



**SPECIAL BOARD MEETING MINUTES  
BOARD OF TRUSTEES  
TUESDAY, MAY 14, 2013  
3:30 PM, Faculty Cafeteria**

**I. PRELIMINARY**

A. Call to Order

3:39 pm

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*Conference Call 1-646-307-1300 Participant Access Code 3959481  
Organizer Access Code \*4249317*

B. Roll call

Monica Iannessa – Pali High	Allison Holdorff Polhill – 1046 Iliff Street Pacific Palisades, CA 90272
Chris Lee – Pali High	Stephanie Inyama – 3744 Carmona Avenue #4, LA 90016
Judi Firth – Pali High	Mark Epstein – Pali High
Mystic Thompson – Pali High	Jason Cutler – 2301 W. 190 <sup>th</sup> Street, Torrance, CA 90506
Marike Anderson Dam – Pali High	Matthew Wunder – 12501 S. Isis, Hawthorne, CA 90250
Polly Bamberger – Pali High	

**Mark R. Bresee | Partner, Atkinson, Andelson, Loya, Rudd & Romo**  
20 Pacifica, Suite 400, Irvine, California 92618 Direct (562) 653-3437 \* Cell (949) 294-7439 \* Fax (562) 653-3658

	Present	Absent		Present	Absent
Allison Holdorff Polhill	X via phone		Mark Epstein	X	
Chris Lee	X		Matthew Wunder	X via phone	
Jason Cutler	X via phone		Monica Iannessa	X	
Judi Firth	X		Polly Bamberger	X	
Mystic Thompson	X		Stephanie Inyama	X via phone	

Marika Anderson-Dam	X				

**NON VOTING MEMBERS**

	Present	Absent
Hailey Biscow		X
Mark Bresee	X via phone	

**PCHS MANAGEMENT**

	Present	Absent
Pamela Magee	X	
Greg Wood	X	
Nikki Washington		X
David Riccardi		X

**C. PUBLIC COMMENT**

*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.*

*Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.*

Myrna Cervantes – read various quotes and statistics regarding having teachers outside the classroom has proven positive results and increased student achievement.

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Lisa Saxon – teacher coaches is an excellent idea because it provides leadership opportunities and not not risk losing good teachers. Very excited about prospective plan

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Sarah Crompton – revisited Pali Pals program and how it impacted teachers when first implemented. This new restructure proposal is a great idea because teachers really need support .

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Nancy Simon – This new proposal will boost morale among staff and teachers need another platform to remain successful, communicate with each other and help students achieve their goals which is why we are all here.

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Gay Chambers – This new proposal is a great opportunity to support teachers and also provide classified with an opportunity to get more involved and show their support as well. Amazing idea, good way for classified to have growth in their department and get recognized.

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## **D. CLOSED SESSION**

### A. UTLA Negotiations

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## **E. DISCUSSION ITEMS**

### **RE-ORGANIZATION FOR INSTRUCTIONAL SUPPORT AND STUDENT ACHIEVMENT**

Dr. Magee and Monica Iannessa discussed the outline and chart for re-organization for instructional support and student achievement. In striving to meet Pali's top school wide goal of student achievement and instructional excellence, efforts have been undergoing to determine whether Pali should hire a Director of Instruction or try an innovative alternative – a much more inclusive approach making use of our valuable resources, the staff, currently on this campus.

The Administration had a choice: hire a Director of Instruction or come up with an alternative plan. The Director of Instruction position has not been filled in the last two years; however, the Board has always provided a place holder for this position – knowing that instructional excellence is a priority. In an effort to be inclusive, collaborative, and innovative, the Administration came up a research-based proposal for re-organization. Please see the reorganization chart that shifts responsibilities and creates multiple opportunities for growth for the staff to be involved in the administrative side of achieving our school's number one goal.

### **INSTRUCTIONAL RE-ORGANIZATION FACTS:**

- The Administration had a choice of hiring a Director of Instruction or providing a unique opportunity to existing employees at PCHS. The Admin chose to benefit current employees.
- Re-Organization provides a minimum of seven growth opportunities for current employees to work with Admin in striving for excellence in education – 4 coordinator and 3 coaching positions.

- The cost of re-organization is minimal.
  - \$120,000 was set aside in our budget for a Director of Instruction and will now be absorbed into the costs of three coordinators.
  - An additional \$120,000 will be spent on vital coaches to strive towards excellence in instruction and academic achievement.
  - Monies for consultants will be saved as Pali will be using its own valuable resources.
  - Some monies were already set aside for Program Improvements – one coordinator.
  - Teachers will not be paid additional stipends for coaching and coordinating.
- Job Descriptions for positions were presented to the Board and all staff on 5/12.
- Job Qualifications will be provided and interviews will take place shortly.
- Class sizes will not increase. Where a teacher has been taken out of the classroom, another employee or long-term substitute will take over.
- Every qualified and motivated employee may apply for these positions.
- The hiring process will be fair with stakeholder input. Dr. Magee will ultimately select employees.

**F. ACTION ITEMS**

**A. Approve proposed academic support model for the 2013-14 school year**

Motion: Mark moves to approve proposed academic support model for the 2013-2014 school year.  
 Seconded the motion: Polly Bamberger 2<sup>nd</sup> motion to approve academic support model for the 2013-2014 school year.

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee			x	Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa			x
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson	Left early			Stephanie Inyama	X		
Marike Anderson-Dam	X						

**G. ADJOURNMENT**

5:45 pm

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**BOARD OF TRUSTEES AGENDA  
TUESDAY, MAY 21, 2013  
4:00 PM, FACULTY CAFETERIA**

**I. PRELIMINARY**

A. CALL TO ORDER: 4:00 PM

\_\_\_\_\_ 4:07 pm \_\_\_\_\_

B. ROLL CALL: 4:00 PM – 4:05 PM

	Present	Absent		Present	Absent
Allison Holdorff Polhill	X		Mark Epstein	X	
Chris Lee	X		Matthew Wunder	X late	
Jason Cutler	X late		Monica Iannessa	X	
Judi Firth	X		Polly Bamberger	X	
Mystic Thompson	X		Stephanie Inyama	x	
Marike Anderson-Dam	x				

**NON VOTING MEMBERS**

	Present	Absent
Hailey Biscow	X	
Mark Bresee	x	

**PCHS MANAGEMENT**

	Present	Absent
Pamela Magee	X	
Greg Wood	X	
Joanna Decker	x	
David Riccardi	X	

**II. APPROVAL OF THE MINUTES (4:05 PM - 4:15 PM)**

A. REGULAR MEETING 4/16/13

Approved. \_\_\_\_\_

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### III. PUBLIC COMMENT (4:15 PM – 4:30 PM)

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. Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

Myrna Cervantes- on Saturday May 18, while incoming 9th graders were testing, Fuerza Unida held a meeting for incoming parents. The meeting was run by Sandra Martin and the PIQE parents. Myrna Cervantes thanked David Riccardi and Paul Manzano for the facility and tech support. Monica Iannessa presented on Fuerza Unida and the attendance policy. The meeting was very successful and has involved our new parents in planning for A-G requirements for their students.

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### IV. PRESENTATION ITEMS(4:30 PM–5:05 PM)

#### A. Apple iPad 1:1 program

Astrid Ramirez from Apple Inc. Astrid works on the education end of iPad deployment. PCHS iPad 1:1 program will be implemented in the 2013-4 school year. The implementation has been scaled down in order to ensure a successful launch. For the fall of 2013-14, the launch will focus on 9th grade. 10-12 graders will launch either in the spring of 2013-14 or the fall 2014-15. The new apple inc. education quote was distributed and reviewed. (The quote in the materials was for 858,766. The revised quote was for 569,000.) Volume vouchers and how they relate to classroom aps were described. Apple care is 2 year coverage. \$14,400 (not included in quote) for Mobile device Management--David Douglas, Apple Inc. Technical Engineer WiFi network consists of 60 hot spots for "coverage"--however, we do not have enough for capacity--(needed for these devices).This would require 2 hotspots per classroom. Apple works with a contractor to obtain this type of coverage.

