

A CALIFORNIA DISTINGUISHED SCHOOL

## BOARD OF DIRECTORS MEETING REGULAR MEETING MINUTES

Tuesday, January 15, 2008

5:00 PM – 9:00 PM

Library

### I. **PRELIMINARY:**

A. **CALL TO ORDER** – Ms. Rene Rodman – 5:10 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 (absent)

Torino Johnson (arrived 8:45 pm)

Ex-officio Members:

Marcia Haskin

Greg Wood

James Bourne (student)

C. **INTRODUCTION OF NEW STUDENT REPRESENTATIVE**

Ms. Amy Held introduced to the Board and welcomed James Bourne as the new student representative.

D. **APPROVAL OF MINUTES**

The Minutes of the December 11, 2007 meeting were approved as corrected. 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.

A. Mr. Leo Castro brought forth concerns to the Board that he stated fellow staff members have shared with him regarding Board leadership. He declared that some of the staff are afraid of the current administration and believe there is a lack of leadership. These people feel the Board should only consist of seven members, not the current eleven, and that it needs to be stronger in addressing the problems at hand. They feel there should be a due process for all hearings and that the priority of stakeholders should be students, teachers, parents and then administration.

B. Ms. Joi Tanita questioned an article, “Board of Directors’ Update” that was in the October issue of Dolphin Doings, where it stated . . . “As a measure of goodwill toward the entire staff, the Board granted all employees working on year-round schedules the week between Christmas and New Year’s as paid vacation.” She asked if the entire staff would receive this paid vacation and if not, who exactly would? Also, how many employees would receive this extra compensation?

- C. Mr. Bud Kling forfeited his time to Ms. Tanita who had another topic she wanted to ask about. She raised concerns about an organizational chart depicting the school's reporting structure.

### III. ACTION ITEMS:

#### A. BOARD DISCUSSION AND ACTION ON POLICY COMMITTEE'S RECOMMENDATION FOR STUDENT PARTICIPATION IN RESEARCH.

- Ms. Held spoke briefly on the excellent work Ms. Sharon King had done initially on "using students in research." Ms. Held stated that this policy does not apply to research done on behalf of the school, but instead pertains to research done for outside entities.
- Ms. Darcy Stamler presented some revisions in the wording for consistency in the document.
- Ms. Vicky Francis moved that the Board accept the Policy Committee's recommended *Policy for Student Participation in Research* with the suggested changes implemented. Dr. John Riley seconded the motion.

**BOARD ACTION: The Board voted to approve the Policy Committee's recommended *Policy for Student Participation in Research* with the suggested changes as follows (final policy is attached):**

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

**2 – absent (Mr. Michael Rogers and Mr. Torino Johnson)**

#### B. BOARD DISCUSSION AND ACTION ON A RECOMMENDED PROCESS FOR CHARTER RENEWAL

- Ms. Rene Rodman presented the proposed Charter Renewal Process that she and Ms. Held devised. Due to the extreme importance of this process, a lengthy discussion ensued resulting in a decision to organize a Preliminary Task Force comprised of volunteer Board members. The Task Force is to meet and discuss the timeline for revising the Charter, the roles and responsibilities involved, the best way to identify participants for each part of the process, and a communications plan. One particularly critical role will be managing the revisions as they are integrated into the document and ensuring internal consistency and a coherent tone. The Board volunteers are Ms. Darcy Stamler, Dr. John Riley, Ms. Eileen Savage, Ms. Vicky Francis, and Mrs. Marcia Haskin. A decision on a teacher representative needs to be made by midnight on Thursday and the results relayed to Ms. Rodman on Friday. (Mr. Steve Klima volunteered to be the teacher representative in the initial Task Force meeting).
- Once the Task Force Team is finalized, then the proposed process and timeline will be scrutinized again and refined as needed.
- Dr. Riley moved that the Board approve the Task Force Team volunteers under the agreement that a decision will be made by midnight Thursday, January 17<sup>th</sup>, 2008 and relayed to Ms. Rodman on Friday. Mr. James Paleno seconded the motion.

**BOARD ACTION: The Board voted to approve the Task Force Team volunteers under the agreement that a decision will be made by midnight Thursday, January 17<sup>th</sup>, 2008 and relayed to Ms. Rodman on Friday as follows:**

**8 – yes (Ms. Amy Dresser Held, Ms. Darcy Stamler, Ms. Eileen Savage, Mr. James Paleno, Dr. John Riley, Ms. Rene Rodman, Mr. Steve Klima, and Ms. Vicky Francis)**

**1 – abstained (Mr. Dave Suarez)**

**2 – absent (Mr. Michael Rogers and Mr. Torino Johnson)**

#### C. BOARD DISCUSSION AND ACTION ON PROPOSED ASSIGNMENT OF BOARD MEMBERS TO VARIOUS GOVERNING COMMITTEES

- Ms. Rodman presented the proposed Board Member Committee Assignments and stated that if any Board member wanted to switch assignments, which would be fine. She and Ms. Held tried to assign committees to those who were already attending the meetings.
- Mr. Steve Klima raised a concern about the Ad Hoc committees that seem to pop up. A brief discussion on the Board's involvement with those committees ensued. Ms. Rodman stated simply that the Board would not be able to oversee every committee that pops up, but the ones that are being assigned are the Standing Governing Committees. Ad hoc Committees are designed to serve a

specific purpose and then dissolve. One example is the Ad hoc Committee to explore Long Term Benefits.

