

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Tuesday, June 17, 2008
4:00 PM
LIBRARY**

I. PRELIMINARY:

A. CALL TO ORDER – Mrs. Rene Rodman – 4:16 PM

B. ROLL CALL – Mrs. Rene Rodman

Members Present:

Steve Klima	John Riley
Darcy Stamler	Amy Dresser Held
Rene Rodman	James Paleno
Dave Suarez	Michael Rogers (4:45)
Victoria Francis	Torino Johnson
Eileen Savage	

Ex-officio Members:

Marcia Haskin
Greg Wood
James Bourne

C. APPROVAL OF MINUTES FROM BOARD MEETINGS ON MAY 20, 2008 AND JUNE 3, 2008. See final approved version at www.palihigh.org.

- Ms. Vicky Francis moved that the Board approve the May 20th minutes with the grammatical changes submitted by Mrs. Eileen Savage incorporated into them. Mr. James Paleno seconded the motion.

BOARD ACTION: The Board voted to approve the May 20th minutes with the grammatical changes submitted by Mrs. Eileen Savage incorporated into them;

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

3 – abstained (Ms. Amy Dresser Held, Ms. Darcy Stamler, and Dr. John Riley)

1 – absent (Mr. Michael Rogers)

- The approval of the June 3rd minutes was tabled until the July 1st meeting.

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.

- Mr. Mitch Flyer – parent – addressed the Board with regard to his son’s grade in a class, with the question “Where do I go from here, if I don’t get resolution?” He stated that he asked the teacher throughout the course to see the role book. He asked about the final exam, as well as talked to the counselor about taking a BYU course over the summer.

- Ms. Cynthia Allen – parent – spoke later in Closed Session as part of an agenda item.
- Ms. Sandra Martin – teacher – addressed the Board with regard to the Principal offer stating that the staff is ready for a permanent principal.

III. ACTION ITEMS:

A. DISCUSSION AND ACTION ON EDUCATIONAL PROGRAMS COMMITTEE RECOMMENDATIONS TO REVISE ITS BYLAWS.

- Ms. Julia O’Grady presented to the Board the revisions of the Educational Programs Committee Bylaws requesting to expand the membership to include one more student representative and to add a Community member. Please see attached letter and bylaws.
- Mrs. Rodman stated that we are trying to get all of the committee’s bylaws to be consistent as far as the number of voting members, with the Educational Programs Committee as the exception since it represents all of the departments on campus.
- Mrs. Francis moved that the Board approve the Educational Programs Committee’s recommendations to revise its bylaws. Dr. John Riley seconded the motion.

BOARD ACTION: The Board voted to approve Educational Programs Committee’s recommendations to revise its bylaws;

11 – yes (Ms. Eileen Savage, Mr. Dave Suarez, Ms. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, Mr. James Paleno, Ms. Amy Dresser Held, Ms. Darcy Stamler, Dr. John Riley, Mr. Michael Rogers, and Ms. Vicky Francis)

B. BOARD ACTION TO SEND MEMBERS OF THE TECHNOLOGY DEPARTMENT TO A PROFESSIONAL CONFERENCE IN JULY AND TO COVER ASSOCIATED COSTS.

- Ms. Maisha-Cole Perri requested approval to send 1 or 2 members of the Technology staff to the Blackboard Conference in July.
- Blackboard School Central™ is a web based system that is currently at numerous schools and universities; they have a K-12 program available. It enables the teachers to easily manage and monitor the students’ progress as well as allowing the parents to be better informed.
- Ms. Perri stated that the program combines programs Pali already uses and simplifies them, so those who are not quite so tech savvy can feel more comfortable using it.
- Dr. Riley asked if we have identified other schools at the high school level that are using it and if so, what do they think of it.
- Mrs. Eileen Savage inquired about other ways to look into this program without having to send someone to the conference.
- Mrs. Darcy Stamler purposed to have a representative from Blackboard come out and give a presentation to the Technology Department.
- This item was tabled and Ms. Rodman directed Ms. Perri to: 1.) Gather information from other schools, 2.) check into alternative methods, 3.) see if a representative can come out, 4.) evaluate if this is the right time for this due to the budget crisis.

C. DISCUSSION AND ACTION ON POLICY COMMITTEE’S RECOMMENDED PHYSICAL EDUCATION POLICY.

- Mr. Rich McKeon met with parents, administrators and PE teachers to devise the purposed Physical Education Policies presented to the Board. Please see attached document.
- Mrs. O’Grady stated that on June 11, 2008, Mr. McKeon presented the new 2008-2009 P.E. Policy to the Policy Committee. The Policy Committee unanimously approved the 2008-2009 P.E. Policy.
- The focus will be on fitness to ensure that the students pass the Fitness Gram.
- Ms. Savage wanted to emphasize that Pali did not need to adopt a new policy, since charter schools were not subject to these new regulations in the Ed Code. Mr. McKeon believes it’s in the best interests of Pali students’ health and fitness to adopt something that meets their needs and reflects the spirit of the new law.