Mobile device management. This gives PCHS the ability to wirelessly/remotely monitor what is on the students' ipads. Common core will require lock-in on Smarter Balance points so that students can take online assessments.

Mobile device management will not prevent internet malfeasance.

Apple works with contractors (Casper, Jam, Focus) to add this level of student accountability

Mobile device vs Acceptable Use Policy is a philosophical discussion that has to be had. Privacy vs School Learning Device Professional Service: Team of field engineers who provide direct access to the latest trends in apple software and technology.

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Apple Distinguished Educators: teacher can apply for membership. These teachers are accessible- iTunes U. Apps are being designed specifically for secondary education. This training is included in the quote.

Apple designs a professional development plan. This plan is made with Astrid Ramirez, Dr. Magee, and Cue teachers. 4 days of the proposal for 1 to 1 teacher training. The plan can be customized for the needs of the site.

Deployment works best when student are assigned one-to-one. There is a higher retention rate- the ownership increases. Mobile device management is vital to the learning environment.

Apple has enacted a discount of 2% Safeway is the insurance provider.

Board members asked questions concerning discounts, fees to students v fees to school, revised 1:1 ipad questions needs to be drilled down to surveys to parents.

#### Parent/Student Costs

Apple Smart Case \$44

ipad 32 GB Retina Display \$575

Safeway Insurance \$134

Invest for Learning (3 years) \$72

Total \$924.00 per student...\$25.67 per month for 36 month

\$412,855.38 for 600 students, 3 years

Why not ipad minis? Smarter Balance--10" screen requirement for common core assessments

PD for staff-- How about PD for parents?

Apple creates PD specific to the teachers. Apple relies on the staff/technology (SWAT team Students who assist with Technology) to train teachers.

The school will need to investigate fundraising for families who cannot afford the program. The implementation works when all students have the ipad. Business partnerships can help relieve family costs.

PCHS Ed Foundation is actively involved in paving the way for family support for the ipad.

The projected Apple Education cost quote of approx. \$569K was reviewed by Astrid. The quote included projected costs for

- 600 iPad Smart Cases
- 600 iPad's with retina display 32GB
- 25 Mac Book Pro's 13in 2.5 GHZ
- Apple Care Protection Plan for MacBook's
- Volume Vouchers for App purchases
- 1 day of Tech Assistance
- 1 iMac 21.5 inch 3.3 GHz plus protection plan
- Professional Development – 1 Day on campus workshop
- Professional Development – 2 Day on campus workshop

Dave Douglas, Senior Systems Engineer with Apple then took the floor to present on the three main core components of a successful school site deployment, which are:

Wi-Fi Capabilities - Currently Pali's Wi-Fi capabilities are not up to the capacity needed for an effective deployment. PCHS management has secured a price quote of approx. 160-200K which would allow for the infrastructure upgrades to occur prior to the anticipated August 2013 deployment. Infrastructure upgrades would take place over the summer.

Mobile Device Management – An optional tool yet one that has the ability wirelessly to understand activity on students' iPads and have the ability to review the devices for appropriate content at all times. Mobile Device Management is also ideal for common core and web based assessments to be conducted by the teaching staff. MDM also allows for personal devices to be turned into "learning devices" for use at PCHS.

Professional Development Services offered by Apple represents Apples long standing commitment to make sure each school site deployment is successful. Included in the quote are 3 days of PD to be provided by Apple Professionals to make sure teachers are able to deliver the instruction in the classroom. Apple Distinguished Educators will provide access to a variety of innovative and engaging High School core subject lesson plans.

Per student costs were also discussed and anticipated to be approx. \$974 per student through the Xerox leasing plan with pricing set at \$25.67 per student per month for 36 months. Detailed and possibly revised information on pricing/leasing plans through Xerox will be presented at a later date.

Price quote explained in detail, pricing is different than purchasing from actual Apple store. Apple Education offers various incentives through their program that are not offered to general public. Volume purchases save schools 50% with a minimum purchase of 20.. Apple aps don't need wifi to connect. Parents/students who transition with their own personal device will to sign be aware of the Acceptable Use Policy and what changes will be made to their device to accommodate the various Apple programs.

The cost breakdown for school over a 3 year period is \$621,560 which is \$207,186 per year. Various options for parents to make payments via payment portal. What about students that don't have iPads – ideas included having sponsors donate money and/or actual iPad but further fundraising options should be viewed. Student/teacher training SWAT Students Who Assist with Technology

## B. National Board Certified Teachers

No Presentation was given... Why?

PCHS pays for NBC Teachers at 15% of their salary.

1. A more formal report should be given to the board, which includes hours spent. How this job is differentiated from what they are already doing as a teachers with stipend positions.
2. Sustainability can a single site school maintain a 15% salary increase for all teachers.
3. Can NBC teachers show how what they are doing to affect student outcomes.



4. What does UTLA contract say about these positions?

The NBC teachers will be under the purview of the Director of Academic Achievement.

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How are stipends paid to NBC vs. Dept chairs and other positions??

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### C. Administration Evaluation Process

Powerpoint presentation by Allison and Stephanie with handout which explains in detail the entire process with simplicity and clarity.

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Evaluation Committee (Polly Bamberger, Jason Cutler, Mark Epstein, Allison Holdorff Polhill, Stephanie Inyama and Matt Wunder) Stephanie Inyama and Allison Holdorff Polhill presented regarding the Evaluation Process. The Evaluation Committee presented a power point and attached two documents as Board materials (the evaluative tool and a narrative regarding the evaluation process). The Evaluative Tool is a research-based tool prepared last year including: 20 questions based on job description ranging from focus/planning to curriculum/instruction; and progress on school-wide goals. The process for evaluation is provided is a three page narrative describing the 14 step process the Evaluation Committee is currently undertaking including examining all stakeholder input based on school-wide surveys and any other form of stakeholder communication. Guiding Principles:

1. Providing constructive feedback to ED and Principal
2. ID strengthens and areas for improvement
3. Fulfill Board's Fiduciary Duty to oversee ED and Principal
4. ID areas where ED and Principal needs additional support
5. Determine if ED and Principal's contract should be renewed

Evaluation process is NOT be used for: engage in personal vendetta against ED; provide public disclosure of private information; undermine ED's authority; a guise for micro-managing the ED duties; and to humiliate or denigrate the ED. The evaluation tool is designed to be fair to the school, all stakeholders and the ED, a collaborative effort where no individual should dictate the outcome. It is a living document. The Evaluation is conducted pursuant to Governance Policy EDL #5. The Performance Based on Job Description has 20 categories. Half of the evaluation is based on Pali's School-wide Goals: Improve Student Achievement; Family and Community; Facilities; Technology; Budget and Charter Renewal Preparation. Goals were created by all stakeholders and formally adopted by Board in the Fall of 2012. Administration reviewed top goals from early Fall retreat and submitted manageable goals for Board approval.. The Ed and Principal's contract and evaluation are specifically linked to the school-wide goals thereby ensuring that Pali is consistently working toward achieving school-wide goals. The evaluation is due June 30, 2013. The goals of the committee is to complete the evaluation by June 18, 2013, the next general Board meeting. The evaluation committee welcomes all stakeholder information. Please contact Stephanie Inyama, Polly Bamberger, Matt Wunder, Jason Cutler, Mark Epstein or Allison Holdorff Polhill with your input.