- Dr. Riley moved that the Board accept the Board Member Committee Assignments as proposed. Ms. Stamler seconded the motion. Please see attached.

**BOARD ACTION: The Board voted to approve the Board Member Committee Assignments as proposed as follows:**

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

D. BOARD DISCUSSION AND ACTION ON A PROPOSAL FOR ADDRESSING NON-GRADE APPEALS

- This discussion was tabled until the February 2008 meeting.

E. BOARD ACTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE 2007-2008 CONSOLIDATED APPLICATION-PART II FOR FEDERAL FUNDING (DUE TO CDE ON JAN. 31ST, 2008)

- Mr. Greg Wood went over the importance of the consolidated funding and what it covers for the school, including “No Child Left Behind” and the limited English programs. This is a standard process and is renewed bi-annually.
- Ms. Savage moved that the Board approve authorizing the Executive Director to sign the 2007-2008 Consolidated Application-Part II for Federal Funding. Ms. Stamler seconded the motion.

**BOARD ACTION: The Board voted to authorize the Executive Director to sign the 2007-2008 Consolidated Application-Part II for Federal Funding as follows:**

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

F. BOARD ACTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE 2007-2008 SPENDING REPORT FOR THE ON-GOING ARTS & MUSIC BLOCK GRANT (DUE FEBRUARY 2<sup>ND</sup>)

- Mr. Wood spoke on the spending report for the on-going Arts & Music Block Grant and its importance to the program. Mr. Rob Doucette is the instructor that oversees this program.
- Ms. Francis moved that the Board approve authorizing the Executive Director to sign the 2007-2008 Spending Report for the On-going Arts & Music Block Grant. Ms. Savage seconded the motion.

**BOARD ACTION: The Board voted to authorize the Executive Director to sign the 2007-2008 Spending Report for the On-going Arts & Music Block Grant as follows:**

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

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

- **No expenses were reported at this time.**

**IV. DISCUSSION/INFORMATION ITEMS:**

A. INITIAL SUNSHINING OF PROPOSALS FOR THE PESPU-PCHS CONTRACT

- Palisades Educational Support Professionals United (PESPU)  
Initial Proposal – see attached
- Palisades Charter High School (PCHS)  
Initial Proposal – see attached

B. CONFIRMATION OF NEXT MEETING FOR FEBRUARY 19, 2008 AT 5:00PM 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**

- Concerns were voiced about the recent emergency evacuation and safety of the students.
- Can the students be involved in the upcoming charter renewal process?
- Once a decision is made about the late starts, will the students be made aware of it?

B. Parent Report – **Julia O’Grady**

- Parent Advisory Committee –
  - On January 29, 2008, PAC will host “A Conversation With ...” Colleen McCarthy, Human Resources Director, on the “Right to Return” issue, and Gretchen Miller, Community Service Coordinator, on Pali’s community service requirement. The event will be held in the Library from 6:30 pm – 8:00 pm.
- PTSA –
  - Dr. Richard Cohen’s lecture on “New Year’s Resolutions with your Teen,” was rescheduled because of the gas leak last week. He will be speaking on Thursday, January 17, 2008 at 8 am, in the Library.
  - Drawings will be held on Wednesdays, January 16 and January 23, for two free movie tickets. All student PTSA members are eligible and automatically entered in the drawings.
- BOOSTER CLUB –
  - “Get Wild For Pali,” this year’s Silent Auction and Dinner/Dance, will be held on February 22, 2008. Donations are still needed for the Silent Auction. Items can be dropped off in the Main Office. Please contact Laura Ullman Epstein @ [ullmanepstein@verizon.net](mailto:ullmanepstein@verizon.net) for answers to any questions.

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

- Contained in the Facilities Report.

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

- Teacher Evaluations
  - Currently, 21 teachers are being evaluated this year: 16 by Mrs. Haskin and 5 by Mrs. Allen.
  - Teachers are observed both informally and formally. Informal visits are unannounced drop-ins for 15 minutes or less; formal visits are for the entire class block with teacher notification at least 4-5 days in advance. Teachers submit lesson plans for formal evaluations and meet with the evaluator for a follow-up conference after the observation. Guidance and assistance are offered for those teachers we determine to be below standard or in need of improvement in any of the evaluation areas. Guidance and assistance can include but is not limited to Conference Attendance, observation of peers, conferences with Principal and assistance with lesson-planning.
- Pyramid of Intervention
  - Mrs. Haskin is overseeing the Pyramid of Intervention this year.
  - A meeting was held with counselors and Ann Davenport prior to Winter Break during which changes were made with Counseling Office procedures regarding the Pyramid of Intervention:
    - Progress Reports are now disseminated directly by counselors to their own counselees participating in the program to ensure a "connection" with students.
    - Teachers were requested to indicate specific areas of deficiency or needed improvement for full parent notification and understanding.
    - Mrs. Haskin developed surveys to be disseminated to Pyramid of Intervention students to ascertain their opinions and level of involvement with the program. Surveys will also be completed by counselors and participating tutors in the program.