- Ms. Savage asked about the possibility of offering a 7th period PE class in the Fall, as is being considered for the Spring, because 9th grade students who are not athletes would have no room for electives. This especially impacts instrumental music students who would like to continue playing but cannot take a class during the regular school day.
- Mr. Paleno stated that offering a 7th period PE class has to do with availability of the facilities to be used due to rehearsal time and areas being permitted out.
- Mrs. Ann Davenport recommends students take PE in the 9th grade as opposed to 10th through 12th grades. She stated that those who wish to teach outside their field of study currently have to have permission from the Board; PE would have to be an auxiliary if taught either 0 period or 7th period.
- Mr. James Bourne asked how much wiggle room do the students have and if 9th graders really have to take PE considering all of the other classes demanded on them. He felt that 0 period would have a really low turn out and 7th period is limited to space availability.
- Dr. Riley moved that the Board approve the Physical Education Policies and where possible commit to the addition of a 7th period. Mr. Paleno seconded the motion.

BOARD ACTION: The Board voted to approve the Physical Education Policies and where possible commit to the addition of a 7th period;

10 – yes (Ms. Eileen Savage, Mr. Dave Suarez, Ms. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, Mr. James Paleno, Ms. Amy Dresser Held, Ms. Darcy Stamler, Dr. John Riley, and Mr. Michael Rogers)

1 – abstained (Ms. Vicky Francis)

D. DISCUSSION AND ACTION ON FORMALIZED INTERVIEW COMMITTEE PROCEDURES.

- This was tabled for discussion at a later meeting.

E. APPROVAL TO SUBMIT AND AUTHORIZATION FOR PRINCIPAL TO SIGN THE 2008-2009 CONSOLIDATED APPLICATION PART I DUE JUNE 30, 2008.

- F. Greg Wood requested that Marcia Haskin, as Interim Principal, be granted authority to sign the 2008-09 Consolidated Application Part I due on June 30, 2008.

BOARD ACTION: The Board voted unanimously to grant Marcia Haskin authority to sign the 2008-09 Consolidated Application Part I;

11 – yes (Ms. Eileen Savage, Mr. Dave Suarez, Ms. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, Mr. James Paleno, Ms. Amy Dresser Held, Ms. Darcy Stamler, Dr. John Riley, and Mr. Michael Rogers, Ms. Vicky Francis)

G. DISCUSSION AND ACTION ON EXECUTIVE DIRECTOR EXPENSE REPORTS (STANDING ITEM).

- No report at this time.

IV. DISCUSSION/INFORMATION ITEMS:

A. POOL PROJECT UPDATE.

- Construction documents have been completed and drawings submitted to LAUSD staff for their approval. Documents have also been submitted under the CEQA (California Environmental Quality Act), to the Division of State Architects and the California Coastal Commission.
- Requests for Proposal have gone out to a number of contractors soliciting bids by the end of the month. Bids will remain sealed and opened only after all have been received.
- \$1.6 million have been either pledged or collected toward the project. A number of fundraising efforts are underway, including Neighborhood Fundraising parties, a phone-a-thon, grant applications, presentations to community groups, etc. with the immediate goal of raising 75% of the estimated project cost in time to break ground on August 1st.
- Three interested parties have proposed negotiating a “bridge loan” to allow

groundbreaking to begin. Pali's lawyers and auditors have drawn up a possible agreement for interest free loans, repaid solely via future donations and/or funds netted through permit use fees (after subtracting pool operation costs). Repayment could extend up to 50 years. The lenders in this scenario would assume all repayment risk. This potential plan will be revisited later, if needed, after bids have been submitted and projects costs are more precise, and if lenders are still interested after their review of the provisions.

- B. CONFIRMATION OF NEXT MEETINGS FOR JULY 1, 2008 AT 1:00 PM AND JULY 15, 2008 AT 5:00 PM IN THE LIBRARY. (Please note earlier time for July 1 meeting).

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 cafeteria staff conducted a student survey of food offerings and quality. There was excellent participation (with incentives); results will be known in a day or two.
- Students will bring their proposed Community Service policy to the Policy Committee in September. Mr. Klima noted that Gretchen Miller, Community Service Coordinator, would like to meet with the students to explain existing requirements and to hear their concerns. Mr. Suarez encouraged students to research other schools' community service requirements to see how they're defined. Mr. Rogers asked if students tend to exaggerate their service and if that was a problem. Mr. Bourne replied that definition of acceptable service was vague and seemed to be applied inconsistently.

