

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS
Regular Meeting of December 14, 2004**

I. PRELIMINARY

A. 7:10 pm Welcome and Roll Call Dr. Jonathan Fielding, Board Chair

Members Present:

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

B. Approval of Minutes from

- Approval of Minutes from November 16, 2004. Motion approved to approve minutes with the correction that the student leadership is not required to participate on committees this year.
- Minutes of the November 4, 2004 Special Board meeting were approved.
- Approval of October 5, 2004 Special Board meeting Minutes were postponed from the November meeting until the December meeting. These minutes were not made available during this meeting.

C. Setting of time limits for Agenda items

D. Instructions for Presentations to The Board by Public speakers

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

E. Speakers

- Cheryl Onoye- Proposal was presented for a field trip for the MESA 10th and 11th grade students. These students are economically or educationally disadvantaged and may not have access to a diversity of colleges. The proposal is to take students on a college tour of the east coast from March 16-March 24 including American U., George Washington U., Georgetown U., NYU, Columbia U., and **Fordham**. It is at cost to the students and other funds are being requested from the Booster club. The student: faculty ratio will be 15:2

(Ms. Ngo & Ms. Onoye) with the possibility of college center staff. This is not a request for funding, rather a request for approval to actually take the students on the trip.

ACTION→The Board conducted straw vote to approve the request, and put it on the agenda for the next meeting as a formal action item.

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

General Concern: Should the Student Concerns Committee be a separate agenda item? Should their concerns be voiced to the Board or to the standing committees? A typed list of concerns was presented to the Board.

1. Assessment and Accountability – (Rich Simon)

- The committee has met several times in the past month.
- Mastery Master and **EduSoft** products link directly into state standards. There will be a meeting on 12/15/04 to discuss the pros and cons of these programs. One recommendation and justification will be presented to the Board next meeting.
- These programs are tools to enable the committee to use data effectively.
- This is a good next step for Focus on Learning- **Dr. Martinez**.
- -Ms. Butler- will there be a point person for data compilation.
Ms. Butler- Learning communities have not had a lot of time to look at the results from this software data production.
- Multiple Board members raised concerns regarding teacher interest.
- Is the committee making the decision independently or are teachers being polled? - **Ms. Davenport**
- The math department was polled as to what kind of assessment they wanted. These views were expressed during a conference call with the companies. -**Ms. Ngo-**

ACTION→ The committee should present an implementation plan and a presentation to a majority of teachers for input and buy-in.

2. Communications – (Margaret Evans not here, no report)

- Meeting minutes were available and nothing was reported.

3. Educational Programs –

- Meeting minutes were available and nothing was reported.

4. Finance and Budget- (Rich Simon)

- The last meeting was on 12/13/04.
- Greg Wood** reported on the Audited Financial Statements. Nothing changed from the draft presented in the November meeting except for one footnote re: contingent liability from LAUSD. The statements are finalized.

ACTION→Motion to accept the Statements made, seconded and approved.

- **First** Interim report **filed with** the district was presented. Current year financials report confirmed that the budget that the Board approved last spring has **largely** remained intact **except for an additional \$120,000 in expenses relating to medical benefits that will be charged for 12 months in 2004-2005**. Status as of 10/31/04, estimated actuals as of 6/30/05, and regular & specially funded programs were all included on the report **which was prepared on a cash basis**.

- The committee received a proposal to produce a film. Pali's cost will be \$17, 077. 40. The film will be used in multiple ways, one of which is as a tool to present the Charter Board for Charter Renewal. A shorter, edited version will be put on the website and may be helpful for the WASC accreditation. The Charter Foundation decided to do a film for all of the schools in the charter system. Because of Pali High's distinct independent status, the video will not be viewed at the same time as the other charter schools.

-**ACTION**→ There was a Board consensus to approve the \$17, 077.40 for this film project.

-The committee approved various funding proposals in their last meeting.

- A request was presented to the Board in the amount of \$21,000 for LAUSD to repair the parking lot and access road. The committee approved to present to the Board submitting RFP's for other bids.

-**ACTION**→ \$21,000 was approved and authorized under the explicit understanding that the patchwork repairs will be made during winter break.

5. Human Resources- (Ann Davenport, Jack Sutton)

Committee Report:

- The Human Resources Committee felt that proposals and looking at staff positions are critical-

1.) Equity issues exist in differences in pay- look at livable wages.

2.) There is a need to look at a survey of the entire classified system.