- John Rauschuber will provide data at the 20-week reporting period to ascertain whether or not Failing students improved. This FAIL rate will also be compared with last year's.
- Professional Development
  - A Professional Development Committee met today to plan for the Pupil-Free Day on February 4, 2008. This day will be individualized to provide meeting time for PLC's and Departments. The school-wide focus will be on Closing the Achievement Gap, addressing Power Standards in preparation for spring testing, and ensuring rigorous instruction in regular classes.
- Late-Starts
  - The Faculty Senate, in conjunction with Mrs. Haskin, discussed and produced a ballot that was disseminated to all staff regarding Late-Starts. The purpose of the ballot was to determine whether or not PCHS staff supports the planning for Late-Starts for the 2008-09 school year. Based on the results of this voting, a committee will be formed to review paradigms for Late-Starts to present to staff. Should staff decide to move forward with a Late-Start option requiring a change in schedule, the UTLA Bargaining unit will become involved in the process.
- Classified Staff
  - In preparation for collective bargaining with Classified Staff, Mrs. Haskin is conducting a Council on Wednesday, January 16, 2008 at 2 p.m. in Mercer Hall with Clerical Staff from the Main Office, Attendance Office and Counseling Office. The purpose of Council is to enhance communication through listening.
- Academic Decathlon
  - Mrs. Haskin is assisting with Interviews and Speeches for the Academic Decathlon Team preparation. Having served as a judge at the National Level, she is simulating the Interview and Speech format for the team and providing feedback based on her prior experience.
- SST (Student Success Team)
  - Tom Seyler, Magnet Coordinator, will also now be serving as our SST Coordinator. Mr. Seyler will organize meetings with teams of teachers, counselors, school psychologist, parents and students. Based on referrals from parents and teachers, the SST will advise further intervention for those students who are not achieving, either academically or socially, at PCHS.
- 504's
  - Lauren Allen is the new Coordinator of 504's at PCHS.

BOARD DISCUSSION: The Board requested that Mrs. Haskin present at the February Board meeting the specific plans that will or have been implemented to address Closing the Achievement Gap and how their effectiveness will be measured.

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

- Where We Are & Where We Are Going (adapted from Dolphin Doings Holiday Newsletter entry).
  - As we enter 2008 and begin work to renew our charter and as many of our staff decide whether to return to the District or stay at Pali, it is important to reflect on where we are as a school. When Pali first converted to independence nearly five years ago, the school community was fairly unified in its protest against the District and its desire to chart a new course. Several years later, we have gone through the bumps of any new democracy as we have struggled to navigate how decisions will be made. We have excelled in figuring out how to manage resources, make policies and really innovate to serve students. We've purchased new technology, books and additional classroom resources, increased pay and staffing, invested in lots of intervention programs, piloted different efforts to support student achievement, hired additional security, and upgraded our facilities. As we consider right of return and the next renewal of our charter – it's the time to take the next step in our development - to better define who we are, what we're about, and where we're going, so we can all shape our future and make an informed decision about whether this is the place for us.
  - We're a school of choice, no staff member or student can be forced to work at or attend a charter. As a result, it should feel different when you walk on a charter campus and interact with charter personnel because we're a school of choice. Reflect on the choices you make as a consumer. Sure, it's partially where the sales are good (and there's no better deal than a free education!) But what about the level of service when you enter the store, the length of the lines, the friendliness

and accessibility of the staff, the flexible policies that guarantee quality and satisfaction? Do these also influence the choices you make about where to shop? We must always remember that it was only 15 years ago that this school was on the brink of closing with only 1600 students and dwindling enrollment. Everywhere on campus, we need to know that we are public servants and we exist to serve the students, parents and community members, not merely tolerate them. In reflecting on who we are and what we're about, one knows that we're about students – educating them and developing their skills and talents; we're about excellence – high standards for all stakeholders; we're about the constant pursuit of continuous improvement - we're never satisfied with the status quo; we're about innovation – about taking risks to improve – constantly refining what we're doing and trying new ways to improve student achievement; and we're about teamwork – we know that working at a charter means taking ownership of the school beyond our individual classrooms or offices to make it a great place to teach and learn. This is my belief about what we stand for and what it means to be a Dolphin. In the next few months, all of us will help edit, expand, and enrich this definition as we chart the course ahead.

➤ Short Term

- School Wide Goals – An all day off site retreat with administrators is scheduled for 1/24/08 to develop initial plans to achieve goals. Professional Learning Community leaders and Department Chairs will be asked to further develop these on the 2/4 Professional Development Day.
- Lifetime Benefits Research – Colleen has coordinated meetings with brokers, and initial bids are being developed for comparison in February. It's anticipated that the quality of the current plans will be matched, but with fewer plans available. We are insistently communicating to LAUSD the need for a District Classified Representative to meet with our classified staff regarding right of return and lifetime benefits. We are also reaching out to both the Board Offices and District staff to get definitive information. According to the LAUSD Charter Office staff, the District is working on an MOU for all conversion charters on this issue.
- Right of Return Preparation – We are in consultation with the District regarding this process, and Colleen is reaching out both to our local District Personnel Specialist to work together and to our Department Chairs to prepare for right of return. She is also planning on attending multiple job fairs and networking with Universities and other recruiting sources.
- Charter Renewal – An initial process that is inclusive and comprehensive to proceed with charter renewal will be presented at this meeting. The plan is to apply for renewal (early) in the fall of 2008 to give us a full year to negotiate with LAUSD and, if need be, apply to the County or the State. LAUSD has confirmed they will accept early renewal applications and that the five year term begins upon renewal. We are in regular conversation with the other conversions about new proposed boilerplate and regulations the District is proposing for renewing charters.
- Facilities – Master Planning and existing projects – 2/21 has been scheduled for an all day off site planning charette with representatives from each stakeholder group and department. This will truly launch the process which is anticipated to take six months and will culminate in the 10-20 year plan for upgrading and adding facilities. For existing projects, please see Facilities section below.