B. Parent Report – **Julia O'Grady**

- As you heard from the Communications Committee report, sending e-mails to the parents is an extremely time-consuming process. Because of the size of the parent e-mail list, I MUST SEND OUT 27 SEPARATE E-MAILS FOR EACH E-MAIL WHICH IS REQUESTED TO GO OUT. This takes me about 25 minutes to send out one e-mail.
- Most of my time is spent sending out e-mails and I consequently end up working overtime each month taking care of the rest of the Parent Liaison duties. I have requested more hours in order to do my job more effectively, but this request has been turned down by the Budget Committee.
- **Parent Advisory Committee** – PAC had a very successful year. Attendance at meetings increased over last year. PAC plans to continue the "A Conversation With..." series next year. Some prior "Conversations" will be repeated next year (requests have come in to hear the Math Dept. speak again).
The Senior Speak-Out was a great success. Many incoming 9th grade parents were in attendance. The student panelists spoke eloquently about their experiences at Pali. There were suggestions that we should consider having "senior parents" on the panel as well next year. The Senior Speak-Out is going to become the regular end-of-the-year meeting.
- **PTSA** – PTSA held its last meeting of the year. Elections were held. Debra Meiers will continue on as PTSA President for the 2008-2009 school year. PTSA held its Volunteer Appreciation Luncheon to honor outgoing volunteers.
- **BOOSTER CLUB** –. Booster Club held its last meeting of the year on June 10, 2008. Rachel Galper is the new secretary, replacing outgoing secretary Sarah Miller. Booster Club honored "graduating" Booster parents.

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

- Mr. Suarez distributed UTLA Survey results, with a cover letter from Joi Tanita.

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

- The incremental personnel requests made during the Budget process were vetted by the Administrative team. The team approved the following:
 - English Department – 40 hours for Honors Essay grading. PLC grading time should be part of the summer grants coordinated through Data Management.

- Dean's Office – A half-time position for up to \$32,500 to provide In-House suspensions. The position will pay for itself through increased ADA.
 - Parent Liaison – Did not grant additional hours but agreed to revisit request at the start of the school year, when the final State Budget is better known.
 - Special Education – Will not hire Jewish Family Services for general counseling but will utilize Antioch interns who provide services gratis.
 - Ms. Haskin offered her thanks for an amazing and rewarding year as Pali's Interim Principal and was thanked in return for her excellent work
 - Please see the attached memo in regards to the recommended HR request as well as the 2008 – 2009 Personnel Request spreadsheet from the budget.
- E. Executive Director's Report – **Amy Held**
- No report at this time.
- F. Chief Business Officer's Report – **Greg Wood**
- Enrollment/Attendance - At the close of the seventh month at PCHS (157 days), the enrollment was at 2,637 down 6 students from last month (2,643-Apr. 2008) and the ADA was at 2,542.3 (2,538.0-May 2007). Last month's ADA has lower than previous years by less than 3 ADA. The 2007-2008 Full Year Budgeted Enrollment and ADA are 2,644 and 2,520 respectively.
 - 2008-2009 Budget Update - We have learned today that LAUSD will not fund the portion to TIIG (Integration funding) that supports class size reduction for the 9th grade English students. The impact of this cut, if this proposal is carried out by the District, would amount to approximately \$300,000 less funding in 2008-2009. The Conversion Charters are in the process of connecting to strategize a response. In the interim, PCHS will need to prepare for this potential funding cut. Proposals or alternatives will be solicited and more information will be made available to the Board at the next scheduled meeting.
 - Community Outreach - I was asked to speak to the Rotary Club last week and shared the PCHS updates to this group. They were very supportive of the changes that have taken place on campus in the past few years. They also have sponsored a number of scholarships to Seniors this year. PCHS received the Beautification Award at the Chamber of Commerce Annual Event last week for our work on the Track & Field. I was also installed on the Executive Committee of the Chamber of Commerce.
 - Audit Visits - Last week both the LAUSD Charter Office and our Independent Auditors were on campus to conduct interim reviews of our Financial Operations. LAUSD looked at our Budget process and financial reporting and our independent auditors were testing our attendance & payroll systems and instructional minutes and bell schedules.
 - Cafeteria - We conducted a survey with the staff and students last week to see what food items were preferred and not preferred. The results are being compiled and will be used in the menu setting process next year. We are also evaluating the food service providers and have put out an RFP process for next year.
- G. Technology – **Maisha-Cole Perri**
- No report at this time.
- H. Human Resources – **Colleen McCarthy**
- Ray Marsden, from Paul Revere, was hired to fill an open PE position. There were three excellent candidates, but Mr. Marsden comes from an outstanding program, knows many of our students, and will bring synergy between the two schools.
 - Two candidates are being considered for the open English Department position.
 - The first choice for the Photography position declined; the search was reopened and now there is a very good pool of candidates who will be considered.
 - Recruiting for Math and Special Education will begin today.
 - Planning has begun with Sandra Martin on a New Teacher Mentoring Program. Pali will be partnering with Pepperdine for student teachers.
- I. Standing Committee Reports on roster of members and goals for the year as well as ratification of standing committee ACTION items:

