next year's conference will be held in Long Beach, that more of the staff will be able to participate, even if just for a day. Please see the attached debriefing.

#### B. MAGGIE GILBERT AQUATIC CENTER PROJECT UPDATE

- Ms. Maggie Nance and Ms. Jeanne Goldsmith gave a presentation and lead a discussion on the progress of the Maggie Gilbert Aquatic Center. Fundraising for this \$3.5-\$4 million project is in full swing and the target ground breaking date has been set for August 1<sup>st</sup>, assuming at least 75% of the funds are on hand. The aquatic center will consist of a 12 lane competition pool and a shallower two lane warm instructional pool. This will ensure that PCHS is meeting the State Physical Education standards to teach aquatics and enable all PCHS graduates to be water safe. The community will be benefit as free community swim

will be offered on Sundays, and the pools will be permitted out to various groups for water polo, swim teams, lessons, camps, scuba, and master swim. These pools are being designed to be environmentally friendly and financially self sustaining. Most of the money will be made from the smaller, shallower pool through lessons and classes.

C. CONFIRMATION OF NEXT (SPECIAL) MEETING FOR APRIL 8, 2008 AND THE REGULAR BOARD MEETING ON APRIL 22, 2008 BOTH AT 5PM IN THE LIBRARY.

V. **ORGANIZATIONAL REPORTS:**

This is a presentation of information concerning non-confidential matters which have occurred since the previous Board meeting.

A. Student Report – **James Bourne**

- The students have inquired whether or not it would be possible for ASB to help fund the Sound System for the stadium. They are waiting to hear an answer on this issue.

B. Parent Report – **Julia O’Grady**

➤ **Parent Advisory Committee –**

- “A Conversation With...Pali’s Visual and Performing Arts Staff” is being held on Thursday, March 27, 2008, at 6-7:30 PM, in the Library. Parents can learn what classes and extracurricular opportunities are available to students, which classes fulfill the Arts Requirement for UC and Cal State schools, how Pali participates in the wider arts community, what the plans are for Pali’s Band Program, what the plans are for improving/expanding Pali’s Arts Program, and how Pali has been using its grant money.
- Thursday, May 1, 2008 is the preliminary date for “A Conversation With...Pali’s Budget Team.” The panel discussion will focus on zero-based budgeting, the role of the Booster Club in funding “extras” at Pali, how State budget cuts will affect the school, and Pali’s financial health.

➤ **PTSA –**

- PTSA is sponsoring between 2 – 4 \$500 scholarships for graduating seniors. Applicants must be members of PTSA, planning to attend a 2-4 year college, have a minimum GPA of 2.5, and have fulfilled the Community Service requirement. Please see the College Center for applications.
- Teacher Appreciation Day will be held on April 15, 2008, a pupil-free day. Lunch will be provided for all staff in the faculty cafeteria.
- A Book Fair will be held in conjunction with Showcase Night. Students and parents are encouraged to purchase their required summer reading books, as well as books for pleasure reading at this event. Proceeds will benefit the scholarship fund.
- The next PTSA meeting will be held on April 3, 2008, at 8 AM, in the Library. The featured speaker will be Richard Cohen.

➤ **BOOSTER CLUB –**

- The Booster Club Board needs the following positions filled for the 2008-2009 school year: Auction Chair, Phon-A-Thon Chair, and Secretary (the Booster club is willing to purchase a laptop computer for the Secretary’s use). Please contact Dick Held ([ROD264@aol.com](mailto:ROD264@aol.com)), Sarah Miller ([sbrmiller@earthlink.net](mailto:sbrmiller@earthlink.net)), or Dorotheanne Henne ([d.henne@verizon.net](mailto:d.henne@verizon.net)), if you are interested.
- The “Wild For Pali” fundraiser was a huge success. Over \$75,000 was raised. All proceeds will go towards Pali enrichment.

