

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS
Regular Meeting of February 8, 2005**

I. PRELIMINARY

OPEN SESSION

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

Members Present:

Dr. Jonathan Fielding	Edward Kim
Jack Sutton	Jim Suhr
Gay Chambers	Harriet Leva
Minh Ha Ngo	Libby Butler
Bud Kling	Tina Lee

B. Approval of Minutes from

- Approval of Minutes from January 18, 2005 with the following correction: Letter E-Howard Gould “provided his perspective” rather than “presented an update.”

C. Setting of time limits for Agenda items

D. Instructions for Presentations to The Board by Public speakers

1. Speakers must register in advance
2. A maximum of 8 speakers may speak up to 2 minutes each
3. No names of individuals may be mentioned relating to accusations of problems or wrongdoings (Names should be presented in written form to the Executive Director for follow-up action).
4. Speakers may choose to speak during the public speakers segment or at the time an agenda item is presented, but the same individual may speak only once during the meeting.

E. Speakers

- Speakers Mary RedClay and Ginger Emerson presented their topics during the Human Resources Committee item.

II. COMMUNICATIONS

A. Executive Director’s Report- INFORMATION Dr. Jack Sutton

- Dr. Sutton, Dr. Martinez, Rich Simon and Ruth Mills met with the Charter office staff for the first time Monday February 7, 2005. Lee Anderson, from LAUSD, had read the Charter and offered explanatory rather than substantive suggestions. Actions will be identified and specified at a later date.
- Taking attendance with PowerSchool began this morning. Periods 0, 7 & 8 presented some problems. Physical wiring issues were identified as well.

- Parent usage of PowerSchool can be identified after all of the attendance records have been inputted.
- The Board thanked Margaret Evans, Ann Davenport and Sophia Chock for their work in facilitating the new attendance/PowerSchool process.

B. Principal's Report – INFORMATION

Dr. Gloria Martinez

- Myra is here filming the Board meeting in order to include it in the video that will be presented to the LAUSD Board for charter renewal.
- The Pali newsletter will be disseminated to parents in the next week.
- A Needs Assessment was distributed last week and will be returned by the due date of 2/11/05. The top three choices as of date have been identified as copy machines, telephones in every classroom and classrooms: remodel “J” Building; 2-story Modular to replace “U” Building.
- The two guests from the UCLA ELP group are present tonight. They will assist in assessments and evaluations regarding Focus on Learning groups.
- Nutrition might be cancelled on Thursday (for one day) as a result of the trash situation on campus during lunch and nutrition as an idea to reinforce the idea of communal responsibility.
- The Academic Watch program is being revisited to include students with two “F” grades rather than the four “F” grade to expand support to students who are average achievers.
 - *Ms. Butler*- We need to address the students who are failing numerous classes and not attending the support programs- how can we support them and is there a better school placement for them? Were the students chosen or did they choose to sign up? Can we have someone interview the students on why they did not attend Academic Watch?
 - *Dr. Martinez*- Vantage, a reading/writing support program, will be presenting their services to assist students struggling in English.
 - *Mary RedClay*- There is a culture of failing among these students (“willful failing”). We don’t need an outside person to ask these questions about attendance and motivation; they communicate to teachers what is going on. Academic Watch is going to reframe how the program’s approach works. We might look into have a self-contained classroom.
 - *Mr. Sutton*- How can we reframe this problem as an achievement gap rather than an ability gap? We need *interventions* that will change attitudes and beliefs by changing the behavior.
 - *Ms. Ngo*- Is there movement towards a parent/student contract to help prevent against this “willful failing?” A school-wide contract will be developed.
 - *Ms. Butler & Dr. Fielding*-- Can we have a sub-committee of Policy to develop a draft of a school-wide contract for review by the Board, attorney, faculty and parents? We have to think through what reasonable expectations for parents are and what the school’s responsibility is.

ACTION→ A sub-committee will be created in order to develop the parent/student contract.