- Communications – **Margaret Evans**
 - The Committee recommends to the Board of Directors that:
 - Website Update should become a function of the Communications Committee and either Maisha-Cole Perri or Greg Munda should be a regular member of the committee.
 - Whenever a Standing Committee Chair sends Committee Minutes to the Executive Secretary, that person should also send the Minutes to “everybody” on campus.
 - Since Teleparent is being paid for, teachers should be re-instructed in its use and teachers should be encouraged to use Teleparent on a regular basis.
 - Website Update - Greg Munda has not yet solved the PaliParent E-mail List problem.
 - In the switch-over to Microsoft Outlook we lost some important features, such as the ability to create “lists” which include e-mail addresses other than “palihigh.org” addresses.
 - No one can send out one single e-mail to the whole parent body at once.
 - The 2500 or so names must be broken out into 27 groups of 49 or 99 addresses, depending on the server to which the e-mails are being sent.
 - The Parent Liaison must send out 27 separate e-mails for each single e-mail that the administration wishes to go out to the Pali Parent Body using the secure Pali server.
 - Charter Renewal
 - The Charter Renewal Committee received 60-70 online responses. The Committee plans on having a rough draft of Element 1 done by July 23, 2008.
- Education Program – **Melinda Meinen**
 - Alex Shugalter presented his proposal for a class: ETIQUETTE AS A REFLECTION OF CULTURAL VALUES. After much discussion a motion was made to table any more discussion until the Sept. 3, 2008, meeting. The motion passed 13-Yes, 1-No.
- Finance and Budget – **Greg Wood** – see early report
- Operations/Facilities / Technology Committee – **Amy Held**
- Policy – **Julia O’Grady**
 - Rich McKeon presented the P.E. Policy 2008-2009. After discussion of the proposed policy the Committee unanimously approved the P.E. Policy.

VI. CLOSED SESSION:

A. STUDENT RECORDS - GRADUATION APPEALS

BOARD ACTION: The Board voted to uphold the administrators’ decision to deny student # **5580** the right to participate in graduation.

11 - yes (Ms. Vicky Francis, Mr. Torino Johnson, Mr. Steve Klima, Mr. James Paleno, Ms. Rene Rodman, Mr. John Riley, Mr. Michael Rogers, Mr. Dave Saurez, Ms. Eileen Savage, Ms. Darcy Stamler)

B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

i. Case No: BC379698

BOARD ACTION: The Board voted to approve final settlement of litigation and enter into a settlement agreement which required payment of \$15,000 in exchange for case closure and a release of all future claims.

11 - yes (Ms. Vicky Francis, Mr. Torino Johnson, Mr. Steve Klima, Mr. James Paleno, Ms. Rene Rodman, Mr. John Riley, Mr. Michael Rogers, Mr. Dave Saurez, Ms. Eileen Savage, Ms. Darcy Stamler)

C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

Title: Director of Admissions and Attendance

Title: Director of Compliance, Discipline and Facilities

Title: Director of Counseling

E. PUBLIC EMPLOYMENT

Title: Principal 2008-2009

Title: Teacher 2008-2009

BOARD ACTION: The Board voted unanimously to grant Math Teacher, Ms. Libby Butler, an additional year of unpaid leave.

11 - yes (Ms. Amy Dresser Held, Ms. Vicky Francis, Mr. Torino Johnson, Mr. Steve Klima, Mr. James Paleno, Ms. Rene Rodman, Mr. John Riley, Mr. Michael Rogers, Mr. Dave Saurez, Ms. Eileen Savage, Ms. Darcy Stamler)

Title: Technology Aide 2008-2009

Title: Various 2008-2009 Personnel Requests

F. APPEALS SUBCOMMITTEE REPORT OUT

G. CONFERENCE WITH LABOR NEGOTIATOR PCHS Negotiator

EMPLOYEE ORGANIZATION: PESPU, UTLA

VII. PUBLIC SESSION – (9:45 PM)

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

Unless otherwise noted above, no reportable action was taken on the item in closed session.

- Ms. Rodman returned to open session to vote on Ms. Haskin's five specific recommendations for the Various 2008-2009 Personnel Requests. The recommendations are detailed in the attached memo.
- The expected 2008-2009 net budget impact of the recommendations is a cost of \$2,600 for 40 hours for the English department for Honors Essay grading.

BOARD ACTION: The Board unanimously approved Ms. Haskins' recommendations for 2008-2009 personnel requests.

11 - yes (Ms. Amy Dresser Held, Ms. Vicky Francis, Mr. Torino Johnson, Mr. Steve Klima, Mr. James Paleno, Ms. Rene Rodman, Mr. John Riley, Mr. Michael Rogers, Mr. Dave Saurez, Ms. Eileen Savage, Ms. Darcy Stamler)

VII. ADJOURNMENT:

III. A.

To the Board of Directors:

At the May 7, 2008, meeting the Educational Programs Committee voted to expand its membership to include one more Student member (bringing the Student membership to 2) and to add a Community member. It was felt that since so many new teachers have been added to the committee, there should be more parent/community and student participation.