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#### D. Food Service Contract

CBO fielded information and samples from different companies. Sodexo sent in a bid to the school. Good student feedback this year about the cafeteria food. Prices so so but manageable. Request for Proposal posted on website and in newspaper. Sodexo only company to submit bid.

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CBO Greg Wood reported that the Cafeteria's YTD April 2013 results show a Net Profit of approx. 28K. PCHS has issued a RFP (Request For Proposal) for Food Services for 2013-2014. An ad has been placed, the RFP has been posted on the Website (Community Page) and (5) Food Service Vendors have been contacted directly for proposals. Students present at the Board meeting shared how pleased they were with the selections, pricing and taste of the products currently offered by the cafeteria. 3 students have been identified by the Leadership Class to assist in the review of the proposals. Additional employee/stakeholders are sought to review the proposals. Interested stakeholders should contact Greg Wood directly at [Gwood@palihigh.org](mailto:Gwood@palihigh.org) for more information.

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#### V. ORGANIZATIONAL REPORTS: (5:05 PM – 5:50 PM)

Organizational reports shall be submitted in writing, it is recommended that oral reports be limited to less than 3 minutes.

##### A. EXECUTIVE DIRECTOR & PRINCIPAL'S REPORT – Dr. Pam Magee

Progress on school goals were presented. The administrative team has moved very quickly on many academic initiatives.

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Dr. Pamela Magee presented on PCHS school widegoals which are developed annually with stakeholder input and are based on the PCHS Long Term Strategic Plan (LTSP) and WASC Action Plan. The goals are revisited frequently throughout the school year to ensure that the school progress is on target. LTSP stakeholder teams meet monthly to prioritize goals, review progress, make recommendations, and develop budget proposals for the coming school year. Additional highlights include:

1. New parent orientation for families from Paul Revere Middle School was well attended and positively received.
2. Attendance office registered close to 200 new students for the 2013-14 school year.
3. Stakeholder bell schedule discussion on April 30 focused primarily on need for time to provide intervention programs for struggling students. The most viable and immediate adjustment to the schedule appears to be the potential of incorporating structured advisory periods on a periodic basis (monthly building

to weekly and possibly more frequently depending on ability to provide scripted materials for teachers).

4. Jeanne Kam from LAUSD Board member Zimmer's office visited PCHS as part of her tour of all LAUSD Palisades campuses.

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B. CHIEF BUSINESS OFFICER'S REPORT–Greg Wood

Director of Operations - Dave Riccardi, provided the following updates:

1. LAUSD Gym Project ADA compliant ramping area completed last week.
2. Paving around school started. Potholes filled as needed.
3. Pilot shooting for new television series (Camp Sunshine). Scouting to be conducted on May 18<sup>th</sup> for summer filming July 2013.
4. Teen Wolf off hiatus to begin filming end of June, beginning July.
5. Continuing to identify under-utilized assets campus wide and assign periodic usage accordingly. For example, we identified areas not usually utilized, but suitable for filming and have been successful in generating permit revenue from said areas. Underutilized rooms on campus have been, and are being, converted to storage areas for VAPA groups. The old health ed room has been converted for athletics to build up and assist Pali Wrestling. The original automotive shop and the graveyard behind it have been undergoing a deep clean out with the intent of a usable laboratory/shop area open by August 2013. The gym is currently being assessed and certain areas to be assigned to outside athletic users.

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C. HUMAN RESOURCES DIRECTOR–Nikki Washington

Joanna Decker from Apple One (not related to Apple Inc.) is serving as an interim HR Director until a permanent HR Director is hired.

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D. DIRECTOR OF OPERATIONS-Dave Riccardi

Handout. Campus much cleaner these past couple of week which has resulted in few seagulls around campus.

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#### E. CLASSIFIED REPORT – Judi Firth

New student placement test this past weekend. Attendance appeals in progress. Things have been pretty busy.

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Judi Firth reports the classified staff is working at full tilt of late, registering over 250 non Revere new students, partnering with Admin to conduct the incoming 9<sup>th</sup> grade Math/ELA placement testing which occurred on 05.18, handling attendance appeals, preparing for senior events, culmination. and gearing up for summer registration days.

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#### F. STUDENTS' REPORT – Haley Biscow

Teacher appreciation Key chains given to all staff.

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Outgoing ASB President, Hailey Biscow shared her enthusiasm for the new ASB Leadership recently elected and how confident she is the ASB is in the best of hands for 2013-2014. She passed the ASB gavel to Tucker Reynolds as the incoming new ASB President. Hailey is headed to Colgate University in the Fall and we ALL wish her well and thank her for her incredible dedication to PCHS and student leadership.

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Hailey Biscow ASB gave teachers small gifts for teacher appreciation. Students have been working on elections, student surveys, and graduation. Hailey Biscow has served well as ASB president. She has contributed in major ways to the positive culture and climate at PCHS. This is her last meeting--she will be attending Colgate in the fall. She will be missed.

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G. FACULTY REPORT – Marike Anderson-Dam, Mystic Thompson, Chris Lee

Mystic Thompson, relayed how excited the PCHS faculty was about the recent iPad professional development day. Faculty and staff were mentored on the use of the new devices to differentiate instruction. Particularly impressive was how the PE Dept. embraced the new technology. Mystic shared having an iPad in everyone's hand and in the hands of students will be spectacular

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ipad professional development was a success. Good feedback was about the training, and the ideas were flying!!!

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H. PARENT REPORT -Allison Holdorff, Polly Bamberger, Mark Epstein

Booster Club Secretary, Nicole Fitzgerald shared the minutes for the April Booster Club meeting. Highlighting the 199K in parent donations and invitation to the Boosters Year End Party on Tuesday, May28th at 6:30pm at the Scott Family home. President Katy Anastasi shared how PTSA celebrated PCHS's wonderful Teachers and Staff with a breakfast on May 10th. This Thursday, PTSA will be awarding 5 seniors with a \$500 scholarship. The deserving winners are Helia Bidad, Sara Freedland, Stephan Loveless, Zachary Peters-Vernier and Kevin Acosta. PTSA is gearing up for the Freshman pizza lunch on August 9th. Education Foundation Co-Presidents, Chiara Santadiagostino and Karen Parcell reinforced Ed Fund's commitment to work hand in hand with the Administration by seeking out grant opportunities and corporative/individual funding support dedicated towards implementing the iPad 1:1 program and future STEAM initiatives at PCHS as their top priorities for 2013-2014 academic year.

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Booster:\$99,000 donations to date. May 28 is the last Booster event of the year-all are welcome. PTSA celebrated B. CBO report- as submitted- Aldersgate is Thursday.

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I. BUDGET AND FINANCE COMMITTEE REPORT – Rob King

No Report – Pending Aldersgate 05.23.13 (All Day 2013-2014 Budget Planning Meeting)

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J. HEALTH AND WELFARE COMMITTEE REPORT – Allison Holdorff/GregWood

We will be subject as of October 2013 to the changes in health care coverage to be compliant with federal law. Grace period will last to January (initiate proposal) - working with SISC--costs will go up 8% K. Charter AdHoc Committee: Needs to focus its efforts towards the Charter renewal process.

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K. AD HOC CHARTER COMMITTEE REPORT – Allison Holdorff

Meeting needs to be scheduled to discuss possible changes to Charter.

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L. AUDIT COMMITTEE REPORT – Stephanie Inyama

Stephanie Inyama and Polly Bamberger updated the Board with the progress of the new Auditor, Vavrinek, Trine, Day & Co LLP. In recent weeks the auditors have met with the management team, audit committee, conducted the Attendance Audit May 15-17<sup>th</sup> and are currently planning an ASB Workshop for Chris Lee and the student leadership class to be held on Tuesday, May 28<sup>th</sup>.