C. Faculty Report – **James Paleno/Dave Suarez**

- The issue of no response to Ms. Tanita’s concerns.
- For facilities, what is happening with the landscaping project around the bungalows?
- ASB will be giving \$10,000 toward painting the stadium.

D. Academic Principal's Report – **Marcia Haskin**

- Department Chair/Program Coordinators' Meeting-Tuesday, March 25, 2008
- Zero-Based Budget Review- In the process of fine-tuning draft budgets
- Charter Renewal Process-Element One.
  - Solicited teachers to provide input from departments regarding Pali's Mission Statement and Educational Vision, which are critical components of this element, as well as any other changes regarding the educational infrastructure of PCHS for the next five years.
  - All input should be submitted to Mrs. Haskin for perusal.
- Program Evaluations-Discussed the purpose of these evaluations and disseminated a suggested Guideline list for completion of the task.
- Staff Evaluations-Mrs. Haskin has 17 teachers who are being evaluated this year. The second round of full-block observations and follow-up conferences has started for second semester. Final evaluations will be issued at the end of May.
- Departmental Observations-Mrs. Haskin brought up the idea of infusing departmental observations into the description of Department Chairs' responsibilities: i.e. Begin with teachers who are willing to observe and provide follow-up conferencing with new teachers next school year; Department Chairs would observe all teachers in their department and provide feedback.

E. Executive Director's Report – **Amy Held**

- **Congratulations** to the PCHS Academic Decathlon Team on winning first place in the City competition and second place in the State competition. The team and coaches, Ms. Ngo and Mr. Lee worked tirelessly from Fall until now staying at school until 9 pm most nights and preparing over the winter break and weekends. It was phenomenally exciting and a great honor to see the team compete at the city and state level. Congratulations to Ms. Crompton's class on winning the Exploravision Award for their four way catalytic converter. They'll be honored on 4/1 in the library during 7<sup>th</sup> period and potentially will win laptops, savings bonds and media recognition. Congratulations to the multiple fabulous Petrick award candidates and to Pali's four finalists – Mr. Rauschuber, Mr. Engelmann, Mr. Klima and Mr. Shalek. This award is granted annually to outstanding teachers in the Palisades Charter Complex of schools and is a wonderful honor. The visiting team of judges commented on how impressed they were with our teachers' ability to captivate students, innovativeness, and use of technology. Congratulations to our sports teams – girls and boys' basketball and girls' soccer all had phenomenal seasons and now boys' volleyball, tennis, lacrosse, softball and track are off to a strong start. Special thanks to all teams for their patience and flexibility as the new track was recently installed.
- **Right of Return and Lifetime Benefits**
  - As of right now, it does not look like the cap on charter leave will be lifted. UTLA continues to advocate for a one-year extension of the Right of Return.
  - The three conversion charters for which Right of Return/charter leave expires this year (Granada, Pacoima and Pali) met with LAUSD officials Tuesday evening to discuss lifetime benefits.
  - The charters laid out our understanding that we are paying for retiree benefits for all our benefited employees and therefore believe that all should be covered in retirement.
  - LAUSD stated that they do not believe that this applies beyond Right of Return. We discussed multiple options for the charters to continue to purchase benefits through LAUSD.
  - LAUSD did not agree with us that all employees (certificated, classified, administration), regardless of whether they ever had prior service with LAUSD, should be covered since we're paying in for everyone.
  - LAUSD also noted that the UTLA contract language about retiree benefits for conversion charter employees calls for an annual agreement between the charter and District for the purchase of benefits. This has not been the practice over the last five years – we have simply been able to continue purchasing the benefits.

