

PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS
Minutes of October 5, 2005 Meeting

OPEN SESSION

I. WELCOME

A. *Call to Order – Minh Ha Ngo*
Meeting started at 3:20 pm.

B. *Roll Call – Minh Ha Ngo*

Members Present:

Libby Butler
Gay Chambers
Patrice Fisher
Dick Held
Minh Ha Ngo
Mary Red Clay
Jim Suhr
Rosalind Wolf

Members Absent:

Tina Lee

Ex-Officio Members Present:

Greg Wood
Gloria Martinez
Genevieve Fox

C. *Approval of Minutes*

Minutes from September 20, 2005 Board Meeting were reviewed and approved with corrections. (See attached for final version of approved minutes.)

- Vending machines issue referred to Operations and Facilities Committee.
- Dan Warren will be available on campus to deal with teachers' requests for technology support from 2-3pm every weekday. Greg Munda will also set specific "office hours". On days they cannot be available due to unavoidable appointments, they will notify teachers in advance.
- Dr. Martinez has only received notices of committee membership openings from Policy and Budget.
- Honors Policies are to be turned into Dr. Martinez by October 17th. Dissemination to follow.
- The English dept has not yet taken steps toward forming an evaluation of the 10th grade English honors program. Mrs. Red Clay will be responsible for facilitating this task.

II. PUBLIC SPEAKERS

- A. *Howard Gould, parent*
Mr. Gould suggested PCHS look into funding through state bond measures for charter schools to address shortage of facilities. He is willing to volunteer. Greg Wood will research any bond sources that we are not already accessing. We need to solicit proposals for and architectural site survey.
- B. *Alex Shuhgalter, teacher*
Mr. Shuhgalter expressed concerns regarding the upcoming elections. He says that he emailed a letter with 12 proposals to Board regarding governance with no response. Board members did not receive the email and requested another copy. He claims it would be abnormal not to have an election committee in place beforehand. He suggests that all parties should vote for all board members. He would also like Board to consider a reduction in members. He had questions regarding the election process.
- C. *Joi Tanita, teacher*
Mrs. Tanita expressed concerns about the hiring decisions regarding AVID tutors who may not be good role models. Mrs. Evans also expressed concerns about the tutors not dressing professionally. After investigation, the school administration decided to retain the tutor on a probationary basis. Specific employee disciplinary action would have to be discussed in closed session. A student said that a former student who has reformed is actually a good role model.

III. ORGANIZATION REPORTS

- A. *Academic Principal's Report – Dr. Gloria Martinez*
1. Several teachers will be attending the GATE conference on Oct. 8th and 9th.
 2. Honors/AP policies are be collected from all departments.
 3. The school needs help with the parent election mailings.
- B. *Chief Business Officer's Report – Greg Wood*
1. Annual audit of 2004-05 starts tomorrow and will be submitted to the state by Dec. 12th. It will be presented to the Board prior to then.
- C. *Student's Report – Genevieve Fox*
1. Students would like more bathrooms to be available. The conditions in the bathrooms are also very bad. Bathrooms are sometimes closed for repairs or graffiti removal. Water in the Nurse's office is brown. Suggestions include posting signs to encourage students to keep bathrooms clean and to inform students why bathrooms are closed to deter them from damaging the bathrooms.

2. The lines in the Attendance Office don't seem to be evenly distributed. One line always seems longer than the other. Would it be possible to redistribute the alphabet among the two lines or have other offices assist in handing out PRCs? Mrs. Evans responded that if students came earlier, it would not be a problem. The attendance clerks move to the longer line and assist when necessary. Her staff will review the process and try to improve.

⇒ **Board referred students' concerns about the bathroom to Mr. Jefferson, the Plant Manager, and Mrs. Atlas. Mrs. Evans and staff will review the process for getting PRCs and try to improve. Solutions offered by students should be considered. Student concerns should be brought to the proper committee or administrator beforehand. If issues are not resolved, students are invited to come to the Board for support.**

IV. COMMITTEE REPORTS

A. *Finance and Budget - Greg Wood*

The committee would like Board guidance as to its role in capital expenditures approval and spending processes. There was strong support expressed for the committee to be involved with technology requests. Technology recommendations should be run through Budget and Finance as part of capital expenditures. It was decided to keep the upper bound now in place for what the committee can approve.