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Matt Miller and Aaron Gonzalez. Attendance Office passed the audit with flying colors. ASB will be meeting with auditors for training. Matt Miller met with the committee to review the engagement letter and explained why the letter is important.

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Working hard to put best practices in place and enhance PCHS.

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M. LONG TERM STRATEGIC PLAN COMMITTEE REPORT – Pam Magee

Committee Report Each subgroup is updating the report. They are turning their revise reports to Michelle Brantley who will post them on the school website. Minutes will be written N. Election Committee

Report: New trustees were announced. PCHS Community Candidate results will be ready on Wednesday afternoon.

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N. ELECTION COMMITTEE REPORT – Chris Lee

Chris Lee updated shared the results of the May Board elections. Congratulations to the following newly elected Board members, Chris Lee, Faculty Seat, Jeanne Saiza, Faculty Seat, Mark Epstein, Parent Seat, Kimmie Allen, Classified Seat. Due to a clerical error in the Community Seat elections, a revote was called for and winners will be announced by May 24<sup>th</sup>.

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**VI. DISCUSSION ITEMS: (5:50 PM-6:30 PM)**

**A. SCHOOL GOAL BENCHMARKS/DASHBOARD (PI2)**

AP, Attendance/Admissions, Monica Iannessa commented on how PCHS is - anxiously awaiting CAHSEE report results. Individual student data looks very good. Aggregate data will determine school wide success. ELA (English Language Arts) CAHSEE results are key to moving PCHS out of PI2. The results of CAHSEE and graduation rate will determine moving of out of PI2 or moving into PI3. If PI3 status happens due to the testing results there are a number of severe options, staffing to chose from, could be reorganization of the school, could go to outside consultants to get more help and support for students in need of meeting the testing target per grade, group and subject area. Faculty Board Representative, Marike Anderson-Dam, applauded Ms. Iannessa, and her colleagues, Ms. Myrna Cervantes, and Ms. Sandra Martin for all the hard work that they have done, over the past 7 months. Working diligently and passionately with students, PIQE parents, staff and parents with a great sense of urgency to get things done. Their commitment transformed the culture of the school in the manner in which they implemented the ELL Master Plan.

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The two data pieces that we still need to know if we met PI2 benchmarks are CAHSEE ELA data and Graduation rate. If we increase in these two areas, we will be in "safe harbor." It takes two consecutive years to get out of PI improvement. Although the administration is hoping for the best, the administration is preparing for the worst scenario. If the school goes to PI Year 3, more mandates are expected of the LEA (Local Education Agency), which could include restaffing and reorganizing. The school is processing the CAHSEE data and the graduation data will available after June.

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## B. ACADEMIC INTEGRITY TASK FORCE (Qualitative/Quantitative)

Board Chair, and Student Leadership Faculty Advisor, Chris Lee, disclosed the insights gained from the students Academic Integrity Discussions that took place earlier in the month. Key student themes relative to Academic Integrity were the impact of Teacher Effort, Classroom Environment, Teacher Lesson Plans and Activities, High Stakes Testing were presented. The findings will be shared with the Academic Integrity Task Force in an effort to further understand why cheating exists at Pali and what we as a community of parents, teachers, staff and students can do to figure out why students make the choices they do during tests, on assignments and in day to day campus life. The Academic Integrity Task Force, created in September of 2012 has been meeting on a regular basis, implementing faculty and student surveys, and creating an environment of not only academic excellence at PCHS but social, and emotional well being. The Academic Integrity Task Force will present during August Orientation Days coming up this summer.

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Focus group data was reviewed. The report included quotes from students about their teachers. This brought up the necessity of teachers to reflect on their own practices and how they create a culture of both trust, respect and care in their own classrooms.

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## C. STAKEHOLDER SURVEY

Surveys to go out (hopefully next week) to parents, students and PCHS staff Surveys were distributed to all the trustees. Student, staff, and parent surveys were reviewed. Feedback on these surveys is to be directed to the adhoc committee.

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Stephanie Inyama and Allison Holdorff Polhill discussed and distributed drafts of the school-wide survey. According to Governing Policy 1.7, EDL # 5 and EL #8 the Board is required to conduct annual surveys of all stakeholders. Staff, parents and students have all received a school-wide survey from the Board and Dr. Magee. This survey is designed to get your opinions concerning some aspects of our school climate and your attitude concerning PCHS and the community. Your input is vital. Your responses are strictly anonymous and you will not be asked to identify yourself at any time during the survey. This survey is evidenced-based and is being conducted by the Survey Research Initiative at Teachers College, Columbia University. Your responses to this survey will help your school better understand what students, parents, faculty, staff and administrators think about their charter school work experience.

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## D. BOARD TRAINING COMMITTEE



Proposed date of board training July 9<sup>th</sup>. On boarding process and passing of baton to new board members for July 16<sup>th</sup> meeting.

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**VII. CONSENT AGENDA (6:30 pm – 6:40 pm)**

- A. Interim PCHS signature Change. Remove Nikki Washington from all PCHS Bank accounts and add Kimberly Theard as signatory on Bank of the West and Bank of America (ASB) accounts.
- B. Temporarily borrow funds from designated lifetime benefit accounts until approximately 3.5 million from deferral funding is received in June.
- C. Approve Dr. Magee’s expense report and charges for \$1228.70 Hotel Charges for CUE conference in March.
- D. Approve Dr. Magee’s expense report and charges \$3506.05 Registration for CUE conference in March, refreshments for faculty meeting and Charter Office Visit
- E. Approve Dr. Magee’s expense report and charges for \$399.52 Staff Dinner Indigo Grill Charter School Conference March

APPROVED

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**VIII. ACTION ITEMS: (6:40 PM-7:00 PM)**

- A. Approval requiring that all future board presentation topics and discussion items placed on the board agenda, be discussed with presenters and those introducing the discussion item before the agenda is developed to determine required length of presentation needed. After time is agreed upon by presenter and the Agenda Setting Committee, each presentation will be held to the agreed upon time by a time keeper. Adequate time for follow-up questions are provided and time is kept on Board questions and comments. Board agendas hold to a maximum length of 3.5 hours. All proposed action items will be written out on the agenda.

Motion: Mystic Thompson to approve requiring that all future board presentation topics and discussion items placed on the board agenda to be discussed with presenters ...

Seconded the motion: Jason Cutler

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		

Jason Cutler	X			Monica Iannessa	X		
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marika Anderson-Dam	X						

B. Approval of contract for Human Resource Director

TABLED

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C. Approval of Food Service Contract

TABLED

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**IX. OUTSTANDING BUSINESS: (7:00 PM)**

**X. NEW BUSINESS: (7:05 PM)**

Process for passing baton to new board members, discuss date

Charter Renewal committee update

Next meeting May 28<sup>th</sup>. Special meeting to discuss budget after May 21<sup>st</sup> Aldersgate meeting.