- The District also stated that the unfunded liability is \$9,860/year per employee, nearly doubling the current cost of benefits from approximately \$11-13k/year per employee (for active and retiree coverage) to \$21-23k/year per employee.
  - Needless to say this presents multiple concerns – 1) Is the whole District being required to pay this liability up front? 2) What if the employee never retires from the charter and the liability is never realized or the District refuses to allow us to purchase the benefits in the future – would we get a refund? 3) A year to year contract with the District provides no security for the charters on whether our employees will be able to retire from one year to the next and be covered.
  - At this time, it seems that securing a one year extension MOU for the charters to be able to purchase the benefits may be the best bet while the rest of the information above is negotiated. The officials present said they needed to discuss it with Supt. Brewer and the COO, Dave Holmquist, and that we should all reconnect the week of 3/25. The charters expressed our need to have speedy resolution on this issue so our employees have accurate information to make their decision about Right of Return. Regardless, Pali’s Board has committed to providing retiree benefits to all current benefited eligible employees.
- **Charter Renewal**
- The taskforce continues to meet the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month at 2:15pm in B101, and all are invited to attend. Olivia Castro and Paul Mittelbach are the official “keepers of the document” and will take the lead on integrating revisions into the renewal document. Information (agendas, minutes and materials) from the meetings are on the website, and the online suggestion form will be up by the end of Spring Break. The taskforce will be accepting input on any proposed edits/changes/revisions to any part of the charter through 4/30/08. The first hour of the 4/8 faculty meeting and hopefully a portion of the 4/15 Professional Development Day will be devoted to sharing the process for updating the document and soliciting input from all stakeholders on proposed changes.
  - Conversion charters going through approval (the trail they’ve blazed) – Three conversions (Vaughn, Fenton and Pacoima) are going through renewal right now and have successfully negotiated changes to the District’s boilerplate that are helpful for all charters. These include capping the special education encroachment at 27% for the full life of the charter (we have been paying 39%) and ensuring the liability/responsibility is jointly shared for due process, legal fees, etc. All of the conversions are meeting regularly to help craft a mutually fair facilities MOU with the District in response to the 5/1/08 deadline to complete one as required by the Prop 39 settlement and the 7/1/08 deadline for the recently renewed conversions to reach an agreement with LAUSD. This draft agreement is a huge improvement over the 45 page facilities use agreement the district was circulating that would have 1) fully indemnified the district, 2) taken away all authority for doing our own facilities projects and 3) resulted in LAUSD collecting all permit revenues for use of our facilities.
- **Principal Search** –
- The search for a permanent Principal is underway. Ads are posted with multiple sites and Ms. McCarthy is spreading the word at job fairs. She will also be working to finalize the composition of the interview committee and getting the first round of interviews scheduled for the afternoon of 3/31 in B101. All are welcome to attend. Pali is so fortunate to know that Mrs. Haskin will be with us next year whether we hire a permanent principal or not – this will ensure continuity and consistency for Pali.
- **Master Planning** –
- The all day kick off meeting was 2/21 and it was a fantastic day of deep dialogue about Pali’s educational program and the vision for its future. There were representatives from all departments and many offices, as well as parents, students and community. The architects facilitated a dynamic discussion about how space is currently used at Pali,

trends in education and potential options for the future. This dialogue will continue and all are invited to attend at the Wednesday, 3/26 2:15-4pm Charter Renewal meeting in B101. At that meeting, the educational program dialogue will continue between the Charter Renewal Taskforce and master planners.

➤ **Charter Conference**

- Legislative Update
  - Budget – We had the opportunity to meet with our Assemblywoman – Julia Brownley – to advocate for full funding for education and for passage of the draft legislation CCSA is sponsoring.
  - Government Tort Act + Charters as Public Agencies – CCSA is sponsoring legislation responding to the court decisions related to the Knapp case that will ensure charters are considered public agencies and protected by the Government Tort Act. This is great news for all charters.

➤ **Alumni Movement**

- Thank you to all the Pali alumni who now work at Pali who are helping to reenergize the alumni movement here. Together, we'll be able to ensure we're keeping alumni engaged through multiple events every year, starting a newsletter again, updating the database and much much more. Nearly 25,000 students have passed through Pali's halls in its nearly 50 years, affording a tremendous community of alumni to engage in all that is happening at Pali now and all that we hope to do in the future.

