



A CALIFORNIA DISTINGUISHED SCHOOL

BOARD OF DIRECTORS MEETING REGULAR MEETING MINUTES

Tuesday, October 16, 2007

4:00PM – 8:00 PM

Library

I. PRELIMINARY:

A. CALL TO ORDER – 4:08 PM – Mr. Bud Kling

B. ROLL CALL – Mr. Bud Kling

Members Present:

Steve Klima

Victoria Francis

Bud Kling

Maisha-Cole Perri

Rene Rodman

Rosalind Wolf

Patrice Fisher

Amy Dresser Held

James Paleno

John Riley

Eileen Savage

Ex-officio Members:

Marcia Haskin

Greg Wood

Madeline Seltzer – 6:10

Kevin Javidzad – 6:00

C. APPROVAL OF MINUTES FROM BOARD MEETING ON AUGUST 21, AUGUST 29, AND SEPTEMBER 18, 2007. See final approved version at www.palihigh.org.

- Motion to approve minutes from August 21st with corrections was made by Mr. James Paleno and seconded by Ms. Maisha-Cole Perri.
- Motion to approve minutes from August 29th with corrections was made by Ms. Ros Wolf and seconded by Ms. Maisha-Cole Perri
- Motion to approve minutes from September 18th with corrections was made by Ms. Patrice Fisher and seconded by Ms. Maisha-Cole Perri.

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.

III. ACTION ITEMS:

A. RATIFICATION OF POLICY COMMITTEE'S RECOMMENDED CHANGES IN POLICY (RELATING TO STUDENT DRESS CODE: PALI HATS/HEADGEAR ONLY)

After a brief discussion in regards to the proposed hat policy, the issues it presents with the rest of the dress code and how it will be enforced, it was decided to table the item until the policy can be communicated out to the school population. Both a survey of the student's

opinions about the policy and the faculty / staff as to whether or not they are willing to enforce the policy needs to be made before this can move forward.

B. BOARD ACTION ON ANNUAL SCHOOL-WIDE GOALS

- Mrs. Held presented the School-Wide Goals for 2007-2008 which were derived from the WASC School-Wide Action Plan and presented to the department chairs, leadership team and entire faculty. They include this list with measurable criteria:
 - Close the achievement gap
 - Expand the Gifted and Talented Program
 - Expand and institutionalize community college and distance learning offerings
 - Reduce class size measurably (to a maximum average of 37 per course)
 - Improve service to parents and families
 - Improve quality of life for Pali employees
 - Increase resources (human, capital and fiscal) and examine how they are allocated to ensure they are optimally used.
- Following some discussion, Ms. Perri moved that the Board adopt the proposed School-Wide Goals as presented. Mr. Riley seconded the motion.

The Board unanimously approved to adopt the proposed School-Wide Goals as presented.

C. BOARD ACTION ON HUMAN RESOURCES BUDGET

- Human Resources Director Ms. Colleen McCarthy presented her anticipated timeline and budget for the year. The budget includes ongoing items from other budgets and new items such as preparation for the right of return, recruitment and training of staff, efforts to reduce workplace injury and increase employee wellness, etc. The total budget approved was approximately \$65,000.
- Ms. Perri motioned that the Board approve the proposed Human Resource Budget for the 2007 / 2008 school year. Ms. Wolf seconded the motion.

The Board unanimously approved the proposed Human Resource Budget for the 2007 / 2008 school year.

D. BOARD ACTION TO SEND A GROUP OF PCHS SCHOOL STAKEHOLDER MEMBERS TO THE CALIFORNIA CHARTER SCHOOLS ASSOCIATION CONFERENCE AND TO THE CDE ACHIEVEMENT GAP CONFERENCE (APPROVAL OF EXPENSES RELATED TO TRAVEL AND LODGING)

- Mr. Greg Wood presented a proposal to the Board to approve 12 PCHS Community members be allowed to attend the California Charter Schools Association Conference in March at an estimated cost of \$8,400 for conference registration and travel expenses.
- Mr. Riley motioned that the Board approve to send 12 PCHS Community members to the California Charter Schools Association Conference in March at an estimated cost of \$8,400. Ms. Fisher seconded the motion.