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*Board chair to announce items for closed session.*

**XI. CLOSED SESSION (7:05 PM – 7:30 PM)**

A. UTLA and PESPU updates

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B. Risk Management committee update

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**XII. OPEN SESSION (7:35 PM –7:40 PM)**

**XIII. ADJOURNMENT (7:40 PM)**

9:25 pm

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*Meeting Materials can be found on the Pali website under Governance, Board of Trustees, Agendas and Minutes, Material for Board Meetings)*

DRAFT



**BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
TUESDAY, MAY 28, 2013  
4:00 PM, FACULTY CAFETERIA**

**I. PRELIMINARY**

**A. CALL TO ORDER**

4:07 pm

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**B. ROLL CALL**

*Conference Call 646-307-1300  
Participant Access Code 3959481  
Organizer Access Code \*4249317*

Monica Iannessa – Pali High	Allison Holdorff Polhill – Pali High
Chris Lee – Pali High	Stephanie Inyama – 3744 Carmona Avenue #4, LA 90016
Judi Firth – Pali High	Mark Epstein – 355 S. Grand Ave., 34th floor, LA, 90071
Mystic Thompson – Pali High	Jason Cutler – 2301 W. 190 <sup>th</sup> Street, Torrance, CA 90506
Marike Anderson Dam – Pali High	Matthew Wunder – 12501 S. Isis, Hawthorne, CA 90250
Polly Bamberger – Pali High	

Mark R. Bresee | Partner, Atkinson, Andelson, Loya, Rudd & Romo  
20 Pacifica, Suite 400, Irvine, California 92618 Direct (562) 653-3437 \* Cell (949) 294-7439

	Present	Absent		Present	Absent
Allison Holdorff Polhill	X		Mark Epstein	X	
Chris Lee	X		Matthew Wunder	X	
Jason Cutler	X late		Monica Iannessa	X	
Judi Firth		X	Polly Bamberger	X	
Mystic Thompson	X late		Stephanie Inyama	X phone	
Marike Anderson-Dam	x				

NON VOTING MEMBERS

	Present	Absent
Hailey Biscow		
Mark Bresee	X via phone	

**PCHS MANAGEMENT**

	Present	Absent
Pamela Magee	X	
Greg Wood	X	
Joanna Decker	X	
David Riccardi	X late	

**II. PUBLIC COMMENT:**

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. Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

Academic Decathlon – important to ALL students not just “A” students.

Nicholas Rivera- reinstate the Academic Decathlon class. Acadec is not just for A students- students who are not A students benefit from the program. Acadec is in the LTSP. 50 students interested-30 students involved. (Statement included in the notes)

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**III. APPROVAL OF MINUTES**

**A. AMENDMENT OF MINUTES FROM BOARD MEETING 4/16/13**

*Motion: Allison Polhill to approve amended minutes from Board Meeting 4/16/13*

*Seconded the motion: Stephanie Inyama*

Amendment to minutes regarding the board evaluation; re-write for clarity of what was discussed by members.

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth	---			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	X						

The Board voted unanimously to amend the April 16, 2013 minutes to delete the original language and replace it with the following language from the Board Recap that was prepared and went out the day after the April meeting on April 18th to all stakeholders including the faculty:

"Evaluation Committee - The Evaluation Committee is beginning to convene and gather information to conduct its evaluation of Dr. Magee, Executive Director and Principal of PCHS. Inherent in the process is to conduct surveys of all stakeholders. UTLA has put out a survey entitled "UTLA-PCHS Administrator Evaluation." Allison Holdorff Polhill indicated that the document did not come from the Board's Evaluation Committee. The Board's Evaluation Committee, comprised of non-interested Board members, and is going to conduct a school wide survey of Dr. Magee pursuant to the evaluation protocol - soliciting comments from all stakeholders incorporating constructive feedback. Chris Lee said it would be prudent to let the entire faculty know the details/protocol of the Board's evaluation process. The Evaluation Committee shared the evaluation tool and its thorough protocol with all stakeholders last year and will do so again.

Stephanie Inyama suggested that it would be more appropriate for survey results to be provided to our Committee where we could then provide feedback to Dr. Magee. Several Board members expressed their concerns for appropriately soliciting information regarding Dr. Magee. Matt Wunder said our Evaluation Committee had a way to incorporate the Committees' survey results in a constructive way. Allison Holdorff Polhill assured the Board that any and all survey information solicited from stakeholders by the Evaluation Committee would not be used as a weapon, but rather as constructive feedback."

### III. PRESENTATION ITEMS

#### A. INVEST FOR LEARNING

Astrid Ramirez from Apple and partner Xerox (via phone) to discuss and demonstrate parent payment portal option that is available online. Parents will be contacted via email to activate their account with Invest for Learning. 1 account per family. Spanish is also available. Initial

set up cost is \$500 for school depending on level of service and approx. \$1.25-\$2.25 per device (not included in revised quote)

Invest for Learning: Astrid Ramirez (John Lambert and Bryce Harrison by phone) Online payment web portal. (Xerox affiliated) The board was given a demonstration on how a parent would register their devices for rental agreement purposes as well as school inventory purposes. The company provides a lock box for parents to drop off payments at the school site. This product is exclusive to apple products (ipads, laptops.). Available in both English and Spanish. The product has a reminder to make a payment. School can pull reports to see who is delinquent and/or payment history. Cost: \$500.00 Monthly fee for use: \$1.25 per student per device. Gold level of service: \$2.00 per student per device.

## B. APPLE INC.

New quote reviewed line by line (no further discounts available) \$618,498.30. Parents will who purchase their own device will need iPad with minimum of 32gb memory and all personal information will have to be backed up separately at home so school can download required school materials.

Astrid reviewed the unit discounts in the last three columns. Apple Care discounts are bundled with the devices. Volume vouchers are used for purchasing apps at 50% off. Tech Assistants refer to Apple engineers and Astrid Ramirez One iMac is needed for exclusively for iPad service (iPad 32GB) Professional Development is included both for teachers and techs.

Questions about infrastructure: Apple is not involved with WiFi hot spots or computer infrastructure. \$400,000 per year per grade levels.

Apple Insurance covers for water. Safeware insurance covers for more damage (cost: \$16,527 and \$4,132)

When students can put their own cover and have own apps on second page, student ownership increases. When student ownership increases, the devices are maintained more successfully.

## C. Budget & Finance Committee 2013-2014 Recommended Budget- Robert King, Chair and Greg Wood, CBO (detailed budget information is available on the PCHS website under Governance/Board of Trustees/Financials)

Annual meeting on Wednesday 5/23 at Aldersgate. Budget for 2013-2014 \$23,754,948 with \$98,265 surplus. ADA \$2753 per student. Committee has recommendations. At the time of the

meeting no iPad information was available. A) Technology staffing needs for iPad program implantation not included in budget. Technology supervisor should be given the flexibility to assess needs of PCHS. B) was the Technology budget properly vetted? The strategic planning committee to revisit the budget and review line by line before distribution of funds to various departments. Additional details needed from department and program chairs i.e. athletics and maintenance. \*Note many athletic teams are 5013c and the fundraising committee is working towards gathering information for future budget meetings. C) Class size reduction. Auxiliary reduction suggested at last years budget meeting and some programs were eliminated. Counseling office should be given flexibility to reduce class size by adding auxiliaries. D) Vetting – process for determining funding for programs and more discourse needed. A system needs to be created for vetting programs and initiatives. Strategic planning committee needs to work with budget committee. Various departments, committees and programs that meet regularly should keep minutes, attendance and have current list of members for review. This is a work in progress.

Main focus is student achievement, P12 status and technology. ADA distance learning program not in budget. Common core funded with 1 time allocation of \$468,010 (place holder) and ADA of \$170 per student. TIIG funds of \$144,651 not in budget due to magnet division eliminated.

Budget and Finance Committee 2013-2014 Recommended Budget On Thursday, May 23 the committee met at Aldersgate for a yearly budget summit. approved \$23,754,948 expenditures funding levels of ADA 2753 (96.3%)

Concerns:

iPad implementation: Committee put in a placeholder of \$98,000

Technology: Proper staffing for Technology Department to prepare the implementation. Give flexibility to incoming Tech Supervisor to assess needs.

Technology 2: Were the technology department's need properly vetted?

Approved overall amount- line items to be determined. \$502,956 School Programs and

Departments: details regarding costs of various school departments and programs. Receive details regarding breakout budgets such as operations and athletics.

Class size: Would class-size be reduced now that the school's funding has been reduced.

Solution: Flexibility for the counseling office to add auxiliaries.

How is that reflected in the budget?

Vetting: Process for determining funding for programs. Needs more discourse. Solution: strategic planning committee create a system for vetting programs and initiatives.