➤ **Rumor Mill**

- Leave policy for unrepresented employees – PCHS currently does not have a leave policy for unrepresented employees, including multiple classified positions, the Executive Director, the Human Resources Director, Chief Business Officer, Technology Coordinator, Director of Instruction, etc. The Board is considering adopting a policy that, while not as generous as the policy for represented employees, would comply with all relevant state and federal laws.
- Shut down period over winter break – The October, 2007 edition of the Dolphin Doings Newsletter reported out that the board voted unanimously to grant the shutdown period over winter break (12/25-12/31) as a week off for all employees. The three week break is already part of the regular work year calendar for the majority of employees. The Board granted this shutdown period as paid time off for contract management employees who currently have a maximum of 10 vacation days off per year. There are a handful of classified employees for whom the work year also includes working over this time period or taking it as vacation or illness time. Negotiations are underway with PESPU (the new classified union), and this issue may be discussed in that forum.
- Organizational chart – Throughout much of Spring semester 2007, the Organizational Review Taskforce (created by the board at the urging of multiple faculty members) researched different leadership structures. Teams from Pali visited multiple schools and the task force received proposals for different structures that were presented to the full faculty and discussed at a meeting in the Spring. In March, 2007 the Board voted to create the HR Director position; then in June 2007, the Board voted to hire a Director of Instruction who would report to the Principal who would report to the Executive Director. The organizational chart is a visual representation of the new reporting structure and the duties as further defined by the administrative team. It has been refined and clarified over the last several months and has been presented to the board multiple times throughout this process.
- Teacher discipline – To clarify the roles of the administrative leadership, Mrs. Haskin, Mrs. Allen, Ms. Bush and Mr. McKeon are the administrators directly supervising departments and teachers.
- Pool project – Fundraising for the pool project is under way. Multiple aquatic user groups are vying to secure pool time once the facility is open; and based on projected permit revenue, the pool will be entirely self sustaining financially - independent of the

general fund. Pools are expensive to operate, so we are fortunate to have so many groups needing pool time. The environmental review and final construction documents are being completed over the next couple of months, and the facility is being designed both to be green/environmentally friendly and maximally energy efficient (to reduce ongoing operating costs). Please see Mrs. Nance or me for more information on the project.

F. Chief Business Officer's Report – **Greg Wood**

➤ **Enrollment/Attendance**

At the close of the sixth month at PCHS (104 days), the enrollment was at 2,670 (707-9<sup>th</sup>, 702-10<sup>th</sup>, 620 11<sup>th</sup> & 641 12<sup>th</sup> grade enrolled) up 21 from last month ( 2,649- Jan. 2008) and the ADA was at 2,559.8 (2,562.5-Feb. 2007). Last month's ADA was lower than previous years by less than three ADA. The 2007-2008 Full Year Budgeted Enrollment and ADA are 2,644 and 2,520 respectively and are expected to be achieved if not exceeded.

➤ **2007-2008 Funding Update**

The Second Interim Financial Report was filed with the CDE (via LAUSD) on March 3, 2008. This report will contain actual financial data through January 31, 2008 and projections for the remainder of the year. This report is enclosed and provides updates on projected funding for the end of the current school year. Overall revenue projections for 2007-2008 are up by approx. \$160,000 from the 1<sup>st</sup> Interim Report (primarily due to the increased Special Education Funding levels, approximately \$170,000). Overall Expenses are projected to be lower by approximately \$250,000 (Significant Areas: Combined Salaries lower by approximately \$90,000, Benefits lower by \$100,000, Books/Supplies lower by approximately \$100,000 & Capital Outlay up by approximately \$75,000). Total funding outlook has improved from the Board Approved negative balance of \$500,000 to a negative balance of only \$80,000 for the year.

➤ **2008-2009 Budget Update**

The 2008-2009 Budget Packets have been distributed and are being worked on by the respective program/department chairs. Initial Budget requests are due to CBO by April 8<sup>th</sup> for distribution to the appropriate administrators/committees.