➤ Longer Term Milestones

- 07-08 – Master Plan Completion
- 08-09 – Pool Construction
- 08-09 - Charter Renewal
- 08-09 – Labor Negotiations
- 08-09 – 1 Day Visit for WASC
- 08-09 – CA Distinguished School Renewal
- 09-10 – Existing Charter Officially Expires
- 10-11 – 50<sup>th</sup> Anniversary of the School

➤ Facilities

- PCHS led projects:
  - Master Planning all day charette planned for 2/21.
  - Significant fundraising underway for the pool, including examination of a partnership/joint use project with the local YMCA and other end users.

- Track being installed 2/11/08 (delayed to avoid impacting in-season winter sports).
- Visitor parking reduced and relocated, lot signage added, missing tiles in the gym replaced (except for ceiling), swallows nests removed, CA Distinguished School sign cleaned, corrective action for electrical work begun in building J, fencing issues at the new field addressed, new fence in process of being installed on upper field and around tennis courts - all done over winter break.
- Whiteboard installation delayed in search of highest quality boards - should be done over MLK day or Presidents' day weekends.
- Bungalow landscaping design almost finalized (initial designs came in way over budget) installation projected for Spring Break.
- LAUSD led projects:
  - Boiler replacement underway
  - Fire alarm upgrades underway
  - Elevator to be installed on MLK Day, further delayed from previous 12/24 date
  - Gym bathroom work partially completed over Winter Break
  - No projected start date for the steam line (pipes under gym) replacement

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

- Enrollment/Attendance
  - At the close of the fourth month at PCHS (67 days), the enrollment was at 2,667 down 18 from last month (2,685 - Nov. 2007) and the ADA was at 2,584.8 (2,583.2 - Dec. 2006). Recent ADA has increased from the previous year for the first time in 2007-08. The 2007-2008 Full Year Budgeted Enrollment and ADA are 2,644 and 2,520 respectively.
- PCHS Federal Tax Exempt Status
  - PCHS received long awaited news from the IRS. After waiting two years and responding to multiple requests for additional information, PCHS has received its Tax Exempt Status Letter from the IRS (retroactive to February 2004). This will be valuable for potential large donors seeking deductibility confirmation. PCHS will also be allowed to request a refund on Payroll taxes paid over the last 3.5 years from which we are now exempt. This refund will be approximately \$40,000.
- 2007-2008 Funding Update
  - The initial release of Federal funding and entitlements has occurred in the last month. Title I funding levels are approximately \$57,000 lower than budgeted. The other Federal funds released are within budgeted levels. Special Ed funding levels have increased in 2007-08 an estimated \$175,000 from budgeted levels due to a lower encroachment rate, pegged at 27%. This increase will help reduce the approximately \$600,000 deficit in the Special Ed Program that is subsidized by the General Fund.
- 2008-2009 Budget Update
  - The Governor's 2008-2009 Budget Outlook does not bode well for the State or for Education for next year. Current legislative analysts predict that the Governor's Budget would result in a loss of 0.5% (\$75,000) or \$30 per ADA lower than the current 2007-2008 funding levels. This information will be considered in the 2008-2009 PCHS Budget planning.
- Cafeteria Update
  - Participation rates by students in the Free and Reduced Price Meal programs and cafeteria profitability continue to improve from 2006-07. Student menus are being reviewed with input from students to provide better food items.
- LAUSD
  - The District continues to experience problems with billing for their services. We have started to see some charges but still have not seen the majority. We are also in discussion concerning lost e-rate credits on our Telephone charges, and certain other fees are being questioned.
- ASB
  - The newly hired ASB Finance Manager, Kevin Olson, was introduced. Kevin brings a level of energy, communication and commitment to ASB that has not been experienced. Mr. Olson will also be assisting on the Charter School finances. He has already begun work on a Golf Tournament Fundraiser for ASB programs.

- Conflict of Interest-Form 700
  - Mr. Wood is still looking for a number of Form 700's for new Board Members. Please see him if you have any questions.

#### G. Technology – **Maisha-Cole Perri**

- Update on Current Projects
  - The first set of Data Projectors has been installed into classrooms.
  - The new Website has been launched with on-going improvements implemented as suggestions come in.
  - The security certificate is in place for our e-mail system as well as the spam filter.
  - The Acceptable Use Policy (A.U.P.) will be going into effect, and information has been communicated out to parents via Tele-Parent and E-News. The information will be placed on the Marquee and discussed during period 2.
- Future Projects
  - A committee has been formed to devise a Technology Plan by June, 2008.
  - As part of Professional Development, there will be Outlook training for everyone, including administrators appointed to update the Website.