Communication: feedback loop needed for department chairs and teachers (use LTSP committee and department chair meeting minutes)

Budget Presentation. Need Allison, Greg, Pam, and Monica to write a clear recap that also goes out to all stakeholders.



The Board held a special meeting to hear budget presentations on

a) Invest for Learning (iPad web payment program)

a) Apple Inc. (the iPad program)

b) The PCHS General School Fund Budget

The PCHS General School was generated and vetted through

a) departments

b) Long-term Strategic Plan Committee

c) The Budget Committee

The Process

The Budget Committee tasked both the Long-term Strategic Plan Committee and administration to look at departmental and personnel requests through the lens of the long term strategic plan.

Priorities were assigned based on the alignment with the LTSP. The subcommittees of

Technology, Operations and Facilities, Family and Community, and Academic Achievement

submitted a budget summary to the Executive Director. Line items were assigned a low,

medium, or high priority based on the needs of the plan. Administrators submitted

recommendations to the budget committee on priority staffing and funding for the 2013-4 school

year based on the LTSP. Common Core, Program Improvement mandates, EL Master plan

mandates, technology needs and long-term strategic plan priorities were considered prior to

submission to the budget committee. The budget committee passed the amalgamated budget

unanimously.

Board meeting

Rob King and Cheryl Onoye presented information from the Budget summit.

Greg Wood presented the major elements of the school's general fund.

APPROVAL OF EXTENDING TIME OF MEETING BY 30 MINUTES.

*Motion: Mark Epstein*

*Seconded the motion: Allison Polhill*

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth				Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	X						

## 1. SODEXO PROPOSAL

During the budget meeting it was noted that Sodexo would invest \$10,000 for capital improvements and this amount has been increased to \$15,000. Proposal for after school food service in progress.

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**IV. DISCUSSION**

A. APPLE INC.

Comments - Many teachers are faced with learning curve, however, the majority of teachers are on board and excited about new iPad program. Very innovative. Historically PCHS has been far behind with regards to technology and innovation compared to other schools. Major concern is our infrastructure and staffing of technology department. Ownership vs. lease options possible issue with parents/students particularly with having to wipe out memory before bringing to school. There are inherent risks with this iPad program and any program of this magnitude. iPads will not be available for every class in the 9<sup>th</sup> grade; only integrated science, English and social science. Additional meeting(s) required for more clarity.

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Are we moving too fast?

Will the teachers be ready?

Will our reserves cover the short fall?

What will happen if we don't pass it?

Is there a secondary plan?

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**V. ACTION ITEMS**

A. APPROVAL OF SODEXO CONTRACT (CONTAINED IN ITEM III C1)

*Motion: Mystic Thompson*

*Seconded the motion: Marike Anderson Dam*

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		

Judi Firth	-----			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	X						

Motion to Give authority to ED/Principal to sign and Approve \$629,438 Sodexo contract for 2013-2014 school year. Subject to terms and conditions reviewed by PCHS legal counsel.

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**B. APPROVAL APPLE INC. CONTRACT**

*Motion: Mark Epstein*

*Seconded the motion: Matthew Wunder*

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa		X	
Judi Firth				Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	x						

TABLE until May 30<sup>th</sup> @ 3 pm. Special meeting to Authorize ED/Principal to sign and approve Apple Inc. contract. Additional budgetary information needed. Specific details as to funding (portion not funded by parents) of iPad program. Remove iPad cases from quote.

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Mark Epstein moved to table this item until more information can be made certain (Please answer the question, "How are we going to pay for this in the event of non-funded personal iPads." )

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**C. ASSIGNATION OF BOARD MEMBERS FOR SCHOOL CHARTER RENEWAL COMMITTEE- DR. MAGEE**

*Motion:*

*Seconded the motion:*

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill				Mark Epstein			
Chris Lee				Matthew Wunder			
Jason Cutler				Monica Iannessa			
Judi Firth				Polly Bamberger			
Mystic Thompson				Stephanie Inyama			
Marike Anderson-Dam							

TABLED until Thursday, May 30<sup>th</sup> @ 3:00 pm special meeting

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APPROVAL TO EXTEND MEETING

*Motion: Marike Anderson Dam*

*Seconded the motion: Mark Epstein*

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth	---			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	x						

D. APPROVAL OF 2013-2014 PCHS BUDGET

*Motion: Allison Polhill*

*Seconded the motion: Matthew Wunder*

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth	---			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	x						

Contingent upon amending consulting page regarding actual name of vendor that will be used vs. vendor that was used during the current year. Also, amend surplus amount to \$ 127,972.

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Allison Holdorff-Polhill moved to approve the 2013-14 PCHS Budget with amendments: currently showing a surplus of \$127,972

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**V. NEW BUSINESS**

Board chair to announce items for closed session.

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**VI. CLOSED SESSION**

A. PCHS/UTLA NEGOTIATIONS UPDATE

B. PCHS/PESPU NEGOTIATIONS UPDATE

C. RISK MANAGEMENT UPDATE

**VII. OPEN SESSION**

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**VIII. ADJOURNMENT**

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*Meeting Materials can be found on the Pali website under Governance, Board of Trustees, Agendas and Minutes, Material for Board Meetings)*



**BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
THURSDAY, MAY 30, 2013 @ 3:00 pm  
FACULTY CAFETERIA**

**I. PRELIMINARY**

**A. CALL TO ORDER**

3:09 pm

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**B. ROLL CALL**

*Conference Call*                      1-646-307-1300  
*Participant Access Code*        3959481  
*Organizer Access Code*        \*4249317

Monica Iannessa  
 Allison Holdorff Polhill  
 Chris Lee                              Stephanie Inyama: 3744 Carmona Avenue #4, LA 90016  
 Judi Firth                                Mark Epstein: 355 S. Grand Ave., 34th floor, LA, 90071  
 Mystic Thompson                      Jason Cutler: 2301 W. 190<sup>th</sup> Street, Torrance, 90506  
 Marike Anderson-Dam                Matthew Wunder: 12501 S. Isis, Hawthorne, 90250  
 Polly Bamberger

Mark R. Bresee | Partner, Atkinson, Andelson, Loya, Rudd & Romo  
 20 Pacifica, Suite 400, Irvine, California 92618 Direct (562) 653-3437 \* Cell (949) 294-7439

	Present	Absent		Present	Absent
Allison Holdorff Polhill	X		Mark Epstein	X phone	
Chris Lee	X		Matthew Wunder	X phone	
Jason Cutler	X phone		Monica Iannessa	X	
Judi Firth	X		Polly Bamberger	X phone	
Mystic Thompson	X		Stephanie Inyama	X phone	
Marike Anderson-Dam	x				

**NON VOTING MEMBERS**

	Present	Absent
Hailey Biscow		

**PCHS MANAGEMENT**

	Present	Absent
Pamela Magee	X	
Greg Wood	X	
Johanna Decker	X	
David Riccardi	X	

**II. PUBLIC COMMENT:**

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. Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

Sandra Martin – urged the board to pass the iPad proposal. The teachers have their iPads and are eager to use them.

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**III. PRESENTATION ITEMS**

**A. FUNDING FOR IPAD PROGRAM**

Overview – common core standards will require 21<sup>st</sup> century skills for the 2014/2015 school year where technology will be major focus of assessment testing. Textbooks and old/out of date materials, the iPad is very innovative and research based. Booster club has offered funding to train teachers and help program move forward.