➤ **STRS Counseling Sessions**

The first CalSTRS/LACOE STRS Workshop was done on March 13<sup>th</sup>. A second workshop has been added in April. The outstanding STRS reporting for the 2006-2007 School Year was finally posted by CalSTRS. Eligible employees will be able to call a STRS representative to request an updated statement.

➤ **2008-2009 LACOE Service Fee Negotiations**

Greg Wood was elected by a committee of CCSA charter schools to conduct the initial negotiations with LACOE on the fee structure for approximately 160 charter schools in Los Angeles County. He is working with the Assistant Director @ LACOE to reduce the level of fees currently being charged. The results of these negotiations will be presented to the CCSA committee in April.

G. Technology – **Maisha-Cole Perri**

- Please be advised that our file server is still down, which is why you can log on to your computer, but not access your documents. We are working with a reputable company and our target completion date is Friday, March 28, 2008. We sincerely apologize for any inconvenience.

H. Human Resources – **Colleen McCarthy**

➤ **Recruiting:**

- I have attended eight career fairs to date. I will attend seven more in March, April and early May. I have received resumes from experienced and new educators. Charter School Job Fair was a gold mine! Job fairs are also great in positioning Pali as a school of choice and giving me the opportunity to network with teacher prep institutions and other school recruiters. A lot of interest by hosting colleges in placing student teachers and interns at Pali.

- Principal: 20 resumes have been received. A small committee will meet the end of this week/beginning of next week to review resumes. 9 EdJoin posted principal resumes to review and potentially contact. Interviews will be held April 9, 10, 11 starting at 3:30 in B101.
- Other Resumes:
  - 28 English
  - 16 Foreign Language
  - 15 Counseling
  - 14 Mathematics
  - 13 Visual & Performing Arts
  - 12 Social Science
  - 9 Social Studies
  - Special Education
  - 4 Science
  - 3 Physical Education
  - 20 Miscellaneous
- **Lifetime Benefits:**
  - Met with Regional Employee Benefits Council (REBC). Received quotes from Aetna, Blue Shield and Kaiser. Due to broader employee base, able to secure better rates than TWIW (private broker). They are researching retiree benefits and will be getting us that information shortly. Service to clients is not strong, so some additional benefits administration costs could be incurred with the use of REBC.
  - Contacted PERS regarding Medical Benefits only (they don't offer other benefits programs). Initial review shows that benefits prices higher than REBC. Have a few questions to ask – will let you know when I've had a chance to talk with them.
- **STRS Meetings:**
  - Two counselors were on-site March 13; two will return April 2. Those employees who couldn't meet with the STRS representatives will need to arrange individual on-site meetings.
  - PERS will not come on-site, so employees will need to make off-site meeting arrangements.
- **LAUSD Meeting:**
  - A well-attended meeting was held March 4 with representatives from UTLA, LAUSD Benefits, Charter School Division and Local District 3. Some old questions were asked again, but some new issues were raised regarding Right of Return as it impacts salary and service credit, and timing of the Right of Return decision.
- **Leave of Absence:**
  - Continuing to clarify PCHS Leave Policy and all ramifications and impact on all staff. Should have policy recommendation to the board shortly.

I. Standing Committee Reports:

- Communications – **Margaret Evans**
  - The March Pali Positives were chosen. They are: Ann Davenport, Lauren Allen, Bud Kling, Kimmie Thomas Allen, and Julia O'Grady. The Pali Positives were honored at a ceremony on March 25, 2008, in the Faculty Cafeteria, at lunch time. Each winner received a certificate and a \$25 AMEX Gift Card.
  - The Right of Return issue was discussed, as was the Charter Renewal process.
  - Emergency supplies and water will be provided for each classroom and office at Pali. With the savings already achieved in purchasing the above, emergency food will also be added to the kits. The cost of the Emergency Kits is funded ½ by a donation from the Booster Club and ½ from Pali's general budget.
  - The Tech Department is still working hard at making the website user friendly and accurate. Difficulties have arisen which have delayed the upkeep of some parts of the website.