#### H. Human Resources – **Colleen McCarthy**

- Recent Interviews and Hires
 

We have interviewed for and filled two of three open positions:

  - ASB/Finance Manager (full-time) - Kevin Olson hired for the position. Start date 1/2/2008 310-230-5144; [kolson@palihigh.org](mailto:kolson@palihigh.org).
  - Special Education Assistant (half-time) - Amy Davis will start 1/18/2008, contact information will be provided when available. For now, contact Amy through Mary Bush at 310-230-7240.
  - Certificated Instrumental Music Teacher (part-time, second semester). Interviewed two finalists, decision pending. Will provide classes and contact information in February.
- Employee and Parent Surveys
 

We continue to review the Employee and Parent Survey results. The three outstanding issues common to both surveys were creating an environment of respectful communication and a culture of exceptional customer service, and communicating a clearer understanding of the PCHS vision. To that end, the following has been done:

  - The *Dolphin Doings* newsletter is now sent to employees monthly, outlining board decisions, messages from the Executive Director, Principal and all school organizations (parent and school), as well as instructional departments. *Dolphin Doings* is being used to discuss our charter – its vision, our role in it, as well as other topics that will help all readers better understand Pali's goals and expectations. It also provides an opportunity for employee and department recognition. This is sent electronically, usually on the Friday or Monday following the monthly Board of Director's meeting.
  - A draft, tiered training curriculum for 2007-2008 and 2008-2009 has been created for all levels of employees. The first major training is scheduled for April and will be a session on managing change so that growth can continue. Further sessions on Customer Service, Communication (between stakeholders, E-Mail Etiquette, Understanding the Organization's Vision, Mission & Strategies, Giving & Receiving Feedback & Recognition); Negative Attitudes and their impact on an organization and Leadership Development are being considered.
- Lifetime Benefits
 

We met with two Benefits Brokers regarding the offer of lifetime benefits separate from LAUSD (others have been approached, but don't wish to bid at this time). During December, a comprehensive list of all benefit-eligible employees was created and submitted to the brokers to solicit plans and pricing. Currently, employees have the choice of a variety of benefit plans. Participation is across the board, with most opting for PPO in medical and dental (see attached). Realistically, we will not be able to offer four or five medical choices, but should be able to offer a PPO and HMO for both medical and dental. More information will be presented as Colleen receives it. In addition, we are reaching out separately to other consortiums/groups in an effort to ensure we are finding the best possible alternatives for employees.

- Right of Return
 

This is a multi-tiered issue. Much conversation has been generated by the October meeting. Colleen is continually talking with individual staff members who come to her with questions on the issue. Through April, our goal is to continue discussing the basics of what the charter means, what Pali's vision is, and what it means to "Be a Dolphin," so we ensure that all stakeholders understand what it will mean to remain at Pali. We also want to ensure that everyone has all the tools necessary to make the right decision for themselves and their family and that their decision is respected by all stakeholders.

    - The following has been completed and disseminated to staff:
      - A meeting with Pali staff, LAUSD and UTLA regarding Right of Return.
      - A list of Frequently Asked Questions.
      - A Communication Plan and Timeline.
    - The following have been completed, but not disseminated to staff pending agreement:
      - Interview Protocol (attached)
      - Job Fair Schedule (attached)
      - Plan for assisting those leaving to return to LAUSD
        - ◆ Resume Review and Writing assistance
        - ◆ Job Search assistance
- I. Standing Committee Reports on member rosters and annual goals, as well as ratification of standing committee ACTION items:
- Assessment and Accountability – **Lauren Allen** – will be meeting Wednesday, January 16, 2008 at 3:30 in the Study Center.
  - Communications – **Margaret Evans**
    - The Pali Positives for February have been chosen. They will be honored in a ceremony on Tuesday, February 5, 2008, at lunch in the Faculty Cafeteria.
    - At the December 2007 meeting the Committee wrote the following recommendation to the Board of Directors:
      - "To increase stakeholder attendance at its meetings, the Communications Committee recommends that the Board of Directors announce the time and place of all meetings, as well as any changes to time and place, in the Bulletin Board section of the website, in addition to the listing under Governance/Board of Directors. The Committee further recommends that the Board members receive any Minutes from previous meetings which need to be approved in advance, in order to shorten the length of the meetings."
      - Students would like a consistent meeting time to allow students to participate in Board meetings. 4:30 PM was suggested as a time which would accommodate most students. Meetings beginning later than 4:30 PM make it difficult for traveling students to attend as there is no bus service back to Pali in the evenings.
    - Leadership class is wondering whom to contact in order to have its events put onto the website. The Tideline newspaper would like a link to their new site, tidelinenewspaper.com, to be added to the website under the "Students" section.
    - The Communications Committee would like a link established so that parents can sign themselves up to get messages from Pali (paliparents master e-mail list).
    - Upcoming is an all-day off-site Master Planning Day re: school communication. Representatives are needed from students, parents, faculty and classified employees.
  - Educational Programs – **Melinda Meinen**
    - Principal Marcia Haskin will be holding "Councils" consisting of students with two or more fails and their parents. The groups will discuss why students are not living up to their potential and what kinds of other support are needed for student success.
    - The Counseling Department reported increased interest in the Business Law class. There will be several sections opened for the Spring Semester.
    - Howard Gould and some others are exploring the feasibility of putting together a Media Institute for the 2009-2010 year.

- The Committee went over the WASC School-Wide Action Plan and Goals for 2007-2008 School Year.
- The Committee was updated on the efforts to align the Pali and Revere curriculums.
- Finance and Budget – **Greg Wood** – Committee has not met.
- Operations/Facilities/Technology Committee – **Amy Held** – Committee has not met.
- Policy – **Julia O’Grady**
  - The AP Designation on Transcripts was discussed. A subcommittee consisting of (at least) an AP teacher, a non-AP teacher, a student, a parent, an administrator and a representative from the College Center was formed. The subcommittee was tasked with looking into possible revisions to the current AP contract. The subcommittee will bring the revised AP contract to the next Policy meeting which will be held on February 13, 2008.
  - Brittney Merritt was elected Alternate Student Representative to the Policy Committee.