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**V. ACTION ITEMS**

**A. APPROVAL AUTHORIZING DR. MAGEE TO SIGN AND APPROVE THE APPLE INC. CONTRACT**

The Board of Trustees authorize Dr. Magee to enter into two contracts with Apple Educators, Inc. and a contract with Investor Learn/Xerox similar in substance to that proposed at the Board meeting of April 28, 2013, but with the iPad covers deleted, subject

to approval by counsel to the extent necessary. IT IS FURTHER RESOLVED that Dr. Magee work with the Chief Budget Officer, the Budget and Finance Committee, the Pali Fund, and such other stakeholders as she deems prudent to identify funding sources to make up any shortfall in the amount Pali would owe under the proposed contract (as well as all additional costs not yet reflected in the 2013-2014 budget relating to the iPad project) net of revenues received from incoming ninth grade families or other sources and that she report any progress in this regard to the Board of Trustees. It is further resolved that, to the extent necessary, Dr. Magee will be eligible to request that the Board of Trustees borrow up to 75% of the shortfall described above from the reserve (to the extent that doing so does not violate any bank covenants), with the anticipation that those sums will be paid back to the reserve fund in three equal installments in each of the following three years. It is further resolved that, no later than the regular Board meeting in April 2014, Dr. Magee recommend to the Board of Trustees whether (a) the iPad program should be extended to allow rising ninth graders to use the program in their tenth grade year or (b) the program should be limited to the ninth grade such that rising ninth graders who have not purchased their iPads will be required to return the iPads to Pali and those iPads will be distributed to ninth graders in the 2014-2015 school year. In the event that Dr. Magee recommends that the iPad program be expanded, the cost of the program (including the cost of any repayment to the reserve account) will be reflected in the budget for the 2014-2015 school year without any additional borrowing from the reserve account.

*Motion: Matthew Wunder*  
*Seconded the motion: Stephanie Inyama*

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	x						

Approve the resolution as drafted by Dr. Magee. Authorizing Dr. Magee to enter into 3 year lease agreement, sign Apple contract and contract with Invest for Learning partner Xerox.

**B. APPROVAL OF BOARD MEMBERS FOR SCHOOL CHARTER RENEWAL COMMITTEE**

*Motion: Mark Epstein*  
*Seconded the motion: Mystic Thompson*

	YES	NO	AB		YES	NO	AB



Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	x						

Approve the following board members Chris Lee, Allison Polhill, Monica Iannessa, Mark Epstein and Jeanne Saiza. These board members will be a part of a broader stakeholder group.

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**V. NEW BUSINESS**

Board chair to announce items for closed session.

**VI. CLOSED SESSION**

**VII. OPEN SESSION**

**VIII. ADJOURNMENT**

3:54 pm

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*Meeting Materials can be found on the Pali website under Governance, Board of Trustees, Agendas and Minutes, Material for Board Meetings)*



Board of Trustees  
Regular Meeting Dates  
For 2013 – 2014  
(3<sup>rd</sup> Tuesday)

*July, 2013 – Training\*\**

**July 16, 2013**

**August 20, 2013**

*September, 2013 – Retreat\*\**

**September 17, 2013**

**October 15, 2013**

**November 19, 2013**

**December 17, 2013**

**January 21, 2014**

**February 18, 2014**

**March 18, 2014**

**April 8, 2014\***

**May 20, 2014**

**June 17, 2014**

**July 15, 2014**

(\* Due to scheduled Spring break

\*\* Special Meetings)



**Palisades Charter High School  
Board of Trustees Meeting  
Executive Director/Principal Report  
June 18, 2013**

**Make Space/d.school visit** – Pali High had the opportunity to visit d. school, Institute of Design at Stanford, with Matt Wunder and members of the DaVinci Schools team to learn more about design thinking and Make Space concepts. The inspirational day-long trip provided an opportunity to explore potential programs, use of space, and instructional philosophy. The Design Thinking philosophy is based on the confidence that everyone can be part of creating a more desirable future, and a process to take action when faced with a difficult challenge. The Design Thinking for Educators Toolkit advocates for this kind of optimism, which is much needed in education. Commonly seen throughout the d.school creative spaces are references to the five phases of the design process that puts Design Thinking into action: discovery, interpretation, ideation, experiment, evolution. “Classrooms and schools across the world are facing design challenges every single day, from teacher feedback systems to daily schedules. Wherever they fall on the spectrum of scale—the challenges educators are confronted with are real, complex, and varied. And as such, they require new perspectives, new tools, and new approaches. Design Thinking is one of them” (<http://www.designthinkingforeducators.com/design-thinking>).

**Optimist Club Invitation** – Pali High was invited to present information about the 9<sup>th</sup> Grade 1:1 iPad implementation at the group’s June 11 meeting. Members were very interested in learning about developments at the high school and shared their support for their neighborhood school. PCHS is very honored and pleased to be a partner with this youth-support focused organization.

**Summer mini-grants** – Many Professional Learning Communities (PLCs) applied for summer mini-grants and will be working over the summer on projects related to Common Core State Standards curriculum development. Small Learning Communities (SLCs)/9<sup>th</sup> Grade Pods will be meeting during the summer for technology training and to develop humanitas lessons that incorporate iPads. Math PLCs (Math Essentials, Algebra I, Geometry, Algebra II) will be meeting to modify current course materials and create assessments that mirror Common Core expectations.

**Academic Achievement Support Team** – Candidates for Academic Achievement Support Team submitted applications after these positions were posted and made available to all qualified PCHS staff. Panel interviews were held last week and the following team members have been selected and notified of their new positions for next year. The team will meet during the summer to begin planning for the coming school year. The team members are as follows:

Monica Iannessa – Academic Achievement Director  
Myrna Cervantes – EL Coordinator  
Sarah Crompton – Instructional Coach  
Minh Ha Ngo – Data coordinator  
Cheryl Onoye – Secondary Math Specialist/Instructional Coach  
Lisa Saxon – Literacy Coach  
Gay Chambers – Admissions/Attendance Coordinator

**PCHS/Temescal work with Alvo Institute**

The Temescal team and PCHS administrators met Rebecca Tomasini and Chase Davenport from the Alvo Institute to begin developing a plan that addresses the concerns previously identified by the

LAUSD Charter Office regarding the Temescal program and the PCHS charter. A key area that has been identified by LAUSD is that all students must meet the same requirements for graduation; Pali students currently are required to earn 230 credits while Temescal students currently complete 180. The team is looking at a blended learning model that incorporates technology and online learning to provide students with enhanced and expanded opportunities.

Blended learning combines the best from traditional instruction together with the most relevant and appropriate online and technology-supported instructional innovations to create a variety of integrated instructional experiences. In a blended model, teachers and students make decisions about a student's instructional experiences based on close and regular analysis of real time student data. We will continue working with the Alvo team during the summer to determine the best instructional model and implementation timeline for Temescal.

**Coaches Surveys** have been posted on the PCHS website. We are seeking input from all parents and players about their experiences in Pali athletics. Results of surveys will be shared with coaches in end of the year exit interviews with the Athletic Director and Assistant Principal for Athletics. PCHS is currently seeking to fill Boy's Basketball and Boy's Volleyball coaching positions.

**iPad program updates** -PCHS will be posting on the website and emailing updated Q&A information guide for incoming 9<sup>th</sup> grade parents about iPad options this week. This information will also go out in Back to School Orientation mailings directed at 9<sup>th</sup> grade parents.

**Collective Bargaining** - PCHS UTLA and PCHS Management last met on Wednesday, June 12. At UTLA's request, negotiations will resume on July 10.

**TedxPacificPalisades** <http://www.tedxpacificpalisades.com>

Mercer Hall will be the site for the upcoming TedxPacificPalisades. Pali's VAPA drama teachers and several students are providing tech support and performing at the event. Information about presenters and purchase of limited tickets is available on the TedxPacificPalisades website. According to the website, "TEDxPacificPalisades aims to inspire change by connecting ideas with resources. We are excited to announce our inaugural event this June 29, 2013 under the theme 'From\_\_ To\_\_' and invite you to share your ideas and experience in transforming the world we live in. Where did your journey begin and where are you headed? Are you using art to facilitate space travel? Playing chess to end homelessness? TEDxPacificPalisades explores the tools innovators, artists and thought-leaders utilize to make an impact."