- The Tech Dept. has still not resolved the communication problem with yahoo.com. Hence no one at Pali can e-mail anyone with a yahoo.com e-mail address. Sending mass e-mails is a laborious process. Each single e-mail sent out must now be “forwarded” 25 times to reach our entire parent body, with 3 of the e-mails (all yahoo.com e-mail addresses) having to be sent from an off-site (gmail.com) address.
- Educational Programs – **Melinda Meinen**
  - The Educational Programs Committee approved the Department Representatives and Alternates as elected:  
The following names have been given to represent the departments

<u>Department:</u>	<u>Primary:</u>	<u>Alternate:</u>
1. English	Tim Henderson	Paul Mittelbach
2. Foreign Language	_____	Eva Pichlbauer
3. Health Education	Susan Ackerman	_____
4. Mathematics	Cheryl Onoye	Dina Hataishi
5. Physical Education	_____	_____
6. Science	Karen Perkins	Julie Benke
7. Social Studies	Jeanne Saiza	Chris Lee
8. Special Education	Grant Smith	_____
9. Technical Education	Janet Uyeno	_____
10. Visual/Performing Arts	Ellen Unt	_____
11. Work Experience	Simon Santana	_____

    - Protocols for analyzing new and existing programs were discussed.
    - The Business Certificate Program was discussed. There are four classes ready to be certificated and they are Business, Business Law, Accounting, and Real Estate.
    - Mr. Tim Henderson and Ms. Sandra Martin presented a broadened GATE program proposal.
- Finance and Budget – **Greg Wood**
  - Previously covered.
- Operations/Facilities / Technology Committee – **Amy Held**
  - Previously covered.
- Policy – **Julia O’Grady**
  - Broad outlines for the Campus Memorials Policy were presented. The Policy Committee members asked that a more detailed plan be submitted next month for discussion.
  - A change to the current Class Schedule Change Policy was presented and passed unanimously by the Committee.
  - The Work Experience Education Application and Plan was presented. The proposed policy was passed unanimously as presented to the Committee.
  - A change to Pali’s Participation in Graduation Exercises Policy was proposed. The proposal will apply to Special Education students only. The proposal was passed by a 5-yes-vote and 1-no-vote margin.

V. **CLOSED SESSION:**

A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE SECTION 54956.8)

<u>Owner</u>	<u>Address</u>	<u>Under Negotiation</u>
LAUSD	15777 Bowdoin St.	Price & Terms; Possible Joint Use

- No Action Taken

B. PUBLIC EMPLOYEE/DISCIPLINE/DISMISSAL/RELEASE

- Action taken to formally accept the notification of retirement of the Director of Compliance,

Discipline, Facilities, and Student Activities, Charlotte Atlas.

C. CONFERENCE WITH LABOR NEGOTIATOR PCHS Negotiator: Mrs. Amy Dresser Held, Executive Director

EMPLOYEE ORGANIZATION: PESPU, UTLA, AALA, SEIU

➤ No Action Taken

D. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

1) Case No: BS108722

2) Case No: BC383735

➤ No Action Taken

E. PUBLIC EMPLOYMENT – PERFORMANCE REVIEW PROCESS FOR EXECUTIVE DIRECTOR

➤ The Board voted on the Proposed Evaluation Process for Executive Director, please see attached.

➤ Mr. Paleno moved that the Board approve the Proposed Evaluation Process for the Executive Director as presented.

**BOARD ACTION: The Board voted to approve the Proposed Evaluation Process for the Executive Director as presented:**

**8 – yes (Ms. Darcy Stamler, Mr. James Paleno, Ms. Rene Rodman, Mr. Torino Johnson, Mr. Steve Klima, Mr. Dave Suarez, Ms. Eileen Savage and Ms. Vicky Francis)**

**3 – absent (Ms. Amy Dresser Held, Mr. Michael Rogers, and Dr. John Riley)**

IV. PUBLIC SESSION:

**IF REQUIRED, PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION** (includes the vote or abstention of every member present).