**VI. CLOSED SESSION:**

- A. PUBLIC EMPLOYEE/DISCIPLINE/DISMISSAL/RELEASE
- B. PUBLIC EMPLOYMENT
  - 1) PRINCIPAL CONTRACT

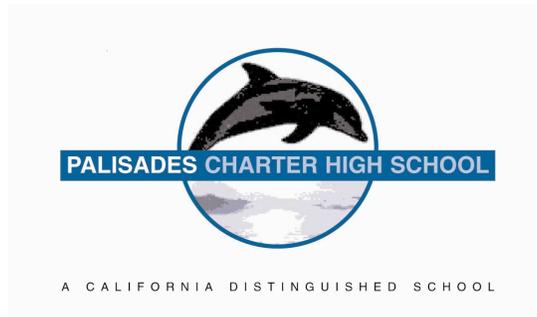
**VII. PUBLIC SESSION:**

**BOARD ACTION:** The Board voted in Closed Session to seek a waiver from STRS on the earnings cap for retired employees that would allow PCHS to retain Marcia Haskin’s services for the remainder of this year and next. At the same time, it voted to begin the search for a permanent Principal and if one is hired, retain Mrs. Haskin as a mentor and to ensure continuity into next year. The vote proceeded as follows:

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

**1 – absent (Mr. Michael Rogers)**

**VIII. ADJOURNMENT:**



## Policy for Using Students in Research

### BACKGROUND:

Action research is the process by which educators seek to improve educational practices through conducting research and taking actions based upon the results of that research. For example, an educator might explore the relationship between a particular instructional strategy and student response. If the results are favorable, then this instructional strategy may be applied and shared with colleagues. Based upon the outcomes, other actions might be taken to improve instruction, educational practices, or the educational community.

### REASONING:

We need a policy so that educators are consistent and have integrity when doing educational research involving people. Furthermore, we need to protect our school and those who participate in the research as well as those conducting the research.

### ACTION:

Adopt the following policy which is a modification of the LAUSD policy from [http://notebook.lausd.net/portal/page?\\_pageid=33,136510&\\_dad=ptl&\\_schema=PTL\\_EP](http://notebook.lausd.net/portal/page?_pageid=33,136510&_dad=ptl&_schema=PTL_EP)

## GUIDELINES FOR RESEARCH

Palisades Charter High School (PCHS) recognizes professional development as an important and essential component to maintaining and developing excellent instruction and curriculum programs. These programs are strengthened by the incorporation of formal and informal action research.

On the other hand, the PCHS has legal and moral obligations that require oversight of research activities conducted with PCHS resources (such as data, facilities, employee time, and access to students). These obligations include:

- Protecting students and employees from risk of harm, violations of rights, and losses of privacy
- Protecting the educational process from unwarranted distractions and interruptions
- Protecting public resources including data from misappropriation for private or unjustified use

Therefore, all research projects not initiated by Palisades Charter High School, including research done by Staff on behalf of external entities, must be approved by the Academic Principal or equivalent educational authority as recognized by the Board of Palisades Charter High School. Approval is based upon Researchers following the legal and ethical principles set forth later in this document, as well as the approval procedure.

Approval requires that the research is designed to answer well-formed research questions of educational importance, and uses methods that are appropriate to the research questions. Elements of the research design, including the theoretical framework, hypotheses, sample selection, instruments, and analysis plan should support the goals of the research, and it is the responsibility of the researcher to communicate these things clearly in the proposal. Even research that imposes no risks may be rejected by if it is poorly designed, described, or justified.

Approval does not impose any obligation on any person, school, or office to cooperate with researchers. Researchers bear responsibility to inform potential participants of the anticipated benefits and burdens in obtaining their consent. The burden on participants should not be excessive and cannot cause any harm to participants.

Furthermore, approval does not constitute any agreement to release administrative or educational data to researchers. Requests for data should not interrupt the normal operation of school. Depending on the research design, substantial time and effort may be required for staff to provide requested data with the appropriate selection and matching of records and concealment of personal identities. Such assistance must be requested directly from the appropriate offices, and provided at their discretion.

## I. Legal and Ethical Principles

### **A. Legal Protections**

Approval requires that all research adhere to federal regulations regarding the protection of human subjects, and regarding family and pupil rights, privacy, and protection. Researchers must become familiar with these guidelines. Federal Policy for the Protection of Human Subjects (34 CFR Part 97). It can be found at <http://www.ed.gov/policy/fund/reg/humansub/part97.html>. One subsection in particular should be noted, Additional ED Protections for Children Involved as Subjects in Research: <http://www.ed.gov/print/policy/fund/reg/humansub/part97-3.html>

Note that research involving “normal educational practices” is exempt from IRB (Institute Review Board) review under 34 CFR Part 97.101(b)(1). However, 34 CFR Part 97.101(b)(2) makes it clear that survey and interview procedures are not included in the definition of normal educational practices. For such procedures, what is required for exemption from IRB review is that information be recorded in such a manner that human subjects cannot be identified, and that any disclosure outside of the research cannot reasonably be damaging to the subjects’ financial standing, employability, or reputation.