The relevant section for your consideration is **Section 4- Composition and Size**. Upon your approval of the Educational Programs Committee motion that section would read:

Section 4—Composition and Size

The Educational Programs Committee shall consist of 19 voting members and one ex officio member, with the following composition:

- 1 Academic Principal or his/her designee**
- 11 Teachers, 1 Teacher representing each department: English, Mathematics, Social Studies, Science, Health Education, Physical Education, Special Education, Technical Education, Visual and Performing Arts, Foreign Language, Work Experience**
- 1 Member of the Counseling Department**
- 1 Classified Employee**
- 2 Parents (1 traveling)**
- 2 Students**
- Executive Director (ex officio)**
- 1 Community Member**

An alternate should be selected for each seat on the committee. Those desiring membership may make such request to the Secretary of the committee. If there are more interested candidates than the number of seats, an election will be held. Those attending the election meeting will vote to seat the committee members in their respective stakeholder groups. The PCHS Board of Directors shall approve members of the committee in accordance with its corporate bylaws. Members shall serve one-year terms, with no term limits. Terms shall commence at the beginning of each school year unless otherwise specified. Vacancies shall be filled by the Committee, in accordance with the Committee's bylaws, and approved by the Board. Filling a vacancy will complete the term of the member replaced. Members may only be removed by the PCHS Board of Directors upon a petition of three-fourths (3/4) of the Committee, or a motion by a member of the Board.

The vote on the motion to change the By-Laws was 12-Yes, 1-No, 2-Absentions.

Sincerely,

Julia O'Grady
Secretary, Educational Programs Committee

III. A.



**EDUCATIONAL PROGRAMS COMMITTEE
BY-LAWS
REVISED MAY 7, 2008
DRAFT**

Section 1—Purpose

The purpose of the Palisades Charter High School (PCHS) Educational Programs Committee is to foster the development of quality educational programs and improved student achievement at PCHS. To accomplish its purpose, the committee will encourage teachers and other stakeholders to participate in the formulation of curricular programs and policies. Specifically, the committee's focus, in accordance with California Education Code Section 47600, will be to:

- ❑ Improve pupil learning in measurable ways;
- ❑ Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils who are identified as academically low achieving;
- ❑ Encourage the use of effective and innovative teaching methods; and
- ❑ Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school.

Section 2—Function

The function of the PCHS Educational Programs Committee shall be to:

- ❑ Develop and/or analyze proposals relating to the school's educational programs;
- ❑ Use achievement data to help plan and assess educational programs;
- ❑ Make recommendations regarding educational matters to the PCHS Board of Directors; and
- ❑ When appropriate, make decisions regarding implementation of programs within the parameters set by the PCHS Board of Directors. (Decisions incurring liability or involving a major policy change, as determined by the Executive Director, must be brought to the Board.)

Section 3—Construction

These bylaws shall be liberally construed to the end that the PCHS Educational Programs Committee fulfills its stated function.

Section 4—Composition and Size

The Educational Programs Committee shall consist of 19 voting members and one ex officio member, with the following composition:

- ❑ **1 Academic Principal or his/her designee**
- ❑ **11 Teachers, 1 Teacher representing each department: English, Mathematics, Social Studies, Science, Health Education, Physical Education, Special Education,**

Technical Education, Visual and Performing Arts, Foreign Language, Work Experience

- ❑ **1 Member of the Counseling Department**
- ❑ **1 Classified Employee**
- ❑ **2 Parents (1 traveling)**
- ❑ **2 Students**
- ❑ **Executive Director (ex officio)**
- ❑ **1 Community Member**

An alternate should be selected for each seat on the committee. Those desiring membership may make such request to the Secretary of the committee. If there are more interested candidates than the number of seats, an election will be held. Those attending the election meeting will vote to seat the committee members in their respective stakeholder groups. The PCHS Board of Directors shall approve members of the committee in accordance with its corporate bylaws. Members shall serve one-year terms, with no term limits. Terms shall commence at the beginning of each school year unless otherwise specified. Vacancies shall be filled by the Committee, in accordance with the Committee's bylaws, and approved by the Board. Filling a vacancy will complete the term of the member replaced. Members may only be removed by the PCHS Board of Directors upon a petition of three-fourths (3/4) of the Committee, or a motion by a member of the Board.

Section 5—Chairperson

The committee Chairperson shall be **elected by the members**. The responsibilities of the Chairperson are:

- Call meetings;
- Prepare or direct the Secretary to prepare committee agendas;
- Oversee meetings to ensure that the function of the committee is met;
- Present committee reports to the Board of Directors;
- Act as Parliamentarian or appoint a member to perform that function.

Section 6—Secretary

The Secretary of the Educational Programs Committee shall perform the following tasks:

- Preserve the committee's books and records;
- At the direction of the Chairperson, prepare and distribute notices of committee meetings;
- Prepare committee reports; and
- In the absence of the Chairperson, act as Chairperson.

Section 7—Meetings

Regular meetings of the committee shall be held the first Wednesday of every month **at the published time and place**, subject to variation due to holiday. An agenda serving also as a notice of meeting shall be issued to committee members in writing no less than 72 hours prior to a regular meeting. Any **stakeholder** may request an item be included on the agenda, provided such item is within the function of the committee **by contacting the Chairperson of the Committee**. Special and emergency meetings may be called on shorter notice, only in accordance with the Brown Act.