The Board unanimously approved to send 12 PCHS Stakeholder members to the California Charter Schools Association Conference in March at an estimated cost of \$8,400.

- Ms. Lauren Allen presented a proposal to the Board to approve 9 Faculty members to be allowed to attend the CDE Achievement GAP Conference at an estimated cost of \$3,600.
- Mr. Riley motioned that the Board approve to send 9 Faculty members to the CDE Achievement GAP Conference at an estimated cost of \$3,600. Mr. Paleno seconded the motion.

The Board unanimously approved to send 12 PCHS Community members to the California Charter Schools Association Conference in March at an estimated cost of \$8,400.

E. DISCUSSION AND ACTION ON EXECUTIVE DIRECTOR EXPENSE REPORTS (STANDING ITEM)

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

IV. **DISCUSSION/INFORMATION:**

A. UPDATE ON FACILITIES PROJECTS

- Ms. Held gave an update on the facilities project stating that the Track and Field was slated for its Opening Ceremony on November 2, 2007. The curbs and handicap spots in parking lots are almost finished. The pool is still in the documentation stage and there is no word as to exactly when the bathrooms in the gym will be finished.
- Ms. Savage requested a timeline from LAUSD

B. UPDATE ON RIGHT OF RETURN PREPARATION

- Ms. Held stated that the October 23rd staff meeting would be a forum to discuss issues and concerns in regards to the right of return. A panel of UTLA and LAUSD representatives will join PCHS representatives to respond to employees' questions about the right of return. Additionally, a set of frequently asked questions with researched responses is also being provided to staff.

V. **ORGANIZATIONAL REPORTS:**

This is a presentation of information concerning non-confidential matters which have occurred since the previous Board meeting.

A. Student Report – **Madeline Seltzer**

- At the Leadership Meeting only 15 kids showed up and Dean Howard to discuss the Hat Policy. No questions were asked.

B. Parent Report – **Julia O'Grady** –

- Colleen McCarthy and I have been collating the data from the Parent Surveys. Now that the Interactive Survey is on the Pali website, we are getting more than ever (20, just this morning). We have extended the deadline to Nov. 1, 2007.
- Margaret Evans, Jennifer Peeks, Chris Lee and I have been working hard to see that the upcoming Board of Directors elections run smoothly. We have collected candidate statements and answers to 6 preset questions which will be handed to parents and students who attend the Town Hall "Meet the Candidates" Forum on Thurs., Oct. 16, 2007, at 7 pm, in Mercer Hall.
- I hope that soon the palihighparents list serve will soon be up and functioning because at this point I must cut and paste 10 large lists of names onto 10 separate e-mails for each message that I send out. This takes approximately 20 minutes to send each e-mail, not to mention the time it takes to compose the e-mails.
- **Parent Advisory Committee** –
 - Meet Pali's New Principal, Director of Instruction, and Human Resources Director.
 - All Pali parents are invited to hear Pali's new leaders, Marcia Haskin, Principal, Lauren Allen, Director of Instruction, and Colleen McCarthy, Human Resources Director. They will discuss their academic goals for Pali – and their specific plans to reach these goals. They will also address what they are doing to promote a culture of positive communication at Pali. Most importantly, though, this is a chance for you to have YOUR questions answered. The evening event will be held on Thursday, October 25th from 6 to 7:30 pm, in the School Library. If you are unable to attend but have a question you'd like to have questions answered, please e-mail them to mcrestani@aol.com. Light refreshments will be served.
- **PTSA** –
 - Pali High's Book Fair sold \$3000 worth of books. Our 20% profit from the Book Fair combined with **Back to School Night's** PTSA Bake sale and the International Deli's donation from their sales total \$1000. PTSA now has its first \$1000 Scholarship for a graduating Pali High Student of 2008. Thank you to all who supported the library by buying new books for it.
 - The S.O.S Program (Send Over Supplies) Parents are encouraged to check their student's teachers' websites for their S.O.S. list. Lists are also available in each class. Contributions are hugely appreciated by teachers.
 - PTSA's Safety and Welfare Committee is working with the Nurse's Office and the Booster Club to supply Emergency Kits and drinking water for all 99 classrooms and 9 offices.