Because of the special relationship that schools have with students and their families, the Family Educational Rights and Privacy Act (FERPA: 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA: 34 CFR Part 98) impose stricter requirements on the PCHS than those imposed on researchers by IRB review or its exemption. These rules may be found at <http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf> [http://www.access.gpo.gov/nara/cfr/waisidx\\_04/34cfr98\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/34cfr98_04.html)

In any case, the proposal should identify the protections relevant to working with students and student data. If the research involves contact with students other than normal educational practices, student and parent consent forms must be included. Note that even with parental consent, minors in school settings must be given the opportunity to assent or refuse to participate in research activities other than routine educational practices.

### **B. Ethical Principles**

Researchers are expected to abide by the code of ethics for their respective disciplines. When students are involved the following principles for student participation must be followed:

- ✓ **Primary Focus:** Primary focus must remain on what is best for the INDIVIDUAL student, not the study.
- ✓ **Protect Identity of Student :** Study must protect identity of student (example: removal of student name from displayed work)
- ✓ **No negative consequences:** Students can choose to NOT participate or may withdraw at any time with no negative consequences.

In addition, the following principles adapted from the American Psychological Association's (1992) Ethical Principles of Psychologists and Code of Conduct should be incorporated in the research design. (The entire code is available at <http://www.apa.org/ethics/code.html>.)

- ✓ **Familiarity with Ethics Code.** Researchers have an obligation to be familiar with applicable ethics codes and their application to research. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.
- ✓ **Compliance with Law and Standards.** Researchers must plan and conduct research in a manner consistent with federal and state law and regulations, as well as professional standards governing the conduct of research, and particularly those standards governing research with human participants.
- ✓ **Informed Consent to Research.** Researchers must use language that is reasonably understandable to research participants in obtaining their appropriate informed consent (except when consent is waivable). Such informed consent is appropriately documented. For persons who are legally incapable of giving informed consent, researchers nevertheless must (1) provide an appropriate explanation, (2) obtain the participant's assent, and (3) obtain appropriate permission from a legally authorized person, if such substitute consent is permitted by law. An example of an informed consent letter must be submitted as part of the approval process and follow the guidelines set forth in the approval procedure. The Academic Principal as well as the researcher must sign the letter and provide contact information.
- ✓ **Minimizing Intrusions on Privacy.** In order to minimize intrusions on privacy, researchers shall include in written and oral reports, consultations, and the like, only information germane to the purpose for which the communication is made. Researchers may discuss confidential information obtained in schools, or evaluative data concerning students, teachers, and other research participants, only for appropriate scientific or professional purposes and only with persons who are clearly concerned with such matters and have pledged to uphold confidentiality.

## II. The Approval Process

The approval process has three parts: 1. Submission of the proposal, 2. Review of proposal, 3. Statement of agreement. Once completed the researcher may start the research project.

### **A. Submitting the Research Proposal**

The proposal must be submitted to the Academic Principal. It should include the following letters and plan:

- a letter to the Academic Principal that outlines the research project and methods.
- the letter(s) of consent to participate in research. Consent must be obtained from
  1. Parents/Guardians:  
Parents /guardians of students must give consent in writing and, when appropriate, students should also give their consent.

In writing the letter of consent, the researcher should

- ✓ Explain research purpose and goals.
- ✓ Explain role of student
- ✓ Explain how data will be collected and give timeline for student involvement
- ✓ Explain any risks and benefits for the students.
- ✓ Explain how to obtain end of study results.
- ✓ Give assurance of confidentiality and privacy.
- ✓ Explain rights to participate or not participate, and assure that this decision will not affect student education or grade
- ✓ Have Academic Principal sign letter as act of approval and knowledge of research
- ✓ Provide contact information

A sample fill-in-the-blank letter is included.

2. Other adults  
Consent is implied when an adult agrees to participate in an interview, survey, or questionnaire.

3. Institutional Review must be done by either by the university/college teaching program or PCHS. If the study is done in conjunction with a university, the university must also approve the study, including the research methods, and methods to obtain consent. A university sponsor and contact information must be provided
- A plan for the results should be discussed with the Academic Principal  
Results of the study must be available upon request  
Results should be shared with colleagues and interested persons  
Submission of articles written as a result of the study must be approved by the Academic Principal

## **B. Review of the Research Proposal**

Proposal review can take up to two weeks and will yield one of three possible outcomes:

- 1) Approval: If approved, notification will be made by e-mail, perhaps with suggestions for minor alterations to the research design. The approval letter will indicate that the Academic Principal has approved the proposal for research, but will not act as an endorsement for the research.
- 2) Conditional Approval: The proposal may be conditionally approved, subject to specific changes or additional documentation. Upon satisfaction of the conditions, which does not require submission of a full revised proposal, an approval letter will be provided. The Academic Principal can discuss changes and progress with the researcher(s).. Any revision or additional documentation, the statement of agreement, and an executive summary of findings should be submitted to the committee.
- 3) Rejection. If the proposal is not approved, the researcher(s) might be given the opportunity to submit a revised proposal. This is not the same as a conditional acceptance, and a full revised proposal must be submitted for review.

## **C. Statement of Agreement**

All researchers must sign a statement of agreement. This statement establishes that the research activities are in compliance with existing legal and ethical codes. It further establishes that the research you performed will not differ significantly from the research proposed, and that the researcher(s) are to provide the Academic Principal with a summary of the findings. Violation of this statement of agreement will be considered a breach of contract.

## **D. Execution of Research**

All research shall follow guidelines and approval procedures. The Academic Principal must be made aware of any problem as quickly as possible

PCHS holds the right to stop the project due to any non-compliance to this policy or potential adverse affects.