III. Standing Committee reports and Ratification of Standing Committee action items

1. Human Resources- Ms Davenport

- The committee is going to do more research regarding salaries and job descriptions about clerical positions.
- Auxiliaries were added to include female as well as male teachers.
- Created a sub-committee to look at the job-description for the outside HR Consultant.
 - *Dr. Fielding*- There needs to be a standardized way for doing comparables. Having standardized HR policies is essential so that the Board can agree on something based on a clear set of foundation for recommendations. An external consultant must be utilized for standardization of policies and procedures.
 - *Mr. Wood*- Ruth Simeon and Linda Ello have a range of contacts in HR that can consult with the school. This might be a lead for successful candidates.
 - *Ms. Ngo*- Clarification that getting an outside consultant is not to dismiss the HR Committee's work, but to augment it by expert info.
 - *RedClay*- there is also a conflict of interest hiring an HR person that is a recommendation/ friend of a Board member.
 - The committee wants to find someone who is in the charter school realm to be the HR Consultant.
- There was a misunderstanding about whether the 10% increase for clerical positions was a one-time bonus or a raise. -*Ms. RedClay (speaker)*-
 - HR is working very hard to make sure that they are doing their job and deserves the respect for the work they are doing.
 - The committee's decision was to allocate a one-time 10% raise for the classified staff, and then link it to the teachers' raise process.
 - The HR committee deemed the one-time bonus determined by the Budget & Finance Committee, which wouldn't have gone on the classified staff's PERS, unacceptable. Not providing a current raise to those employees who had already earned a raise is also unacceptable. Employees want to keep their salaries as their unions dictate, and they do not want their job descriptions to be re-written.
 - *Mr. Suhr*- Budget and Finance committee says that the recommendation came to them as for a raise and then changed it to a bonus.
 - *Ms. Chambers*- She reported that all of the classified staff is very upset because they thought the raise was going to happen a long time ago. Disappointment in relation to unmet expectations has been felt deeply.
 - *Ms. Emerson*- Clarification: the HR Committee assumes that the bonus presented by the Budget & Finance Committee is temporary until a consultant is included in the process. At that time the Board will review the bonus to revise it as a raise.
 - *Ms. Butler*- Teachers believe that the charter should be led by teachers and they are working really hard on the HR committee; they must be part of the process.
- *Ginger Emerson (speaker)*- Expressed concern re: the hiring of the Special Educational Coordinator- it is being perceived as a uni-lateral decision that the committee was excluded from. The salary is much higher than any of the highest paid teachers and people are unsatisfied. Decisions should not be made in this way. It was a top-down decision and the faculty is upset. - \$90,000 for one uni-laterally decided position vs. \$140,000 total for classified 10 % raises is unexplainable.

- *Ms. Butler*- is the new person doing what the committee had highlighted?
- *Dr. Martinez*- This was a filling of the gatekeeper's position with an expanded responsibilities list.
- *Ms. RedClay*- Administrator job descriptions also need to come through the HR committee and must involve the teachers and administrators themselves. The committee would like for all positions, salaries, etc. to at least be communicated to the committee. We left LAUSD because we want progressive educational reform, not b/c we were unhappy with the job descriptions at LAUSD.
- *Ms Ngo*- Clarification: The Board approved the hiring of a Special Ed Coordinator position months ago.
- *Ms. Evans*- the Special Ed Coordinator has fewer responsibilities and higher salaries than the administrative principals.
- *Dr. Sutton*- Perhaps the HR and Budget & Finance committees should meet together for time and efficiency sake to address certain personnel issues. Joint meetings can look at the personnel needs as well as the salary needs together.
 - *Ms. RedClay*- The committee should remain autonomous.
 - *Mr. Fielding*- As part of a conjoint budget process- major decision with major fiscal implications must be viewed contextually. It is helpful for all proposals to go through the budget committee to keep realistic allocations and allow for broad, transparent decision-making processes.