⇒ **A motion was approved unanimously for the Budget and Finance Committee to exercise oversight over technology in this budget year, and to have a major role in the budget approvals for future technology budgets.**

B. *Policy Committee – Cheryl Onoye*

1. Committee has 15 items to consider at the next meeting, so it will prioritize which tasks to discuss first.

C. *Operations and Facilities – Greg Wood*

1. The last meeting was devoted to Xerox machines. They are checking references and hope to have a recommendation for a 57-month contract by the next Board meeting. There is a potential for significant savings with updated equipment. The school had been waiting for charter renewal before entering a new contract.

D. *Communications – Margaret Evans*

1. There will be a lottery for any remaining seats after Revere students and special students.
2. Calendar modification is being discussed with parents and teachers.

- F. *Technology Sub-committee – Dan Warren, Technology Coordinator*
1. Meetings will be moved so that the committee will meet before Operations/Facilities committee meetings.

V. INFORMATION ITEMS

- A. *Update on Executive Director Search – Jim Suhr*
22 candidates applied for the position. Interviews are set for Tuesday, Oct. 11th with 7 candidates. Mrs. Red Clay requested a copy of the interview questions and would like the search committee to find an Executive Director who is interested in changing school to benefit students. She does not want a “get-along” Executive Director. While the search committee is doing the initial interview, all stakeholders will have the opportunity to ask candidates questions later in the process.
- C. *Update on Student Information Systems (SIS) Selection – Minh Ha Ngo*
There has been no progress since the last Board meeting. ISIS presentation is set for Friday. Mrs. Red Clay distributed letters from Sophia Chock and Lee Fields advocating for SIS.
- D. *Update on Restructuring Board/Governance – Mary Red Clay*
The committee has met 3 times so far. The only proposal they have received is for “no change”. They are distributing a new survey to test responses to all suggestions, including ideas from last spring. It does not look like everything will be complete to elect and seat a new Board with any proposed governance changes by the October 18th meeting. Mr. Shuhgalter claims that the faculty supports the 501c3, so that is not an issue.

VI. ACTION ITEMS

- A. *Post-Graduation Plan – Cheryl Onoye, Policy Committee*
The Policy Committee recommended requiring students to fill out a post-graduation plan. Students would not be able to pick up their cap and gowns and participate in graduation ceremonies if they do not fill out the form. The information collected is important for school-wide reporting. NO individual student information will be distributed. It was suggested that the deadline date be removed from the form.

⇒ **Board unanimously approved the policy.**

- B. *TeleParent – Margaret Evans, Communications Committee*
50% of the teachers used the TeleParent system in the 3-week trial. Teachers and parents responded very favorably to the automatic calling system. It will improve teacher and parent communication. The service will cost \$13,000.

⇒ **Board unanimously approved purchasing the TeleParent Communication System.**

A. *Nominating Committee – Board*

The Board needs to create a Nominating Committee to handle nominations and election of the new Board. Their task is more administrative rather than filtering the nominations. Anyone can nominate someone or themselves. The previous committee consisted of Dr. Moran (administrator), Mr. Lee (teacher), Ms. Peeks (teacher), and Mrs. Sklar (parent). Mrs. Evans and Gay Chambers will serve on this year's Nominating Committee. We will also invite Mr. Lee, Ms. Peeks, Mrs. Sklar, and Joi Tanita. Alternates include Mr. Burr, Ms. Roche, and Mr. Doucette. Members of the Nominating Committee are NOT eligible to run for the Board.

Positions that are open, pending restructuring, are ...

- 1 teacher (Mrs. Red Clay was elected for 05-06 year, Ms. Ngo will remain on the Board on a staggered term)
- 1 classified staff
- 3 community members
- 2 parents – 1 traveling parent (Mr. Suhr will remain on the Board on a staggered term)
- 1 administrator (on a temporary basis in lieu of Executive Director)
- alternates for all 11 seats

⇒ **Board unanimously approved the creation of the Nominating Committee with the membership suggested above.**

VII. Next meeting is Tuesday, October 18th, 6 pm – 9 pm

VIII. ADJOURNMENT

Open session ended at 5:45 pm. Board enters closed session.

IV. OPEN SESSION (resumed at 10:15 pm)

No action was taken in closed session.