Section 8—Quorum

A majority of the members, or alternates, with representation by at least three stakeholder groups constitutes a quorum. A committee meeting may not be held without a quorum.

Section 9—Telephone Meetings

A meeting may be held by means of a conference telephone or similar communication only if in accordance with the Brown Act.

Section 10—Recommendations

Recommendations to the Executive Director and/or the PCHS Board of Directors may be made only by a majority vote of the members present at the meeting. *If legally permissible, an absent member can vote on an action item by written proxy, if the member was present for discussion on the item at a previous meeting or meetings.* Decisions incurring liability or that are a major policy change, as determined by the Executive Director, must be brought to the Board. Such recommendations will be presented as a committee report to the Board at its regularly scheduled or special meetings. The committee shall observe the Parliamentary rules provided by *Roberts Rules of Order* when considering recommendations to the Board.

Section 11—Amendments

Amendments to these bylaws may be made by the PCHS Educational Programs Committee by timely written request to the Secretary of the Committee in advance of notice of a meeting providing that notice of any proposed amendment or amendments, including text and statement of reasons therefore, is included in the notice of the committee meeting. All amendments must be consistent with the charter, the corporate bylaws, and any other governing document of the school.

Section 12—Conflicts of Interest

Members of the PCHS Educational Programs Committee shall comply with the Conflicts Code of PCHS.

Section 13—Subcommittees

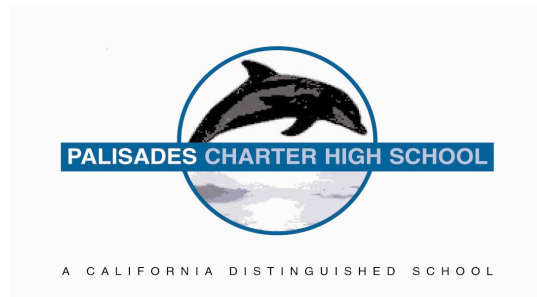
The PCHS Educational Programs Committee is authorized to form subcommittees to bring recommendations before the full committee

Section 14—Effective Dates

These bylaws and any amendments shall become effective upon adoption by the PCHS Educational Programs Committee and ratification by the PCHS Board of Directors unless the committee and the Board expressly determine another effective date.

Section 15 – Attendance

The members of the Committee may revoke a person’s membership if that individual misses three consecutive meetings.



Physical Education Policies 2008-09

The Physical Education policies below are the result of a collaborative effort of PCHS administration and staff and attempt to follow the spirit and in many cases the letter of the State of California Education Code. The discussions throughout this process began and were maintained with a focus on what is in the best interest of the health, fitness and academic achievement of the students at PCHS.

All 9th Graders be enrolled in a PE class or a sport

All 9th grade students will be enrolled in a Physical Education class or a sport both Fall and Spring semesters. Athletic coaches are responsible to provide instruction and training that will prepare their athletes for the FITNESSGRAM which is administered in the spring semester.

Passing the FITNESSGRAM

Before Palisades Charter can grant the two year exemption to a student in grades 10-12, the student must “pass” the state’s ninth grade physical fitness test (the FITNESSGRAM) administered each spring. Passing the test requires that students score in the “Healthy Fitness zone in 5 out of the six fitness areas.

Physical Education Curriculum

Students in high school Physical Education are to be exposed to a comprehensive and sequential Physical Education program. They are to be exposed to the eight core content areas (1) effects of physical activity upon dynamic health; 2) mechanics of body movement; 3) aquatics; 4) gymnastics and tumbling; 5) individual and team sports; 6) rhythms and dance; 7) team sports; and 8) combative that will provide them with a foundation of skills to experience several lifetime sports and physical activities they may be involved in for the rest of their lives .

Physical Education Course 1 and Course 2 will be consolidated into the 9th grade year and offered for all ninth graders. All students enrolled in ninth grade Physical Education classes will be exposed to the 8 content areas. Elective Physical Education classes will be offered to students who are in grades 10 -12.

Elective Classes

Each semester students in grades 10-12 who have ‘passed’ the FITNESSGRAM will choose elective Physical Education classes. The elective classes offered each period will vary based on staffing, facilities and other considerations. Possible elective offerings would include:

- Dance
- Body Dynamics (weight training)
- Body Contouring (fitness)
- Yoga
- Off season sport class
- Team sports

Teacher Credentialing and Assigning Grades

Palisades Charter will use only credentialed Physical Education teachers to plan, deliver instruction, evaluate students and assign grades in Course 1 and Course 2.

A teacher with a *Special Skills Area Authorization permit* issued by the PCHS Board of Directors, who has special skills and preparation outside his or her credential, with his or her consent, can teach, deliver instruction, and assign Physical Education credit to students for an elective course in the area of the special skills or preparation. Assignments approved by the PCHS Board of Directors shall be for a maximum of one year, but may be extended each year by action of the PCHS Board of Directors upon application by the school site administrator and the affected teacher.