2. Assessment and Accountability – Mary Moran

- The committee is choosing between EduSoft and Mastery Manager test data analysis programs for formative and summative assessments. The committee would like a hands-on experience before choosing between these two and an additional program Rich Simon introduced.
 - The important questions to consider in choosing a program are: what kind of tech support would be provided and how teacher friendly are these programs?
 - EduSoft is currently being utilized by LAUSD; we will contact other schools to see if we can try their software. Also trying to get Mastery Manager reps to come out.
 - The committee encourages people to join WASC accreditation committees.
 - Addressed the parent's critique of 9th grade program presented in the January Board meeting.

→Response from committee: The English teachers have been approached with the following questions: What's going well? What needs to be improved? Is there data to back this up?
- Anita Stevens presented a report to the committee regarding the Ninth Grade Reading classes.
- Olivia Castro (teacher) presented her perspective on the 9th grade English classes to the Board.
 - She presented the curriculum/reading list and identified key focus areas as Idea, Organization, and Writing.
 - Successful parts of the Duck Duck Goose program include extensive teacher dialogue, differentiated classrooms, a team of four teachers: student, positive environments in the classroom, and concentrated essay writing in Goose.

- Data collection is still being worked on. The teachers are trying to develop rubrics to get more specific data such as what improved in their writing, and how. A satisfaction survey of 25% of the freshman reported that 70% of these students agreed with their placement in the program. 12%- strongly disagreed.
- How can we support the honors level students with their independent reading? In the Goose class- we will spend more time talking about their readings. Want to continue to discuss differentiation for all level students (high and low achieving). Portfolios will be completed by the end of the year. There are students who believe they are honors students but are not performing as honors students →this causes pressure to succeed in classes that are not their level due to inflated placement beliefs. *Ms. RedClay*- there are only three or four students who are truly honors material. We are working on criteria for defining and identifying an honors student. - *Dr. Sutton*- is there a way to do a teacher led assessment of HSAS students and how they are doing now?
- *Ms. Leva*- Can we assess the correlation between achievement and satisfaction?
- *Dr. Fielding*- asked *Edward Kim* (student) for his opinion. *Response*: Edward is not too familiar with Duck Duck Goose. He offered to have an informal student led opinion study of the 9th grade general experience.
- *Dr. Moran*- the committee would be requesting a data collection and analysis person.
- *Dr. Sutton* supports a Data person – benefits could far reaching; i.e. WASC accreditation next time. He suggested graduate students.
- *Ms. Butler*- graduate students are not ideal b/c it is helpful to have someone who is part of the team, committed, and dedicated to long term goals, etc (continuity!!!).
- *Mr. Fielding*- data is indispensable for teachers. → This will be forwarded to the HR committee, and then to the Budget and Finance Committee.

3. Communications

The committee did not meet in January.

4. Educational Programs –

- Met on January 26, 2005.
 - The committee approved Title 5 funds (\$5000 for the library, and \$2828 for EAST). Afterwards, Dr. Moran discovered that this year the Title 5 funds allocated to PCHS was really in the amount of \$5828
- This necessitates the school to compensate for the difference.
- The Budget and Finance committee will confirm it.
- Approved an altered curriculum for the Life Skills Task Force.
 - Proposal was presented from Diana Engelman re: SMC classes at Pali.
 - Discussed summer school. Dates were established: July 5th for 6 weeks. Dr. Martinez is invited to the next meeting to discuss the Summer Bridge options.
 - Mary RedClay discussed 10th grade program- subcommittee will be created for this.

5. Finance & Budget- Gred Wood

- PCHS will be receiving \$200,000 from the district for overcharges incurred.
- The mileage rate has increased to forty cents per mile.

- The interim budget report is due at the end of this month
- At the Charter School Conference, the governor's budget information was presented. There will be up to a 4 % increase for block grant and 8% increase for general-purpose monies.
- Good news: a check for \$1,042,711.68 was presented to LAUSD and delivered for STRS from 2003-2004. Six week- two months are projected for completing the processing.
- Two faculty positions are open for the Budget & Finance Committee. Names are being forwarded to the Board for selection.

