

DRAFT FOR APPROVAL

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS**

Minutes of January 17, 2006 Meeting

OPEN SESSION

I. WELCOME

A. *Call to order – Minh Ha Ngo*

B. *Roll call – Minh Ha Ngo*

Members Present:

Ann Davenport Minh Ha Ngo
Victoria Francis Mary Red Clay
Dick Held Rene Rodman
Bud Kling Jim Suhr
Gretchen Miller Rosalind Wolf

Ex-Officio Members Present:

Genevieve Fox
Gloria Martinez
Greg Wood

C. *Approval of Minutes*

Minutes from December 13, 2005 were approved with corrections. See final version of approved minutes on palihigh.org website.

II. PUBLIC SPEAKERS:

A. *Dexter O'Connell (student):*

Dexter requested that the Integrated Science 1 curriculum be made more rigorous. He also wanted to show support for the Lacrosse team.

⇒ **The student concern regarding the Integrated Science program will be forwarded to the science department.**

B. *Mrs. Evans (Assistant Principal):*

Mrs. Evans has had numerous requests for the 2006-07 school year calendar. Parents would like to know the dates for summer school and breaks.

⇒ **Mrs. Davenport indicated that the calendar is being finalized. It will probably be ready for approval at the February board meeting.**

C. *Mr. Rhos Dyke and Mrs. Marilyn Haese*

See below regarding approval of Lacrosse team.

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III. ACTION ITEMS

- A. *Approval of Joint Powers of Authority Board for Special Education*
At the December board meeting, Mary Bush, the special education coordinator, recommended that we join the Joint Powers of Authority Board for Special Education. The agreement is to work together to serve our students. According to Lisa Corrs, our lawyer from SMY&M, there is no risk pooling, just a small step towards a more formal relationship where charter schools would pool their resources for special education. There is no cost at this point. We also have a 30-day out-clause if we wish to sever ties.
- ⇒ **Board approved PCHS becoming a member of the Joint Powers of Authority Board for Special Education. (1 abstention – Francis)**
- B. *NCLB Posting Requirement: Approval of Mr. Michael Friedman to be Employed on the Basis of a Provisional Internship Permit to Teach Math to Students in Grades 9-12*
Mr. Michael Friedman is a candidate for a mathematics teaching position. He would be employed on the basis of a provisional internship permit.
- ⇒ **Board unanimously approved the hiring of Mr. Michael Friedman on the basis of a provisional internship permit to teach math to students in grades 9-12.**
- C. *Discussion and Possible Action to Authorize the Creation of PCHS Lacrosse Team*
Mr. Rhos Dyke made a presentation requesting the approval of a PCHS Lacrosse Team for the 2006 season and endorse membership in the CIF Southern Section Lacrosse League. Marilyn Haese, a parent, also voiced her support for the team. PCHS students have been participating in Lacrosse as a club sport for the past two years. Supporters will raise any and all funding for the program in fiscal 2006. There will be NO FUNDING REQUIRED from the school. There is tremendous interest among Pali students, both girls and boys. As a school team, the Lacrosse organization will be flexible in scheduling practice time on the fields, practice after school before the late bus to allow traveling students to participate, and will NOT charge any student to play. All involved with the program pledges to be “fully committed to abiding by ALL school, LAUSD, CIF City, and Southern Section rules regarding student eligibility, ethics, and conduct standards and ALL other rules and regulations that apply to school sponsored athletic operations”. LAUSD is close to adding Lacrosse as a school sport.
- ⇒ **Board unanimously approved the creation of a PCHS Lacrosse team for the 2006 season. This will NOT be a class and students will NOT receive PE credit or have their PE requirements waived. We will review the program at the end of the season before approving it for next year.**

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IV. DISCUSSION ITEMS

A. *Human Resources Committee Hiring Procedure Recommendations*

The Human Resources Committee made recommendations that would improve PCHS's hiring procedure (see attachment at end). HR should be involved with determining the description, qualifications, duties/responsibilities, and compensation schedule for all job openings. There should also be a checklist that is completed before an employee starts. HR should also be involved with advertising and recruiting for job openings. There should also be a defined procedure for salary advancement and raises for all employees of the school with negotiated contracts. A Board Compensation Committee would be responsible for the contracts and evaluation of the Executive Director, Academic Principal, and Chief Business Officer, employees that report to directly to the Board. This committee would be composed of an HR representative, the Board Treasurer, and two other board members.

⇒ **The HR committee will revise the recommended hiring procedures based on the feedback from the Board and return with any changes for final approval. The committee will also work on creating the job opening requirements and checklist for hiring.**

B. *Clarification Of Student Enrollment Policy And Procedures*

In order to clarify our student enrollment policy and procedures, Dr. Martinez, Dr. Snyder, and Lisa Corr submitted a draft of the enrollment policy that marries our charter and the laws for enrollment. Lisa outlined the public random drawing procedures for enrollment and wait list that are based on the number of openings per grade level and our priority for enrollment. Mrs. Evans, the assistant principal in charge of enrollment, has more or less been following the same procedures, but was not involved in this proposal.