- PTSA's National Reflection Competition begins October 24, 2007. This year's theme is "**I Can Make a Difference By...**". All Pali High students are encouraged to participate in this Literature, Visual Art, Dance, Photography, Music/Video Composition competition. Entry forms are available in the Main Office or through teachers. The deadline for entries is **December 3, 2007**. Entries will not be accepted after that date.
- **BOOSTER CLUB –**
 - "Make A Difference!" The Booster Club has started its Fall Fundraising Campaign! Our fundraising benefits EVERY student at Palisades Charter High School!
 - So, Make a Difference! Make a Donation, Make a Meeting, Make a Purchase, Make a Match and MAKE PALI GREAT!
 - Upcoming Meeting: __Tuesday, October 23, 6:30 pm beginning with a light supper and meeting at 7 pm in the school library. We welcome new members and anyone who wants to get involved.
 - The Annual Silent Auction and Dinner Party is set for Friday, Feb. 22, 2008. Anyone interested in volunteering for a committee should contact Laura Ullman-Epstein at 310-471-1632 or email her at ullmanepstein@verizon.net.
 - E-Scrip/Ralphs: If you are a member of these programs please renew your cards, this need to be done yearly. To sign up for E-Scrip go to www.escrip.com and select Palisades High School Booster Club (group ID # 5334389) as beneficiary. Each registered credit card purchase and your Vons or Pavilions club card will result in a portion going to the Booster club.
 - To register for Ralphs go to www.Ralphs.com and click community contributions use the Booster Club NPO # 83449. Ralphs Markets sends a percentage of your monthly purchases to the Booster Club every time you shop using your club card.
- C. Faculty Report – **Bud Kling**
 - An inquiry was brought up about the Stop sign by the “J” building.
- D. Academic Principal's Report – **Marcia Haskin**
 - Mrs. Haskin extended congratulations to the faculty in reducing the number of students with “one” or more fails this year by 300 students.
 - Today was a Professional Development day and it went very well with emphasis on closing the achievement gap.
- E. Executive Director's Report – **Amy Held**
 - Overall -
 - The school year is going well so far. Academically, Mrs. Haskin has created a strong clear direction for the school to increase rigor for all as the primary means for closing the achievement gap. Both Mrs. Allen and Mrs. Haskin are regularly in classrooms and are tightening accountability for everything from signing in to having course syllabi.
 - The new department chair structure is fantastic.
 - Everyone on the leadership team is adapting to their new roles and the new structure.
 - Mrs. Held has more time to work on strategic issues, relationships with the other charters and LAUSD and publicizing the great work Pali's doing. In fact, for the first time Pali will be presenting at the charter conference and a goal for the year will be working to become a leader in the charter movement.
 - Board Elections -
 - Preparations for the upcoming board elections are underway. There are three community seats, two parent seats, one teacher seat and one classified seat up for election. Among the community and parent seats one of each must be for a one year term to correct the board election cycle.
 - Mrs. Evans is convening the elections committee and she has published advertisements of the open parent and community member seats in the Palisadian Post, the Wave, the Sentinel and La Opinion. She'll be seeking nominees for the teacher and classified representative positions as well in the coming weeks.
 - We're also working on aligning the committees' election cycles and process with the board's. The budget committee has successfully done this by holding their elections

now to align with the board's and creating a set of goals for the year.