## PCHS Board Member Committee Coverage Assignments

January 15, 2008

### Communications

**Vicky Francis, James Paleno**

Day of Month and Time: Second Thursday at 3:15 p.m.

Location: Library

### Policy

**Steve Klima, Darcy Stamler**

Day of Month and Time: Second Wednesday at 3:30 p.m.

Location: D206

### Educational Programs

**Torino Johnson, Rene Rodman**

Day of Month and Time: First Wednesday at 3:30 p.m.

Location: Library

### Finance and Budget

**Eileen Savage, Dave Suarez**

Day of Month and Time: Third Monday at 3:30 p.m.

Location: Library

### Operations and Facilities

**Michael Rogers, Amy Dresser-Held**

Day of Month and Time: Fourth Wednesday at 3:15 p.m.

Location: Library

### Grade Appeals

**John Riley**

Meets as necessary



## **BOARD REPORT**

### Palisades Charter High School

**To:** Board of Directors  
Palisades Charter High School

**From:** Amy Held, Executive Director  
Palisades Charter High School

**Date:** January 11, 2008

**Re:** **Public Disclosure of PCHS's Initial Proposals for Negotiations  
with PESPU Pursuant to Government Code Section 3547**

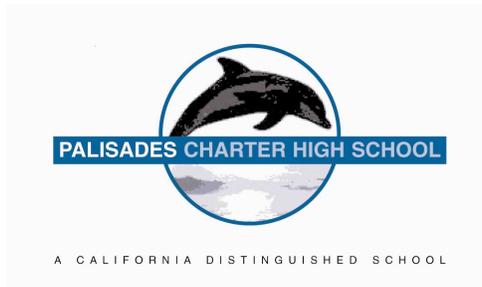
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Consistent with its charter, Palisades Charter High School ("PCHS") is the independent public school employer of the employees of the Charter School as specified in the Educational Employment Relations Act (see Government Code Section 3540, et seq.). PCHS has received a request to bargain and a proposal from Palisades Educational Support Personnel United ("PESPU").

As such, this memorandum is to disclose to the public PCHS's initial proposal pursuant to Government Code Section 3547 related to collective bargaining between PCHS and PESPU for the 2007-2008 school year.

It is the intent of the Board of PCHS to negotiate and ultimately agree to a collective bargaining agreement between the parties which addresses the legally required subjects concerning terms and conditions of employment.

Accordingly, PCHS has an interest in negotiating a collective bargaining agreement that reflects each of the current rights and obligations of the parties including, but not limited to, Recognition, Board and Association Rights, Compensation, Grievance Procedure, Work Day, Work Year, Evaluation, Discipline, Health and Welfare, Leaves and other essential terms.



## **BOARD REPORT**

### Palisades Charter High School

**To:** Board of Directors  
Palisades Charter High School

**From:** Eleanor Rozell and Sophia Chock,  
Palisades Educational Support Professionals United

**Date:** January 14, 2008

**Re:** **Public Disclosure of PESPU's Initial Proposals for Negotiations  
with PCHS Pursuant to Government Code Section 3547**

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This memorandum is to disclose to the public PESPU's initial proposal pursuant to Government Code Section 3547 related to collective bargaining between PCHS and PESPU for the 2007-2008 school year.

It is the intent of PESPU to negotiate and ultimately agree to a collective bargaining agreement between the parties which addresses the legally required subjects concerning terms and conditions of employment.

Accordingly, PESPU has an interest in negotiating a collective bargaining agreement that reflects each of the current rights and obligations of the parties including, but not limited to, Recognition, Board and Association Rights, Compensation, Grievance Procedure, Work Day, Work Year, Evaluation, Discipline, Health and Welfare, Leaves and other essential terms.

## RECRUITING PROTOCOL

WHO RECRUITS	INTERVIEW FOR	INTERVIEW COMMITTEE	SCREENING RESUMES	RECRUITING FAIRS
HR	<b>TEACHERS</b>	HR	<b>WHO</b>	Attendees
Department manager	Ability to communicate	Administrator	HR	HR
Co-workers	Teaching Demo	Department Head/Designee	Department Manager / Supervisor	Dept. Chair or rep.
\$500 referral when cleared & hired	Passion about Subject	Department Designee		
Web Posting	Knowledge of subject	Classified	<b>LOOK FOR</b>	Materials
PCHS Website	Innovation/Creativity	Parent	Credential	Info about Pali
Edjoin	Computer Skills	Student	Experience	Giveaways
Teach for America		Board member / Community	Writing ability (cover letter)	
ACSD			Extra Curricular activities	
AASPA	<b>CLASSIFIED</b>			
ACSA	Customer Service Skills			
AEE	Verbal Communication			
	Writing Skills			
	Flexibility			
	Organizational Skills			
	Innovation/Creativity			
	Computer Skills			

## 2008 Recruiting Fairs

RECRUITING FAIR	WHERE	PALI ATTENDEES	SCHOOL CONTACT	COST
Feb 7 - Career Fair	USC			
Feb 12 - Government & Community	UCLA			
Feb 21 - Career Job Fair	PEPPERDINE			
Feb 27 - Education Expo	CSUN			
Mar 1 - CCS - San Diego				
Mar 13 - Meet the School District	LOYOLA MARYMOUNT			
Mar 15 - CCS - LA				
Apr 9 - Spring Job Fair	CSUN			
Apr 18 - Annual Career Fair	CLU			
May 7 - Career	UCLA			
May 9 - Recent Grad & Alumni	CSUN			