V. ADJOURNMENT:

## CCSA Conference Debrief

Fourteen Palisades Charter High School community members attended the conference including three presenters. Teachers, parents, classified, board members and administrators were among the attendees. The conference began Tuesday evening with a reception and the general sessions and workshops went all day Wednesday and Thursday and half of Friday. Workshops were put on by other charter leaders, educators, attorneys, charter management organizations, and the CDE among others. They fell into 8 categories: academic achievement, advocacy and responsible governance, budget and fiscal accountability, continuous focus on increasing quality, ethical leadership, facilities, public awareness, charter stars (information targeted for classified employees). General sessions included speeches by guest speakers Astronaut Sally Ride and former NBA star and charter leader Kevin Johnson. There was also an awards ceremony for the state charter leader, charter teacher, charter volunteer and charter authorizer of the year.

Below are the comments from the PCHS attendees on the workshops they went to and what they gleaned from the conference. Common themes include deciding whether or not to become an A-G/mandatory college prep curriculum for all school; inviting the presenters from the habits of highly successful schools out to Pali to present; and figuring out a way to get everyone from Pali to the charter conference next year which is located close by in Long Beach.

<b>Attendee</b>	<b>Area of Focus</b>	<b>Greatest Learning</b>
John Rauschuber – Social Science Teacher and Dept Chair/Data Coordinator/Faculty Senate President	Data	Networking with other charters especially Granada and the need for the school to decide whether to be A-G (mandatory college prep curriculum for all) is the central decision to charting our future.
Kevin Kung – Chemistry Teacher	Attended multiple sessions including Pali’s own Rick Woodward’s, Caprice Young’s Teacher Talk, the legislative updates and legal dos and don’ts	Thought the legal dos and don’ts would be useful info for all staff; recommended the whole school attend next year (designating a pd day around the conference schedule since it’s in Long Beach)
Colleen McCarthy – Human Resources Director	Employee Relations, Human Resources, CalSTRS and PERS	Learned a great strategy for interviews to have candidates participate in mock faculty meetings – allows one to see how they’ll really fit in the school culture and how they’ll relate to colleagues. Developing professional collegiality through the retreat process – love the idea of implementing this during buy back days.
Rich Simon – Technical Education Teacher; Charter co- author, Budget and Finance Committee Secretary	Education Law 101, Developing School Wide Plans, Budget and Finance, Technology, Distance Learning and Online Programs, Developing differentiated compensation	Thought the presenter of 7 habits of highly effective schools/developing school wide plans should come speak to Pali. Got information about Moodle – an information management system that, like blackboard, will integrate all of our different systems –teacher web, grades, schedule, assignments, etc. Learned about Aventa (dist learning prog at Granada) and others.
Ann Davenport – Director of Academic Planning and Guidance Services	Independent study/online learning programs; implement a longer summer	Wrote a summary of all workshops attended. Learned about Aventa (GHCHS’ distance learning program) and other distance learning and independent study programs; learned about legal compliance issues associated with implementing independent study