➤ Annual School Wide Goals -

In addition to having been circulated to the steering committee, leadership team and department chairs, the annual school wide goals that were derived from the WASC Action Plan were also reviewed briefly at the 9/25 faculty meeting. The measures to determine if each goal has been achieved have also been refined.

➤ Facilities and Technology -

- PCHS-led facilities projects include launching the master planning process. Mrs. Held is finalizing the contract negotiations with Perkins & Will and they have provided us a tentative time line that would have the master plan completed by June 2008.
- The artificial turf field and synthetic track will open November 2 which is our homecoming game. All are invited to the ribbon cutting ceremony which will precede the game down on the field.
- The pool project is entering CEQA and construction documents are being finalized to be submitted to DSA and LAUSD.
- Mrs. Held had a meeting with LAUSD's Deputy Chief Facilities Executive for Existing Facilities, Neil Gamble this morning to discuss various models of service delivery to charters and how we can work better together.
- Ms. Perri and the technology team have done a fantastic job strengthening the physical infrastructure and today beginning training for staff to get more people familiar with some very powerful software that can do everything from helping them communicate with parents to identifying plagiarism in students' papers.

➤ Human Resources -

- Requests for new positions - These include an extra staff person for the health office, for the dean's office, and expanding the copy clerk's position
- Classified employees – Mrs. Held would like to integrate faculty and staff meetings more regularly to ensure full information for all employees. We also need more regular appreciation of staff - the Faculty/Staff Association did a wonderful job with this at today's professional development.
- Right of Return - A timeline for communication about this issue has been established and we are meeting with the district and other conversion charters to ensure cohesive communication. UTLA chapter chairs, Ms. McCarthy, Mrs. Haskin and Mrs. Held continue to meet to ensure we are addressing staff's questions and needs about this issue.
- Systems and Procedures - As the HR plan indicates, the processes for recruitment, hiring, processing, orienting, training, and assessing performance are under development at various stages.

➤ Finance -

- The school's audit is beginning shortly.
- The cafeteria deficit is down and so are our legal expenditures. The carryover has largely been allocated back to expenditures that were requested-but not budgeted due to the budget outlook in the spring.
- Mrs. Haskin is working with the department chairs and program coordinators and Mrs. Allen with Assessment and Accountability and Educational Programs Committees on program assessment to inform the budget process.

➤ Admissions -

We are in regular communication with LAUSD and Revere to ensure a smoother process this year. Mrs. Evans has published the process and timeline on our website and is actually at Revere right now meeting with LAUSD about admissions for the next two years which is the crunch time given Revere's high 7th and 8th grade enrollment.

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

➤ Enrollment/Attendance

At the close of the first month at PCHS (17 days), the enrollment was at 2,699(2,705-Sept. 2006) and the ADA was at 2,629.1 (2,669.3-Sept. 2006). Although ADA is down from previous year, the prior years' higher ADA level is attributed to the initial implementation of ISIS. The 2007-2008 Budgeted was Enrollment and ADA are 2,644 and 2,520 respectively.

- Annual Audit
The audit of the recently completed 2006-2007 School Year will take place during the week of November 5th. Audited Financials need to be completed by December 15,2007.
- Funding Updates from CDE
PCHS received \$44,000 in unrestricted CAHSEE supplemental instruction funding based upon an application that we submitted to the CDE in September 2007.
- Cafeteria Update
 - PCHS has actively pursued the eligibility and participation of Free & Reduced (F & R) Application for Students in 2007-2008. To date 579 students or 21.4% have qualified as either free or reduced, an increase of 35 students or 6.4% from 2006-2007. This number is expected to rise further in the future. A number of federal funds are tied to this number and could benefit PCHS in other areas.
 - Participation rates by students on the F & R programs have dramatically increased with the new POS system that allows students to obtain food anywhere on campus. In 2006-2007, only an average of 23% of eligible students were participating in the F & R meals served on campus. In 2007-2008 the participation rate has more than doubled to 47% in the first month of tracking.
 - As a result of the above and with new menus on campus, the Cafeteria Operations have improved by \$12,000 or 24% from the same period last year.
 - Other items; the on-line pay system for parents is scheduled to go live in 2 weeks. The School's menu will be posted on the PCHS web site monthly. A survey of the staff cafeteria will be made in the next month to address items working/not working as well as willingness to pay more for more costly menu items
- CCSA Conference
I have submitted a number of proposals on behalf of PCHS to give a number of presentations at the CCSA Conference in March. One will be on the Budgeting process and its transparency and stakeholder involvement (I may need a teacher or Board member to assist on a panel for this). Another will be on Food service in conjunction with Sodexo, PCHS will be the case study. Finally, we may collaborate with Granada and do a joint best practices/financial health presentation.