Instruction for all Physical Education classes must include activities conducive to the student's health and fitness for not less than 400 minutes each 10 school days required by state law. If it is determined that insufficient minutes are not being devoted to the core fitness components, the PCHS Board of Directors reserves the right to deny the application for future classes to offer Physical Education credit.

Planning these classes will take place before the beginning of each semester collaboratively by the instructor and the Administrator in charge of Physical Education. The classes will be monitored and evaluated on a regular basis. Classes that presently exist at PCHS that are affected by this policy include Cheerleading, Drill Team, Marching Band, Dance, Song, Yoga, and Color Guard and off-season athletic conditioning classes. If "throwing" stunts are to be performed, the teacher or coach must be certified in "throwing stunts".

Credentialed teachers who do not possess a Physical Education credential who also coach a sport course at PCHS will continue to be able to assign Physical Education credit to all students involved in an interscholastic sport.

Independent Study

Students who qualify can elect to use Independent Study option to satisfy an elective Physical Education class (not Course 1 or Course 2) provided all criteria for the independent study are met.

Independent Study Requirements

A student may qualify for PE independent study if the student possesses exceptional talent or ability far beyond that of his or her peers. The talent or ability is being extended or perfected in an off-campus non-school related environment under the supervision of an authority competent to assist the student towards maximum achievement. In an unusual circumstance, the committee may permit a student to be exempted from a Physical Education elective class (not course 1 or

course 2) due to a student possessing exceptional talent or ability and who engages in a rigorous training regiment outside the regular school day.

Additional considerations for Independent Study must include:

Students in grades 10-12 may use such opportunities to fulfill their second year of Physical Education requirement if the criteria below are met:

- The student is nationally ranked in their sport.
- The student must possess exceptional ability or talent far beyond that possessed by his or her peers.
- The talent or ability is being perfected or extended in an off campus activity under the supervision of an authority competent to assist in the development of the talent or ability to the maximum.
- The student is engaging in the State's requirement of 400 instructional minutes every 10 days and the instructor can document their activity.
- The talent or ability show the evidence when perfected extended of being categorized as noteworthy, or singularly identified by the greater community.

Exemption from a Physical Education course content area does not, however, permit the student to be exempted from engaging in a full instruction school day (EC 51241). Therefore, students who are exempted from Physical Education course may not begin the school day after the regular day or leave school prior to the regular dismissal time.

Medical Excuses

Short Term Medical Excuses

A short term medical excuse is defined as a medical excuse that includes a note from the parent and is verified by the nurse from 1-3 days. All work and tests are to be made up. Students should bring the note from the parent to the nurse who will fill out a yellow medical excuse slip which should be given to the teacher by the student.

Mid Term Medical Excuses

A Mid Term medical excuse is defined as complete or partial medical excuse that is more than four or more days but less than 25% of the class days of the semester. The medical note must be written by a physician and verified by the school nurse. Students who have Mid-term medical excuses are graded as all other students and are required to make up all work and tests. Students should bring the doctors note to the nurse who will fill out a yellow medical excuse slip which should be given to the teacher by the student.

Long Term Medical Excuse

A long term medical excuse is defined as a medical excuse from all or partial Physical Education activities that exceed 25% or more days of a semester. The medical note must be written by a physician and verified by the school nurse. In these situations, the teacher will choose, along with student and parent input, one of the following options:

- Be graded on an A-F basis as all other students and accepting a letter grade based on a modified curriculum established collaboratively by the teacher, student, physician and nurse.

- Be graded on a **PASS or FAIL** basis based on a modified curriculum established by the teacher and student and, if necessary, with the aide of the physician and nurse. Students who receive a passing grade will satisfy their Physical Education graduation requirement however, their grade point average will be unaffected.

Application for being considered for a pass/fail option would take place after 25% of class time has been missed by the student and require verification of the medical condition or injury by the school nurse.

Physical Education teachers are required to prescribe a modified curriculum to all students who have a verified mid or long term medical condition provided the medical excuse allows for partial participation. These modified curriculums, which should include how the student will be graded, are to be created in a collaborative manner between the student, parent, teacher, and, if necessary, the student's physician, and put in writing (see attached form).

Students who require and qualify a for modified curriculum, in rare cases, may use an off-campus facility, program or setting to satisfy their physical education requirement provided the student meets the minimum number of instructional minutes required by the California Ed Code; they are able to document this instructional time; they are supervised and instructed by a Physical Education teacher, physical therapist, doctor or other trained professional who can instruct or assist the student to maintain and increase their physical fitness.

Temporary and Permanent Physical Education Exemptions

Temporary Exemptions

The PCHS Board of Directors shall grant a temporary exemption to a pupil from courses in Physical Education based upon the recommendation of the Student Study team, 504, or IEP team, if the pupil is ill or injured and a modified, specially designed, or adapted Physical Education cannot be provided due to the nature of the illness or injury.