	induction program	programs; using data to close the gap – useful info for Pali on using data to target academic and social intervention and support; rigorous summer induction program for incoming students (2-4wks depending on scores/grades from middle school – required for all students); went on tour of charter schools in Sacramento
Mark Snyder (attended through the Palisades Charter Schools Foundation which he chairs)	High school focused workshops, habits of highly successful schools	Exciting to be part of progressive educational movement, amazing people. Need to decide if Pali is going to be A-G for all.
James Paleno – Resource Teacher, Board Member, Permit Coordinator, Coach	Governance	Was inspired by the level of commitment and the issues they're dealing with. Noted the importance of how the board spends its time – not getting bogged down in “administrivia”, need bigger picture focus on oversight, less frequent board meetings; importance of division of board responsibility, importance of paid training for the board, fiscal responsibility for charters – better internal controls; leading is relationships
Marcia Haskin - Principal	Closing the Achievement Gap, Labor Relations, Leadership, Storytelling/Council	Wrote up summaries of each workshop attended. Recommended PCHS' Rick Woodward sharing a shortened version of his presentation with whole PCHS staff (great presentation). Shared what we at PCHS are doing with labor and management in the positive labor relations workshop; learned about trust building and strategic uses of data to close the gap; learned about a storytelling method similar to council model to get students to reflect. Think it'd be exciting to recreate some of these discussions/workshops at Pali around these and similar topics (relationship building in particular).
Eileen Savage – Parent Board Member, Budget and Finance Committee and Charter Renewal Taskforce Member	Governance, 7 Habits of Highly Effective Schools	Wrote up summaries of each workshop attended; hopes top 3 ideas from each attendee will be implemented; recommends inviting 1 of 2 principals who spoke at habits of highly successful schools to come speak to Pali; recommends adopting A-G for all; developing strategic plan for next 3-5 years for education and facilities; focusing on culture change – high expectations for all, inculcating sense of what it means to be a dolphin beginning in 9 <sup>th</sup> grade for all stakeholders, etc.
Rick Woodward – Science Teacher		
Amy Held – Executive Director	Mix – leadership, strategic planning/school wide plans, legislation/advocacy, marketing/fundraising, facilities and finance	The most valuable part for me was actually networking with the other charters – especially the conversions – it was a great chance to learn about renewal from them, and jointly strategize about negotiations re: facilities and health benefits. The legislative update info and media info was helpful as was the leadership and strategic planning info. I particularly liked the habits of successful schools and how to successfully have shared decision making.
Margaret Evans – Director of Admissions and Attendance		
Julia O'Grady – Parent Liaison		

Greg Wood – Chief Business Officer	Budget and Finance	Number one suggestion is to figure out how to have everyone attend the conference next year when it's close to home in Long Beach.
Libby Butler – AVID Coordinator, Math Teacher on leave getting P.h.D. at USC (attended through USC)	Presented on Board Governance	Has done extensive national research on effective school governance and gave a fantastic presentation at the conference.

**Palisades Charter High School  
Proposed Evaluation Process for Executive Director**

One of the most important duties for the PCHS Board of Directors is to find and nurture excellence in leadership for the school. That requires that the Board set annual and long-range goals and perform regular evaluations of the PCHS Executive Director (ED). The following process is intended to identify those Board members specifically responsible for that task and how the performance review will be conducted.

- 1 By July 1<sup>st</sup> of each year, the Board will appoint a three or four member Executive Review Committee (ERC) for the upcoming year, comprised of one or two certificated and / or classified representatives (depending on available volunteers), one parent and one community member.
- 2 The ERC will meet with the ED every quarter (September, December, March (Annual Review), and June) to provide informal performance feedback.
- 3 The ERC will conduct annual reviews of the ED (to be completed no later than March 31 of each year) as follows:
  - a **Ongoing Contract Year:** The ERC will evaluate the ED's performance against goals established at the beginning of the year. The review will examine school-wide data, consider the ED's self-evaluation, and interview other members of the school community as appropriate to assess leadership, communication, organizational, resource management, and planning skills. The review will also include a discussion of the next year's goals and areas for improvement.
  - b **Contract Renewal Year:** In a year when the ED's current contract is set to expire, the ERC, in conjunction with the Human Resources Director, will conduct a more expansive review of the ED. That review will proceed as follows:
    - i The ERC will identify Administrators, teachers and staff who have worked directly with the ED, including but not limited to Direct Reports, Department Managers, classified staff in the Main Office, and parent leaders. Input from other interested staff, parents or community members will be welcome and considered.
    - ii Using pre-defined questions, one-on-one, confidential interviews will be conducted to assess the ED's performance.
    - iii Feedback will be summarized and a formal evaluation presented to the Board of Directors, with a recommendation for a contract extension or termination and if extended, proposed performance-based increases.
    - iv The Board of Directors will then decide by vote to adopt the recommendations, modify, or request further review.