

**PALISADES CHARTER HIGH SCHOOL  
BOARD OF DIRECTORS  
Regular Meeting of March 15, 2005**

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**I. PRELIMINARY**

**OPEN SESSION**

**A. 7:15 pm            Welcome and Roll Call        Dr. Jonathan Fielding, Board Chair**

**Members Present:**

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

Ruth Simeon  
Minh Ha Ngo  
Bud Kling  
Edward Kim (ex-officio)

**Members Absent:**

Harriet Leva  
Tina Lee

**BOARD ITEM-**

- Motion → Proposed that Jonathon Fielding's position on the Board of Directors change from parent member to community member
- → **Approved**
  
- Motion→ A mailing will be sent out to parents by March 18<sup>th</sup> to solicit nominee names and feedback for the open parent position of the Board. Responses will be postmarked by April 2<sup>nd</sup> and received by April 6<sup>th</sup>. A second mailing, a ballot measure, will then be sent out with an election scheduled for showcase night (April 28th). The nomination should be a 50 word or less description to put on the ballot measure. If no nominees are suggested, Yolanda Becerra-Jones will become the parent member for the rest of this school year.

**UPDATES**

**1. Parent update-*Sarah Greenstein***

- Parent Advisory Committee met for the first time tonight and will meet monthly as a way to open the doors of communication between the home and the school.
- The first two Parent Expectations Support Achievement (PESA) workshop series will begin the week of April 18, 2005. The workshops will be offered in both Spanish and English and will provide extra support to parents of students of the Academic Watch program, as well as others.
- Parents should look at the idea of a contract as a means of participating with the school to support parental engagement and responsibility to their students' learning.

**2. Student update- *Edward Kim***

- California Distinguished School report—we had a diverse group and impressed the committee.

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

- →100 California Distinguished School applications received a nomination- we received a 7.8 out of 8 on the application scale.
- Pali's API score increased by 19 points. 98 % of students were tested.

## Approval Draft

- For California Distinguished Schools; decisions will be made late April and awarded May 20.
- Dr. Martinez was officially recognized for her hard work.
- → Academic Watch- This semester it is being offered to students with 2 F's. There are certain skills that need to be addressed for the middle of the road student. English, math, science, and history teachers are available.
- Academic Watch parent meeting tomorrow night 6:30 for parents to be involved. Topics will include keeping track of the attendance roster and positive reinforcement.
- → Summer Bridge Program- Helix High School, thru their dissemination grant, will be coming for a 2-day "design day" meeting April 6-7<sup>th</sup>. They will be here to give us ideas that we can then adapt to Pali's needs. Goal: literacy, access to school environment to give them a "leg up," interpersonal communication, connection to teachers to help students feel successful so they can build on these successes. We are looking to apply this program to the bottom quartile of students who are coming in.
- → UCLA Doctoral Students will come in to help in anything we designate. We will take a look at the block scheduling, how do we maximize the time so when we have a program like the academic watch it doesn't seem like it's a discipline measure. They'll also help us look at further interventions for both those students who are not doing well and also to boost interventions for those who need enrichment.
- → Canceling nutrition did not work in reducing the trash on campus? We're working with the leadership class to develop a 10-point/incentive system to promote a clean campus. Eddie Kim added that there is a committee working on this issue in the Leadership Class. Libby Butler mentioned that something that has worked in the past is to rope off areas that are the "trashiest" so that people whom hang out there must move.
- Jim Suhr - parent/student contact policy was supposed to establish a sub-committee but they didn't know what was wanted from them.

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

- Officially thanked Dr. Martinez, students, parents, teachers, and the Academic Decathlon team (10<sup>th</sup> in the state, 15<sup>th</sup> in the country) for the California Distinguished School nomination.
- We are in the process with LAUSD with the Charter Renewal document. There is a meeting for March 29<sup>th</sup> for the next step with Roberta Benjamin. Monthly Charter meeting this Thursday- Jack and team will go.
- Teacher responses to classroom size were presented.
- Jack would like to alert the Board that we should begin thinking about elections for the Board for next year. We have agreed to discuss the governance structure with the teachers. The Board member nomination process needs to be discussed.
- What do we want to do about an Executive Director for next year? Half-time is not sufficient for duties.
- PowerSchool has become more complicated. The wiring infrastructure in the school is not adequate. Running two systems simultaneously has been problematic. Housing the website offsite is problematic 4am-5pm tech support only. Proposals- can we use summer school and the bridge sessions as pilot programs with feedback for a smoother facilitation in the fall?
- Libby - Can the Board appoint a sub-committee to develop quickly a process to evaluate and solicit feedback from the stakeholders regarding the Executive Director.
- Dr. Fielding- 2 issues were clarified (the evaluative process and the full time issue). Libby and Dr. Fielding and possibly Tina Lee will comprise the sub-committee to try to get together before the next Board meeting.