3.) The committee felt that they do not need outside professional HR consultation. Eleanor has HR background and experience.

4.) The committee was unhappy that the Board did not approve the proposal for a pay increase for the security position presented last month.

5.) The top three committee issues were identified as *A- equity issue for minimal classified salary B- security supervisor position is being resubmitted to the Board for consideration C- Greg Mundo's job description.*

→ Solutions: (**Cheryl Onoye has created a protocol for identifying new initiatives from committees. Committee chairs will meet once a month together to look at commonalities in issues being presented. Regular reports will be disseminated so that the content of the meetings will become more transparent to the community (teachers, parents, etc.) Certain ideas are being passed through 4 different committees, thus taking 4 months for a decision. Committees may meet jointly when decisions must be made quickly) Not sure this section belongs here-Jack?** Ann Davenport stated that Charlotte Atlas conducted research on the job description, salary range prior to submitting the job description of the security supervisor to the HR Committee.

The Board's Response: Jack- How much of this do you want to keep-Seems excessive

- The Board discussed these concerns and considered the following factors:
 - Looking at changes that will affect the budget need to be considered carefully and resources and information made available to help define salaries (salary comparisons, job descriptions, surveys, etc.). - **Dr. Fielding**
 - The Security Supervisor salary came to the Board solely because of the large sum of money (anything greater than \$10,000). The Board was reminded that the HR committee approved the proposal. - **Mr. Suhr**
 - Will the Board be willing to accept this proposal out of phase? Can we set up a foundation/framework for how decisions like this will be made in the future?
 - There will be an expectation established so committees communicate adequate information to the Board for these types of decisions in the future- **Mr. Sutton**.
 - The issue was introduced soon after the individual took on the new responsibilities (the beginning of the school semester) and needs to be dealt with as an action at the next mtg.
→ There is an *equity issue* if this position's salary increase is approved because there are other positions on campus with more responsibility, management, and seniority that will be paid less. **Mr. Wood-**
 - How fast can we get a campus wide assessment of the equity issues and comparisons of salaries by the HR committee? - **Mr. Suhr**
 - To conduct a comparison survey of job descriptions, job requirements and salary ranges for any position, a comparison group should include 4 or 5 local and relevant districts/schools.
 - However, keep in mind schools in districts may not be a good comparison since we are an independent charter. – **Ms. Butler**.
 - **Mr. Fielding** recommends the Board solicit the expertise of a consultant.
 - **Ms. Simeon** agreed that a consultant would be beneficial with the expertise of the comparative databases and other HR knowledge (labor laws, etc.).

ACTION→

- Mr. Suhr made a motion to approve the proposal for the position and the retroactivity with a motion for structure for future similar situations.
- Ms. Ngo suggested an amendment to approve a temporary decision.
- This motion was not seconded or approved.

- *Specific information regarding salary inequity will be brought to the HR committee in closed session.*
- ***Mr. Fielding** made a motion to request that Greg Wood and Eleanor Rozell work with the HR committee to provide reasonably comparable information about job descriptions, requirements, and salaries for the Security Supervisor position to communicate to this individual support and appreciation of increased. Final action will be taken by the next Board meeting; subject to the opinion of council to make it retroactive. Motion seconded. There were three abstentions.*

- The HR committee should bring this information to the Board in future similar situations.
- Ruth, the HR Chair, and Mr. Wood will identify an individual for an HR consultant and will present the budget projections for such a service. .

6. Operations and Facilities (Dan Warren)

Please ensure that minutes are provided in a timely manner by the next Board meeting.

Technology-

- At the professional development day on Dec. 6, the Pali.org e-mails were explained.
- Everyone who was on pali.com was transferred to pali.org.
- People will soon be able to use clients like Outlook or Eudora to check their e-mails.
- Flash drives were distributed on Dec. 6.
- There is no hard figure available on how many people are accessing e-mail regularly.
- The *Website*- the new site design is handled by Educational Networks. They have designed the “look and feel” of the website. JPEG images will be available for viewing. Dropdowns are included. There is a “links” area.
- Updating different pages on the WEB can be done from specific depts.(for example, the Booster Club will be able to update their own section).
- Mr. Sutton** asked, “how can we optimize access to as many people as possible?”
- Ruth Simeon** asked, “how are you going to get parent input? Can we utilize technology to solicit parent input? Would this WEBPage accommodate any kind of parent chat room?”
- *Possibilities* include a focus group or parent night.
- Mr. Fielding** suggested soliciting input by asking general questions from parents. Include a “Comments” section on the actual WebPage where parents can respond. Ask parents what information is the most critical to receive, possibly through ranking options?
- **Mr. Sutton** suggested creating and distributing a parent mailing (either via e-mail or hard mail or both) that includes information regarding the new class change schedule policy and the WEB. Chat rooms or forums are possibilities.
- **Ms. Ngo** recommended that we incorporate a WEBCAM to be able to communicate information to teachers and parents.
- The URL will be provided shortly for input .