⇒ **After input from Mrs. Evans as to any changes that need to be incorporated, a revised draft of the enrollment policy and procedures will be submitted for approval.**

C. *Update On Room J121 Progress*

The bids for the work is out. The selection of a contractor will hopefully be done by the end of the week. The work is not likely to be completed by March in time for the WASC visit.

D. *Update On Executive Director Search*

The committee is meeting with an advisor that will be able to assist them in the search. People have expressed interest in serving on the committee, so the committee is currently surveying how many new members to add, if any.

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E. *Update On Restructuring Of Governance*

There has been no progress. Mary Red Clay and Bud Kling will try to get the ball rolling again.

F. *Next Meeting - February 21st from 6-9 PM*

V. ORGANIZATION REPORTS

A. *Student Report – Genevieve Fox*

1. Students would like to know why the new marquee is not operational yet. The company installed the marquee in the wrong place, so we are waiting for them to fix it before finishing the project.
2. Michelle Kim submitted a proposal to include more comprehensive college preparation built into the curriculum of Life Skills for college bound students.
⇒ **The proposal will be forwarded to the Life Skills teachers and Educational Programming Committee.**
3. Mr. Terry Henderson is willing to get a PE credential so that marching band can receive PE credit. It is still unclear what the requirements are according to the No Child Left Behind Act, so Mrs. Davenport will look into this.
4. There is a fundraiser sponsored by Mr. Kerry Feltham on January 29th featuring Pali students in one-act shows. Tickets are \$30.

B. *Academic Principal's Report – Dr. Gloria Martinez*

1. The WASC visit begins on Sunday, March 5th. The team would like to meet with board members and key personnel that afternoon.
2. The school newsletter is being mailed as soon as possible.
3. There is a matching grant of \$6250 from UCLA School of Management that can be used to help us with analyzing our data. The school is in the final stages of hiring a Data Analysis Coordinator. With this person, we might not need the help. UCLA could still supplement and provide guidance to the PLCs.
⇒ **The motion to provide the matching funds of \$6250 for the UCLA grant was not approved.**
IN FAVOR - Held, Rodman, Suhr, and Wolf
AGAINST - Davenport, Miller, Ngo, and Red Clay
ABSTENTION - Francis and Kling

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

1. As of December 18th, our enrollment was 2725. Our ADA was 95.1%.
2. General purpose funding from the state may increase by 5.2%. Categorical block funding may increase by 20%.
3. The school is trying to get the illness bank balance from LAUSD. The district will release this information if teachers on leave from LAUSD will initial the request.
4. We are still trying to get a MOU for ISIS.
5. The LAUSD Board of Education finally approved the funding the baseball lights.
6. As we challenge more and more charges, LAUSD is releasing more details about the charges.
7. The Renaissance Academy's charter may be revoked.
8. The trust for Mrs. Gilbert's donation is being finalized.
9. Charter schools can be reimbursed for mandated costs from the state. Greg will investigate and follow up.
10. We are currently submitting a grant to the district for Measure R funding to provide furniture and equipment.
11. LACOE payroll will cost us 1% which is approximately \$190,000. ADP currently costs \$7000. Even with the advantage of having STRS/PERS reporting, it is not worth the extra cost at this time.
12. There are still STRS/PERS discrepancies. The business office is aware of the inaccuracies and is trying to fix them.

D. *Policy Committee*

1. The committee is going to survey the faculty/staff for their opinion as to how much time students should have to change classes.
2. In regards to classes and grades for team sports, the committee recommends: "Palisades will continue to offer team sports for credit and a mark. All PE teachers can be assigned a period 7 class to cover team sports to insure that all team sports have a credentialed teacher of record."

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The PE department has agreed to the policy. A PE teacher will have a block conference period instead of period 7 conference if necessary. At this time there are enough teachers to cover all of the spring semester team sports, except the new Lacrosse team, approved earlier in the evening.

⇒ **The recommendation was approved unanimously. We will try to secure a teacher of record and offer a class for the Lacrosse team IF POSSIBLE.**

E. *Technology Update*

1. Dan Warren reported that there are now 14 computers in D104 for the journalism class.

VI. ADJOURNMENT

Open session ended. Board entered closed session.

VII. OPEN SESSION (report out from closed session)

A. *Public Employee Discipline/Dismissal/Release*

⇒ **Mr. Ray Millette Resigned From Pchs Effective January 10th to take a position in the Adult School division of LAUSD.**

B. *Public Employment - Title: Chief Business Officer Employment Contract*

⇒ **Jim Suhr, Mary Red Clay, Victoria Francis, and Rene Rodman will form the Board Compensation Committee to handle the CBO contract.**

C. *Teachers' Unpaid Leave Request*

⇒ **A teacher's request for a 3-week unpaid leave was not approved.**
IN FAVOR - Francis, Suhr
AGAINST - Davenport, Miller, Ngo, Red Clay, and Rodman