#### APPROVAL OF MINUTES

- Approval of Minutes from February 8, 2005 with following corrections. Clarify page 6, 2nd action to reflect that the teachers didn't vote, not they don't get the money. Greg (not Gred) on page five, number 5.

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

### ***Policy Committee- Cheryl Onoye***

- There is a new parent member and the committee is fully seated.
- There is an articulated policy about the traveling teacher room assignment.
- There is an Ad hoc committee to look at scheduling the best use of the facilities and offer the best programs for the students. → It wants to look, on the long run, at the overall calendar.
- The committee was unclear as to what the parent/student contract is. What is the intent? Where is it? Is it signed every year? Is there a consequence for when its not met? Do we have any legal counsel to assist in the question of a public school requiring a contract for attendance? We can be flexible in ensuring more parent involvement and responsibility. It was suggested to look at what other schools are doing. The goals are to engage parents in a partnership between the parents, students and the school- recognition of that is a huge part of it. What are the things we would like to ask of parents? (i.e. students will have a place to study, etc.). We need to consider what reasonable expectations are, how to prioritize it. We want to ensure a number of different ways for parents to communicate with the school. Maybe the parent committee can relate information and feedback to the policy committee re: content of a contract. Libby suggested presenting a draft to the attorneys for feedback so as not to limit the content. It would be helpful for students to write a student component, and parents to write a parent component to present to policy committee. Goal is to reduce the apathy with the students. We need to think of ways to encourage and improve self-esteem.
- It was brought up in the last meeting that we should revisit the dress code policy. Hats have made it difficult to identify people coming from off campus- safety and discipline issue.
- The MESA students will be leaving for their college tour trip tomorrow night.

### ***Operations and Facilities – Rich Simon***

- Technology subcommittee has been discussing buying 10 LCD TV, ceiling mount + 10 cart TV/DVDs available for check out.
- The street paving issue will be addressed during spring break.
- Jack is the point person re: building classrooms on campus.
- Leo Castro has started fundraising to put in an all weather track on the bottom field. Charlotte Atlas is the administrator over this. →BOARD response: this should be addressed by the Board.
- The school needs space for tennis courts.
- LAUSD office was notified through a formal complaint that we had changed our school colors to blue, black, and white. Our colors are blue, blue and white (we never changed the school colors officially).

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

- 2<sup>nd</sup> interim report was distributed. The 2<sup>nd</sup> column indicates where we were as of 1/31/05 and the 3<sup>rd</sup> column reflects estimated amounts by the end of June.
- \$1.137 million projection that we will be over a \$3 million reserve at the end of the year. This has been prepared on a conservative basis as there are potential revenue sources not included.
- The facilities charges are still outstanding with the district. Special Education has not been resolved re: fees we get and what that is supposed to represent. It's problematic because in some respect, LAUSD sees that we are taking money away from them that they deserve. We will receive TIIG funding, but has not been confirmed yet (estimated \$300-400,000).
- School received a check for \$200,000 from the district for unsubstantiated claims.
- It will be on next month's agenda to consider a subcommittee for grants.
- See committee minutes for approved funds less than \$10,000.
- PROPOSAL- raise for the security supervisor-\$15,000-subject to approval etc.
- PROPOSAL- raise for computer support person- \$12,500.
- All requests to budget and finance should be authorized by somebody- this is on the agenda for the next meeting. There should be some collaboration in requesting funds.

## Approval Draft

- The booster club is an independent entity. But what about requests to the committees that are unilateral. What is the procedure and does a faculty member have the right to request something without department chair approval?
- Dr. Martinez stated that it is an equity issue- everybody should be able to access money and understand the funding system process and procedures.
- A policy should be formalized for requesting funds including the information that you're supposed to go to the Booster Club after going first to the Budget and Finance committee and it is helpful if there is a presenter to relate information to the committee on behalf of the request.
- Minh Ha Ngo suggested that the only budget committee be involved in formalizing this policy.
- Jack Sutton, as the ED, has the ability to approve up to \$10,000 on an emergency basis.
- STRS have been posted (11 out of 12 months) the last month is being processed and should be posted within 6 weeks. PERS is still a problem; the county has not identified the process yet and we are awaiting a response. Meeting with the county on the 22<sup>nd</sup> including this issue.
- Maybe more Board members should sit on the Budget and Finance committee. Booster club should be represented again.