ACTION→Motion to ask the science dept. to choose one teacher as the committee member and one to be the alternate; accept the art candidate. Seconded. Unanimously approved.

- \$21, 550 in interest earned on CDs determined for STRS by the employers to be allocated through the Board to the eligible STRS members. School contribution is 8.25%, employee 8%.

ACTION → \$185 will be allocated to each eligible employee. Moved, seconded. Approved by all Board members, excluding for the teachers (Minh Ha Ngo, Libby Butler, Bud Kling) who recused themselves from the vote.

6. Operations and Facilities – Rich Simon

Technology Subcommittee:

- Talking about spending the rest of the budget on classroom displays. Want to split up the expenditure between mounted and mobile units. Decision will be made at the next meeting and will be presented at the next Board meeting.
- *Ann Davenport*- how about providing the offices with up to date technology? Can't do PowerSchool with the current computer systems.
- - *Ms. Evans*- we also need wiring, etc.
- Rich Simon, Mark Miller, and Dan Warren agree that that is in the next phase (critical).
- *Dr. Sutton*- Concern: This is an example of the breakdown of the committee system. For needs to be expressed and a period of 4-5 months to lapse w/o a decision or solution doesn't make sense.
- Where are the computers??? Can the extra 15 computers be redistributed to the administration and offices until the others arrive?

7. Policy –

The next meeting is scheduled for tomorrow, 2/9/05.

STUDENT REPRESENTATIVE REPORT - - Edward Kim

The student body feels that the Student Teacher Rep is being determined without appropriate student input or notification. They appreciate Mr. Kling reporting to the students on the issues. The students do not want to lose the teacher rep. The students want the opportunity to have a forum to voice their opinions about this. New elections will be held this May. What is the procedure?

Edwards asked for clarification of the legalities of a student voting on the Board. Why can't students vote?

- Mr. Fielding- responded that the school attorney advised against student voting because it discriminates against students under the age of 18.
- Mr. Suhr- there is willingness and an openness to discuss all sorts of governance structures, pending decisions by LAUSD in May.
- In response to Dr. Martinez and the issue of nutrition- *Edward* does not think it will be effective to use negative reinforcement (taking away nutrition for littering). He would like the chance to talk to the leadership class about possible solutions.
 - Libby- maybe the leadership class can show by example.
 - Edward suggested creating a Senior/Freshman forum to educate freshman about the class process, outlining expectations, timelines, etc. He emphasized the value of peer-to-peer communication.
 - The Leadership Class would like to have a website component- how do we go about it?
 - Edward was directed to Dan Warren.

OLD BUSINESS:

1. Security position approval:

The HR Committee has done the research and would like to follow procedure by bringing it back to the Budget committee before bringing it to the Board again. .

CHARTER RENEWAL PROCESS – Dr. Jack Sutton

- We're now in a political process with the LAUSD Board. It's a 2-pronged process (review/final re-write). It will then go to an Advisory Committee.
- When it is taken to the Board it will either be passed or presented with questions.
- We have a vested interest in working with the Board members whose areas are represented by families at Pali.
- Testing across categories has been successful. There were no marks regarding poor performance on feedback to testing.
- We need to be able to anticipate what kinds of questions are going to be asked. We also need to be more explanatory and complementary of accomplishments, programs, etc.
- *Ms. Mills*- the next few months are crucial. The dissention between the ranks is being detected and has a negatively impact. Everything should be clear, transparent, communicative and friendly towards the faculty. The "straw poll" was sent to the district. Roberta Benjamin stated that she was aware of the internal dissention and that the subject of the dissention be clarified (teacher issues vs. student performance etc.). 72% (52 out of 72) of the permanent teachers voted in support.
- *Ms. Butler*- we should emphasize student based accomplishments.

Expense Report Approval: Greg Wood

- No report to require approval.

V. CLOSED SESSION: 9:51

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

VI. OPEN SESSION:

- No actions were taken during closed session.

NEXT REGULAR MEETING: March 15, 2005 7pm in the library