G. Technology – **Maisha-Cole Perri** – Nothing reported or covered elsewhere in the meeting.

H. Standing Committee Reports and Ratification of Standing Committee ACTION items:

- Assessment and Accountability – **Lauren Allen** - Nothing reported or covered elsewhere in the meeting.
- Communications – **Julia O'Grady**
 - PALI POSITIVES – On Oct. 9, we honored Rose Gilbert, Mary Cappelli, Minh Ha Ngo, & Jasmine George in a ceremony in the Faculty Cafeteria at lunch. Each winner received a certificate and a \$ 25 AmEx card. Cake was served. The winners' pictures are displayed in the Main Office, the Faculty Cafeteria and other places around the campus. The Pali Positives for November were chosen.
 - TELEPARENT – After some initial glitches in Sept., the TeleParent system is up and running.
 - MASS MAILINGS – Pali now has a \$5500 credit so there is no need to scramble to add money to the machine in order to send out mass mailings. Pali is in the process of obtaining a mass mailing permit which will bring the cost of mailing a letter to \$.17, although these letters will be slower than first class. For first class letters we already pay a reduced rate per letter, because we stamp and label, add bar codes and organize our mailings by zip codes.
 - EMERGENCY PREPAREDNESS – There are currently 2 Emergency Plans in place,

one to use until the football field is finished and the other to use after Dolphin Stadium is completed. During drills, ALL STUDENTS MUST HAVE THEIR ID TAGS VISIBLE SO THAT TEACHERS CAN QUICKLY TAKE ROLL AND IDENTIFY MISSING STUDENTS. THIS IS ONE OF THE MAIN ARGUMENTS FOR HAVING ALL STUDENTS WEAR THEIR ID'S ON THE OUTSIDE OF THEIR CLOTHING AT ALL TIMES.

- Carolin Herrmann continues to extract family information, including e-mail addresses from the Emergency Cards. This is a slow, but necessary task and we are thankful to her for taking on this job.
 - We're holding off on purchasing emergency supplies until after an all-day seminar on Oct. 17.
 - Booster Club through PTSA is funding the cost of supplying water to all classrooms and offices. Debra Meiers has negotiated a great low price from Von's to supply and deliver the water to Pali.
- Education Program – **Ann Davenport** - Nothing reported or covered elsewhere in the meeting.
 - Finance and Budget – **Greg Wood** - Nothing reported or covered elsewhere in the meeting.
 - Operations and Facilities / Technology / Facilities Planning Task Force – **Amy Held** - Nothing reported or covered elsewhere in the meeting.
 - Policy – **Julia O'Grady** - Nothing reported or covered elsewhere in the meeting.

VI. CLOSED SESSION:

A. APPEALS SUBCOMMITTEE REPORT OUT

B. PUBLIC EMPLOYMENT

1) CBO CONTRACT

2) TECHNOLOGY COORDINATOR CONTRACT

3) PRINCIPAL CONTRACT

C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

D. CONFERENCE WITH LABOR NEGOTIATOR

PCHS Negotiator: Mrs. Amy Dresser Held, Executive Director

EMPLOYEE ORGANIZATION: PESPU

VII. PUBLIC SESSION:

IF REQUIRED, PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present).

VIII. ADJOURNMENT: