

DRAFT FOR APPROVAL

PALISADES CHARTER HIGH SCHOOL BOARD OF DIRECTORS

Minutes of November 15, 2005 Meeting

OPEN SESSION

I. WELCOME

A. *Call to order – Minh Ha Ngo*
Meeting started at 6:15 p.m.

B. *Roll call – Minh Ha Ngo*

Members Present:

Gay Chambers
Mary Red Clay
Patrice Fisher
Dick Held
Minh Ha Ngo
Jim Suhr
Rosalind Wolf

Ex-Officio Members Present:

Greg Wood
Nasser Samara/Katie Linahon (alternates)

C. *Approval of Minutes*
Minutes from November 1, 2005 were unanimously approved w/corrections. See attached final version of approved minutes.

II. PUBLIC SPEAKERS:

A. *Lucy Hernandez (student):*

Lucy, an editor for the Tideline, is requesting the Journalism class be relocated to Rm. J108 for the spring semester or for computers to be brought into Rm. D104 so that the journalism class can effectively produce a newspaper every two weeks. There was a scheduling conflict at the beginning of this semester. Mrs. Davenport will work on relocating the class if possible. Otherwise, computers on campus have been identified that can be moved to D104 for Journalism to use. Mr. Held also indicated that Booster Club could also support the Journalism program if they make a proposal. Last year, the Booster Club donated \$5000 to the program.

DRAFT FOR APPROVAL

DRAFT FOR APPROVAL

B. *Aileen Scibetta (College Counselor):*

Mrs. Scibetta and her colleagues in the College Center will postpone their comments until the next board meeting when the new Board is seated. The College Center has not received the computers that they have requested yet. Mr. Wood confirmed that the cost of the computers is already in the approved budget.

⇒ **D. Warren will order the computers by the next board meeting.**

III. ORGANIZATION REPORTS

A. *Student Report – Nassar Samara and Katie Linahon*

1. Leadership gave the Board an update on the successful student activities and upcoming events.
2. Students will appeal to female faculty members to return the lower C building restrooms so that more bathrooms can be available for students. They will survey the female faculty and investigate the ratio of bathrooms to number of people for both faculty and students. If teachers consent, Mrs. Atlas is willing to have the C building restrooms open.
3. Students are working on a survey and rating for the AP and honors courses from both teacher and student perspectives. They will include amount of homework assigned, grading criteria, and difficulty of quizzes/tests. They were cautioned to not generalize information that may only apply to specific teachers.
4. Students were given the opportunity to view the video from the forum for Board Community Member candidates. There was a good turn out for the viewing and the voting.
5. Students are also working on a committee for WASC.
6. Students expressed concerns as to why the east end of the A building is out-of-bounds during lunch. Students have to walk to the other side to enter building if they need to go to the offices.

B. *Academic Principal's Report – Minh Ha Ngo (on behalf of Dr. Martinez)*

1. Journalism class needs computers, so please let Dr. Martinez know if any computers are available on campus.
2. All openings on committees have been identified. Stakeholders are encouraged to get involved and join a committee. Teachers can earn \$50 a month for being a member and attending meetings.

COMMITTEE	OPENINGS
Ed. Programs	1 teacher, 1 classified staff
Assessment and Accountability	1 traveling parent, 2 teachers, alternate staff
Operations and Facilities	1 teacher
Communications	1 classified staff

DRAFT FOR APPROVAL

3. If there is any information that a department or program wants to be included in the Fall newsletter, please sent to gmartinez@palihigh.org by Nov. 29th.
4. Ms. Monica Iannessa will continue as the Student-of-the-Month coordinator. Anyone interested in being a co-coordinator should see Dr. Martinez. There is a stipend of \$750 per co-coordinator.
5. Lost and Found items can be recovered in the Magnet Office.
6. Dr. Martinez is on a WASC visiting team from Nov. 13-16th. Ms. Walters knows how to reach her in the event of an emergency.

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

1. Xerox machines are here! Training will take place Nov. 16th and 17th. The old machine in the F building (for now), Duplo, and Riso are still available.
2. The current enrollment is 2729 students with 97.9% ADA. Mr. Wood is projecting an increase of 60 students more than last year that will bring \$375000 in additional funding.
3. Damaged lockers have been assessed. We will get an estimate for repairs by Friday. Students will follow up with how many students still need lockers and if there are students who are willing to give up their lockers.
4. Mr. Wood will present the audit report at the next Board meeting. He also will submit projections for the end-of-school year by Dec. 12th.
5. Employees are now able to use their own doctors for workers' compensation. They conducted a safety audit of the campus.
6. LAUSD is still working on fixing the problem in J120. They are wary of the possibility of lead paint or asbestos, so it is causing delays.

D. *Educational Programs – Minh Ha Ngo*

The committee is creating a Course Catalog by requesting course descriptions from all departments. The committee identified goals and priorities for the year and will share as decisions are made.

E. *Communications – Margaret Evans*

1. Committees need to submit information (minutes and agendas) to the Communications Committee so that they can post and distribute the information.
2. They are working on creating a list serve, newsletters, and press releases.
3. They would like to reduce the number of members from 11 to 9. They will recommend an amendment to their bylaws to reflect this change.

F. *Policy – Cheryl Onoye*

1. Committee is still discussing grades for team sport and the timeframe for changing classes.

DRAFT FOR APPROVAL

DRAFT FOR APPROVAL

2. The committee unanimously approved the following policy regarding the presence of animals on campus and is asking for Board ratification:
“With the exception of certified service animals and those used as part of the curriculum, animals may not be brought on to campus without prior written permission from the Executive Director and/or the Academic Principal. Violators of this policy will be asked to remove the animal from campus immediately.”

The Board discussed whether the policy should be enforced 24 hours a day and whether written permission should be required for all animals. There were concerns about afterschool/weekend groups or private citizens that use the campus. The policy would apply to them too; they would be asked to remove the animal(s) if spotted on campus. The policy is now explicit and should be a condition for use of the campus. There may already be an LAUSD policy regarding the presence of animals on campus (particularly on athletic fields).

⇒ **Board approved the policy (YES – Chambers, Fisher, Held, Red Clay, Wolf; NO – Ngo) as follows:**

“With the exception of certified service animals and those used as part of the curriculum, animals may not be brought on to campus at any time without prior written permission from the Executive Director and/or the Academic Principal. Violators of this policy will be asked to remove the animal from campus immediately.”

G. *Human Resources – Ann Davenport*

1. The committee approved a full-time copy clerk for one semester and a full-time computer technician. They postpone the decision about a full-time Athletic Director and extra hours for the Attendance Office. They referred reimbursement from Dolphin Days to the CBO because it did not relate to their committee.
2. Students requested that the committee have open and closed sessions so that a student representative can participate or have a member of the HR committee give reports to the Leadership class periodically. Students will propose this to the committee.
3. The committee would like the Board to agendize the adoption of some new hiring procedures, amendment to their bylaws for a change in composition, and approval a new member.
⇒ **Board unanimously approved the change to the bylaws reducing the number of members from 11 to 9 (1 administrator, 1 clerical, 1 parent, and 6 teachers).**
⇒ **Board unanimously approved Susan Curren as the new teacher member on the committee.**
⇒ **Board will agendize the suggested hiring procedure for discussion at the next meeting.**

DRAFT FOR APPROVAL

DRAFT FOR APPROVAL

IV. DISCUSSION ITEMS:

- A. *Update From Executive Director Search Committee – Minh Ha Ngo*
Peter Schoenfeld had withdrawn his candidacy. Faculty and staff feedback is being collected.
- B. *Update From Nominating Committee – Margaret Evans*
Voting is finished. New members will be announced shortly. New members will be seated at the next board meeting.
- C. *Update On Restructuring Of Governance – Mary Red Clay*
The list of 13 proposals were reviewed by legal counsel. Most of the proposals could not be accommodated because of legal issues. The committee will meet again to discuss the report from the lawyers and which proposals can be implemented for faculty to discuss.
- D. *Library Utilization – POSTPONED*
Linda Roche, the librarian, was unable to attend. She will report on the use of the library at the next meeting.
- E. *Report from New Board Transition Task Force – Patrice Fisher*
Ideas include community introductions and forum, education of new members, board bonding, 2-day Pali Community building, Pali immersion, building community within Pali, and building public community. See attachment at the end of minutes.
- F. *Formation of Facilities Planning Task Force – Rick Mills*
Mr. Mills shared a proposal (see attachment at end of minutes) that suggested a make-up of the Task Force and set specific objectives for the Task Force. The Board identified key persons that should be on the committee: Mr. Jefferson (plant manager), John Napoli (LAUSD), Bud Kling (Teacher-Athletics), Monica Iannessa (Teacher-Arts), and Jim Suhr (Board member). Others possibilities include Jim Bailey (currently working on improvements for the Track), a parent who has been involved with facilities improvements at Kenter Canyon, Ray Millette (Teacher-Academics), and a representative from Academic Watch. First task would be a long-range needs assessment.

DRAFT FOR APPROVAL

DRAFT FOR APPROVAL

- ⇒ **Mr. Mills will be the lead on the Task Force. He will contact possible members and draft a needs-assessment survey. The Board will approve the Task Force and its objectives at the next meeting.**

G. *Next meeting – Tuesday November 29, 2005 from 6:00 to 9:00 pm.*

V. ACTION ITEMS:

A. *NCLB Posting Requirement for Science Teacher*

Mr. Brian Peffly is a candidate for the Biology and Integrated Science teaching position. He would be employed on the basis of a provisional internship permit.

- ⇒ **Board unanimously approved the hiring of Mr. Brian Peffly on the basis of a provisional internship permit to teach biology to students in grades 10-12 and integrated science to students in grade 9.**

B. *Remuneration for Classified Staff Members Attending Committee Meetings*

After consulting with legal counsel and clarifying the financial impact (at most \$350 a month) the Board can offer a \$50 stipend for classified staff serving on committees. Classified staff would then review the offer and accept or decline. If they are represented by a collective bargaining unit, the union would also need to be notified. Issues that arose include what happens to work that was not completed because the employee was at a meeting, whether to compensate for time if work that must be completed before the next day, and compensation of 1 hour a month instead of \$50. Administrators requested the same consideration. No action was taken since there was no clear proposal that addressed the what-ifs.

- ⇒ **Classified staff and administrators will come up with specific proposals that address these issues for the Board to consider at the next meeting.**

VI. **ADJOURNMENT**

Open session ended at 9:00 p.m. Board entered closed session.

VII. **OPEN SESSION (resumed at 9:45 pm)**

No action was taken during closed sessions.

DRAFT FOR APPROVAL

DRAFT FOR APPROVAL

Proposed Transition for Board of Directors & Alternates

Announcement & Seating

November 29, 2005

Board of Directors Meeting in Pali Library

- Seat New Board of Directors
- Distribute Board Handbooks

Community Introduction & Forum

December 3, 2005

Mercer Hall

- Publicly Acknowledge & Thank Previous Board
- All Stakeholders Invited
- Outreach to Build Future Relations

Education

December 13, 2005

Prior to Regular Board Meeting in Pali Library

- Getting to Know Pali
 - Charter Overview/Legal Responsibilities
 - Budget Process
 - School Organization
 - School Programs
 - School by the Numbers
 - Q & A

Board Bonding

January 2006

TBD - Off-Site Location

- Tell Our Stories
- Trust Building
- Understanding respect, diversity, prejudice, privilege, and culture
- Inventory of Connections and Resources
- Commitment and Availability

Two-Day Pali Community Building

January 2006

Palisades High

- Day 1 – Information and Training
- Day 2 – Stakeholder Input & Action Plans

DRAFT FOR APPROVAL

DRAFT FOR APPROVAL

Pali Immersion

January 2006

Palisades High

Shadow All School Positions
Classroom Visitations

Building Community within Pali

January – February 2006

Palisades High

Meet with Stakeholder Groups
Students (Leadership, Senate, & Open Forums at Lunch)
Teachers (Open Forums at Lunch or After School)
Parents (Open Forums During & After School, Dual Locations)
Committee/Department Chair
Certificated Staff (Open Forums at Lunch or After School)
All Other Staff (Open Forums at Lunch or After School)
(Gather visions, needs, challenges, and best way to communicate)

Building Public Community

February - March 2006

Greater Los Angeles

Pacific Palisades
LAUSD
College/Universities (UCLA, SMC, Pepperdine, etc.)
Paul Revere Middle School
Feeder Elementary Schools
Candidates Who Ran for Positions on Board
Business & Industries
Politicians

DRAFT FOR APPROVAL

DRAFT FOR APPROVAL

To: Palisades Charter High School Board of Directors
From: Rick Mills
Re: Establishment of a Long Range Facilities Plan Task Force
Date: November 15, 2005

This memo is provided as a framework for discussion regarding the establishment of a Long Range Facilities Plan Task Force. The PCHS Board indicated its support for a Long-Range Facilities Plan last June by adding to the list of responsibilities of the Executive Director the coordination of preparation of such a plan.

Because the development of a Long-Range Facilities Plan must involve a wide range of input, and is outside the scope of any single existing school committee or group, establishing a focused Task Force has been favorably mentioned as a good way to coordinate, facilitate and direct this planning effort.

The following is an outline of what could be included as part of an Action Item establishing the Task Force:

A. Define the make-up of the Task Force. Members should include people from each stakeholder group, professionals, including someone with experience in school construction, preferably within the LAUSD since it owns the property, new Executive Director, and the school's CFO. Stakeholders include teachers, administrators, other staff, students, parents, and community members. (It would be good to have a teacher from each of the following -- academics, the arts, and P.E.)

B. Set forth specific objectives for the Task Force.

1) Gather input from all stakeholders in a well-publicized, open manner to help define desired improvements and needed facilities. (Many ideas have already been brought up, but have never been considered in a comprehensive fashion. These include physical improvements which would reduce average class size, a quality theater/auditorium, modernized classrooms and offices, new and improved sports facilities, and an on-campus pool. These needs would be explored and other needs would be added.)

2) Maintain an information feedback loop with stakeholders as the planning progresses. For example, return to the stakeholders with conceptual drawings of alternatives in order to gain for feedback.

3) Assemble data and gather background information on the condition of the existing physical plant and property.

4) Develop a financial and fund-raising plan.

5) Define legal, processing, and permitting issues with LAUSD, the City of Los Angeles, and other agencies. Coordinate with LAUSD to meet their permit requirements. I think we need to work closely with them so there are no surprises along the way. Contact Granada Hills Charter HS to see how successful they have been with LAUSD in making upgrades to their campus, e.g., their new field and track.

C. Provide an initial budget to the Task Force to assist in the above.

DRAFT FOR APPROVAL

DRAFT FOR APPROVAL

It is hoped the Task Force could be operational as soon as possible after the new Executive Director is selected, in order to get as much done as possible this school year.

Sincerely,

Rick Mills

DRAFT FOR APPROVAL