Permanent Exemptions

The PCHS Board of Directors shall grant a permanent Physical Education exemption to a pupil, who is 16 years of age and has completed at least the second year of high school, based upon the recommendation of the Student Study Team, 504 Team, or IEP team when the student has not completed the Physical Education credits for a high school diploma due to the severe nature of an illness/injury which precluded the student from receiving general, modified, special designed, or Adapted Physical Education. This exemption is intended to allow ensure students who have completed all other graduation requirements, but have suffered severe injury or illness, will receive a high school diploma.



Mrs. Marcia Haskin
Academic Principal
1(310) 230-6630 mhaskin@palihigh.org

MEMORANDUM

To: Board of Directors
From: Mrs. Marcia Haskin
Date: June 17, 2008
Subject: HR Request

The following are the HR requests that were vetted on Wednesday, June 11, 2008 by the Administration Team. Among the 24 items on the list, only 4 were new this year. We dealt with them first:

1. English Department Request: Requested \$27,600 for planning time: 80 hours PLC Grading / rubric alignment / 40 hours Honors Essay Grading & alignment / 40 hours Development of Summer '09.
 - We allotted the English Department 40 hours for Honors Essay Grading only; their request for PLC Grading time can be a part of the Data Management request for PLC summer grants for Common Assessments.
2. Math Department: Requested \$78,000 for new position of Math Coach / Coordinator.
 - We did not grant this request.
3. Deans' Office: Requested \$60,000 for new position to open an In-House suspension program to ameliorate ADA. Will pay for itself.
 - We agreed to hire a half-time position costing less than \$32,500, with support from the Deans on the days when person is not working; Mr. Borofsky has already agreed to take on the position and earns only \$29,000.
4. Parent Liaison – Julia O'Grady: Requested an additional 40 hours, giving her up to 120 hours per month.
 - We agreed to keep her monthly hours at 80, with the caveat that we would re-visit her request pending the final State Budget at the start of the school year, rather than cutting other salaries to grant her original request. We also noted that granting her up to 120 hours would necessitate benefits which could not be supported at this time.
5. Special Education: Requested Jewish Family Services at a cost of \$30,000 to assist with general education counseling.
 - We agreed to not hire this service; instead we will utilize the services of Antioch interns who provide counseling services gratuitously.

All other HR requests were held to the dollar amounts allocated last year, with the caveat that all would be re-visited pending the fall State Budget.

Sincerely,
Marcia Haskin
Principal

Sch/Loc Description	Personnel Requested	Approved Personnel	Unapproved Personnel	Personnel Comments
Undistributed/Unallocated				
English Department	27,600			2 Aux. for English Electives (\$20k,30hrs. PLC planning time, 80 hrs PLC Grading/Rubric Alignment/40 hrs. Honors Essay Grading & alignment/40 hrs. Development of Summer '09 AP/Honors Institute
Math Department	78,000			New Position-Math Coordinator/Coach
Science Department	48,656			648 hr. Common Planning/\$2k for Physiology Planning
Foreign Language	-			
Social Studies	12,000			PLC Summer Hours for Planning 6 Common Assessments
Technical Education	-			
Visual & Performing Arts	42,000			New Teacher to replace Doucette- \$ Not needed
Special Education	316,000			Consists of: Jewish Family Svcs \$30k, Staff Psychologist \$100k, Specch Lang Serv \$40k, LRE Counselor \$15k, DOTS \$88k All recurring 'cept Jewish Family Serv. Donated Time??
TUPE	-			
ESL	-	4,000		Salary Increase Recommendation Contingent Upon Salary Review & Comparison by HR Director
Attendance Office	16,500			OT/Assistance in Office
GATE Programs	2,520			
AVID Program	69,600			Tutors-4 @ 35 wks 5 hrs day \$58.8k/3 After School \$10.8k
Library	38,989			Continue Funding for Library Aide
Small Learning Communities	-			
Data Management	85,000			PLC Summer Grants for Common Assess \$75k/1 New Aux Period
College Center	13,466			
Academic Watch	75,000			12 Aux. Periods-5 Fall/7 Spring-Continuing
Literacy Program	2,000			
Tutoring Program	55,000			Similar Funding for Tutoring Program
Testing	24,700			10 Subs/8 periods in-service/2 Aux/Tutorial-Continuing?
Dean's Office	60,000			New Position Considered-Will it pay for itself?
Parent Center	10,600			Convert to 120 hrs from 80 hrs./mo.
ACADEC	22,000			Pay 2 Aux. for Positions-Continuing?
AP Readiness Program	10,000			Training for Teachers & AP Tutorial
Totals	999,631	4,000		

See Note Below

Classified
Certified

\$ 4,000

New Positions
Existing

Note: No New Salary request were approved. Existing Salaries need to be reviewed & vetted for alignment with School Goals. Any addition of Salaries need to be offset with Salary Savings. Also some requests are for existing not new salaries