7. Policy – Cheryl Onoye-

- *Class schedule change item.* Policy committee debated the deadline before which students have to submit a request to change classes. Current policy is that within the first 3 days students may submit a request to change classes. The formal deadline has been established and expanded to the 4th class (8th block school day) for students to submit a request for “Class Schedule Change” form to their counselor. After the deadline, they get an automatic drop/fail. After the deadline they have to make a formal request to the APSCS (Assistant Principal of Secondary Counseling Service). The policy is contingent on availability of the class a student wants to change into.

Issues raised: *** Accessibility to counselors. 1.) What is the optimal amount of time for the students to be able to make the decisions? 2.) P.E. is impacted more than any other dept. on campus. 3.) Extending the deadline even further may encourage students to quit.

*** **Dr. Martinez** expressed a concern to make sure to communicate the new policy to students and parents. For next year it will be in the Parent Handbook. For next semester- something will be sent home with students, handed out with their schedule on February 4th.

ACTION→ Motion approved this policy.

II. COMMUNICATIONS

A. Executive Director's Report- INFORMATION

Dr. Jack Sutton

○ Charter Renewal Process

- The charter office came to present a history of the charter creation process.
- PowerPoint presentation (initial petition concerns from LAUSD highlighted)
- 1/31/05- Near final draft of petition is due (Timeline)
- The district reserves the right to place 210 students at Pali at their discretion and is framed as non-negotiable.
- Process- copies were distributed and 4 or 5 responses were received. 10 teachers met to ask questions today.
- Teachers asked questions revolving around feeling lack of security, including stability of health benefits, etc.
- Governance issues are appearing in the charter renewal process. Presented the paper "the teachers have spoken."
- *The results are representative of the straw poll that was set in the context of labor negotiations.*
- *Teachers feel they need additional information than was presented at the UTLA meeting.*
- *Do we need an amendment to the charter to change the governance structure since it is a renewal year? – Ms. Butler*
- One stakeholder group cannot make amendments to the charter; it needs to go through a recognized process. – Ms. Simon.
- *-Most of the 200 Independent Charters in CA are 501c3. Recommended a Q&A session in January for all interested stakeholder, as well as info sheets - Charter legal consultant.*
- **Mr. Sutton** suggested developing a survey for teachers and parents regarding support for charter. ("Are you in favor of a charter, affiliated v. independent, governance structure, and what's the rationale behind a lot of these choices").
- Survey analysis can be conducted by an independent group to rule out bias -
- *Pros and cons of adopting what another school is doing should be presented to faculty. The Board needs to communicate openly and friendly to the faculty because teachers do not come to the meetings and are being fed half-truths and falsehoods. Ruth (not on Board)*
- There is a major PR problem and core issues of salary and benefits must be addressed so that teachers can concentrate and pay attention to student concerns and well being – Ms. Simeon
- *The Board does not give out information about the Board's activities and accomplishments, and information dissemination would be advantageous- Ms. Ngo.*

ACTION→ Information dissemination meetings are planned for the first week of January. Dates are set for January 12, 2004 at 3:15 and January 13, 2004 at 6pm for teachers and parents respectively. On January 10, 2004, Jack Sutton will provide written information on the merits on the different plans. This week, a letter from the Board modeled after the parent letter will be disseminated highlighting positive Board accomplishments. UTLA will be invited and afforded time to speak. This should be a community event, not a Board sponsored event, in order to provide information for decision- making. For the teachers, it will be an equal access forum for all views to be expressed with no agenda and will address 501c3 options and conflict of issue concerns. For the parents, it will be structured and more of a presentation format as an open forum sponsored by the Board.

B. Principal's Report – INFORMATION

Dr. Gloria Martinez

-Occurred in closed session.

III. CLOSED SESSION: 10:42

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

IV. OPEN SESSION:

- **Report out from Closed Session**

The next meeting is scheduled for January 18, 2004 @ 7pm in the Library.