### *Human Resources-Mary Redclay*

- Bea Robles, the human resources person of the Charter School's Association, did a study of our classified positions at no charge for consultation.
- Advice included that we may not know all position in the beginning of the year and so we should remain flexible. Must be respectful of the clerical and classified people who are here. There are three unions here on campus and the school must be faithful to the LAUSD established positions. We can create new positions within the union.
- The budget and finance and HR committees recommended the following position (this position is inside the union): One FTE entry-level office assistant/clerical position to start in September to split between library/text book and health office is on the table for ratification. The nurse needs help and Linda Roche has also requested support in the library. This will hopefully assist in making the school library more user friendly. \$24, 800 including benefits + the 10% adjustment.

#### **→Motion approved.**

- Computer Support Specialist change of pay from \$15.00→\$25.00/hour (10month position to a one year position). This person is also functioning as a network specialist also. The current title is Computer Technician and should be changed to Network Support Specialist.

#### **→ Motion to approve the \$25/hr rate for a Network Support Specialist. Approved unanimously. Effective retroactively to July 1.**

#### **→ The Board requests a formulated separation of duties between the Technology Coordinator and the Network Support Specialist for clarification.**

- Security Supervision Change-of-pay request was shared. We need someone in charge of supervising security. Full time through the summer. It is now a 52 week job. They will be working more days and greater responsibilities; they've already assumed them but have not been compensated. It is an hourly position.

#### **→Motion approved to create a new, off LAUSD scale, position. \$22/hour not to exceed the fiscal impact of a \$15,038.40 per year increase indicated on the request. Effective retroactively to September 1. Opposed – Dr. Fielding. Abstained - Jack.**

- To be discussed in closed session: A one-time adjustment of 10% for hourly classified staff for this year and would go on their PERS and is retroactive for this year; after that it's on the LAUSD scale.

TWO upcoming discussion items

## Approval Draft

- Discussion: can we articulate to the custodial staff that if they are part of the charter we can pay them on scale?
- Can we put classified on PERS?

### ***Educational Programs***

- No report.

### ***Communications-Margaret Evans***

- TeacherWeb websites can be linked to the Palihigh.org site through the Educational Networks.
- Palihigh.com emails are still viable but are not being transferred consistently to palihigh.org sites.

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

- Special meeting was held today for a product.
- There will be a side-by-side analysis comparison of 4 products to assess for user-friendliness in order to analyze and compare test results for good data to drive instruction. Timeline- the right decision, not a quick decision. *Board response*- it should be a more timely decision. The expectation is that will be ready for the next school year.
- The committee is still considering a data analysis person- still considering it, and still looking at helix as a model.
- The group has been meeting for WASC accreditation. African American and Latino subgroups made significant improvement in API testing.

### **Approval of Field Trips (ACTION):**

- Monica Ianessa- DTASC Drama Festival Shakespeare @ Birmingham High School on Saturday April 16, 46 kids/4 adults and Sun Valley Middle School on Saturday, April 30. →(not Board's job to determine).
- April 8 after school- 25 AP Calculus students will visit Big Bear- Friday afternoon-Sunday morning. Funded by the students themselves. →**Approved.**

### **PowerSchool (ACTION)**

- Not user friendly
- Gay Chambers- it has not helped the Attendance office.
- It does not do what it said it was supposed to do – the interface with SIS is complicated & slow.
- If PowerSchool is a high priority, is it reasonable to look at the implementation steps to meet the needs that the Board laid out; if it is not a high priority drop PowerSchool.
- Can the offices and teachers compile a list of concerns so that Apple can respond as to whether or not PowerSchool can meet our needs and whether or not we're using it right?
- →We're doing an assessment and during the assessment, we are not requiring people to use PowerSchool.
- →The Board thinks it is critical for parents to be able to access grades and assignments
- →The formal implementation will be in the fall. The summer school and bridge programs will be the pilots this summer.

### **Technology Infrastructure (ACTION)**

- Would the Board support small phase testing. LAN will be ready by September.
- 

### **Booster Club (ACTION)**

- A Change in by-laws to make Booster Club president a voting member was suggested.
- Should an official Booster representative be a voting member of the Budget and Finance Committee?

Approval Draft

- **Board's suggestion→ Come back with a recommendation from the voting members of the committee.**

**Expense Report Approval**

- none

**V. CLOSED SESSION: 11:34**

- Personnel issues
- Student disciplinary issues
- Labor negotiations issues (teachers have recused themselves from this section of the UTLA section of the meeting and the classified representative recused herself during the discussion about classified negotiations)

**VI. OPEN SESSION:**

- No reportable actions were taken during the closed session

**NEXT REGULAR MEETING: April 19, 2005 7:00pm in the library**