WHAT: TEDx Pacific Palisades Inaugural Conference "From\_\_To\_\_"☒

WHEN: June 29, 2013 11:00am-4:30pm☒

WHERE: Palisades Charter High School, 15777 Bowdoin St, Los Angeles, CA

DETAILS: Enjoy complementary light food and refreshments

See the Principal's Newsletter on the school website for information on faculty and student discounts.

**PALISADES CHARTER HIGH SCHOOL  
CBO REPORT  
June 18, 2013  
BOARD OF TRUSTEES MEETING**

**2012-2013 Budget Updates**

- The 2012-2013 Budget and Updates are currently being updated will be presented at the Board meeting.
- Our Unrestricted Cash Balances at May 31, 2013 is approx. \$2.8 million as a result of lowered State Funding in March, April & May. The Board approved temporary advance of funds from the Designated Lifetime Benefit account to the General Fund at the May meeting to cover these continued funding deferrals that will be received as a result of the passage of the Prop. 30 Education Protection Act (EPA Funding) now expected in late June 2013 amounting to approximately \$3.5 million and future deferrals into July and August 2013.
- Month 9 Enrollment & ADA(through May 10, 2013) was 2,807 & 2,726 respectively (down from 2,831 & 2,744 for similar period 2011/2012). As reported last month, the Funded ADA (P-2) through Month 8 submitted to the CDE is 2,732.9, which is 69 ADA below Budgeted levels.
- The Modernization Fund accounting is attached to show tracking of these funds through June 14, 2013.

**2013-2014**

- The Board approved 2013-14 Budget, including the impact of the Apple Proposal will be updated and presented at the Board meeting. Meetings with Apple have taken place and we are waiting on the final contracts relating to the 9<sup>th</sup> Grade iPad roll out as of this update
- The State of California Legislative Body is still convening regarding the finalization and approval of the 2013-2014 Budget. The Governor's May Revise Funding amounts still appear to be the most conservative estimates of 2013-2014 Per Pupil Funding for next year. Possible finalization of the Budget may come as early as this week.

**PCHS**  
**MODERNIZATION FUND-Balance and Budget**  
**6/14/2013**

Date	Payee	Service	Amount	Balance	Pending	Description
<b>ENDING BALANCE</b>			<u>\$ 1,000,000.00</u>			
3/5/2013	Medina Construction	Inv.#200 (Materials);#205 (Work 2/18-2/24) #207 (2/25-3/3) & #211 (VCT) Less: Tile Ordering Error	\$ (10,024.19)	\$ 147,592.33	\$ 77,963.00	<b>Checking Account Balance</b>
						<b>Less: Pending Items-</b>
3/8/2013	Carl Cormier	final Feb. 13 Mercer Hall work	\$ (960.00)	\$ 146,632.33		
3/18/2013	J Park Productions	Sound System rental in lieu of AV installation	\$ (505.00)	\$ 146,127.33	-	AV Gilbert & Mercer Hall-System
3/18/2013	Medina Construction	Inv.#206,210,212Mercer Stage, Final VCT & Storage Units	\$ (4,891.00)	\$ 141,236.33	(62,763.13)	Security Cameras-Updated 11/12/12
3/22/2013	Medina Construction	Inv. #213/214/215/216	\$ (12,216.00)	\$ 129,020.33	-	Medina-Stage Mercer/Storage Units
3/26/2013	Flannery Group	Roof Inspection per LAUSD	\$ (6,487.97)	\$ 122,532.36	(3,311.06)	Deferred Maintenance/Contingency
3/26/2013	Medina Construction	Final VCT placement Ind 210	\$ (1,500.00)	\$ 121,032.36	(11,888.75)	VAPA-Allocation
3/26/2013	PCHS-	Home Depot Credit Card/Storage Units #2	\$ (3,763.40)	\$ 117,268.96	-	Medina Construction Pending PO's- Incl Electrical & Tile
3/26/2013	Stumbaugh Associates	Mirror for Girls Restroom	\$ (381.00)	\$ 116,887.96	0.06	<b>Available Balance (with Pending Items)</b>
4/10/2013	Hollywood Sound System	Audio Mercer Hall (inv.#53255 & )	\$ (22,891.11)	\$ 93,996.85		\$7,891 Alloc. To VAPA
4/22/2013	Medina Construction	Inv#203 & 204 (Work 2/4-2/17)	\$ (9,240.00)	\$ 84,756.85		
4/26/2013	Cambridge Carpet Care	Mercer Hall Curtain Cleaning	\$ (700.00)	\$ 84,056.85		
4/26/2013	Bank Card (Floor City)	Final paint Inv#2019240683 & #__36028)	\$ (5,293.25)	\$ 78,763.60		
4/30/2013	Dunn Edwards		\$ (636.37)	\$ 78,127.23		
5/9/2013	Best Buy	Addl Misc. Gilbert Gaming Facility	\$ (131.54)	\$ 77,995.69		
5/22/2013	Wells Fargo	ACH Charges-Disputed	\$ (32.69)	\$ 77,963.00		

# Human Resources Report

## June 18, 2013



A CALIFORNIA DISTINGUISHED SCHOOL

### New Hires:

Name	Classification	Department	Effective Date
Donna Mandosa	Technical Supervisor	Technology	05-30-13
Brian L. Villalobos	Teacher	English	08-12-13
Greg Strouse	Teacher	Science	08-12-13
John Viera	Teacher	Science	08-12-13

### New Hires Status

Name	Classification	Department	Effective Date or Status
Allison Steinman	Long Term Substitute Teacher	English	Signature Pending
Katrina Mink	Teacher	Science	Pre-Employment
Heather Thompson	Part Time Substitute Teacher	English	Pre-Employment
Michael Lukasiak	Part Time Seasonal Lifeguard	MGAC	Signatures Pending as of 6-11-13
Jakeeli Venckus	Part Time Seasonal Lifeguard	MGAC	Signatures Pending as of 6-11-13
Luka Kosanin	Part Time Seasonal Lifeguard	MGAC	Signatures Pending as of 6-11-13
Patrick Huggins	Part Time Seasonal Lifeguard	MGAC	Update: signed on 6-12-13

### Employment Contract Renewals

Name	Classification	Renewals	Closing Date
Erika Najar	Long Term Substitute	Renewed	Mailed 6-12-13
Rosa Gonzales	Bilingual Office Assistant	Renewal	Pending
Susan Darvish	Senior Office Assistant	Renewal	Pending
Carolyn Herrmann	Office Assistant	Renewed	6-14-13
(7) Candidates	Band	Due	6-17-13

# Human Resources Report

## June 18, 2013

### **RE: Special Education Positions:**

#### *Sources:*

- ✓ Pepperdine University is a one of the six official academic bodies in the United States that WASC, the [Western Association of Schools and Colleges](#), is responsible for the Accreditation University. I will be seeking information on recent graduates to support the Special Education Department requirements.
- ✓ Human Resources will also be seeking further information from three Special Educational Schools (one private school) located in the Pasadena area.
- ✓ Human Resources will also be reaching to recent graduates from Cal State Northridge to support Special Education at Pali.  
[Update as of June 14, 2013: The Cal State Northridge will include in their Newsletter Special Education positions to support Mary Bush!](#)

#### *Special Note:*

*On behalf, of the Human Resources we like to express gratitude for the team work. Without your support and cooperation these goals would have been impossible to achieve. To the teachers that also are dedicated to the school and students.*

*Thank you for your Leadership!!*





# Palisades Charter High School

## Operations Assistant and Liaison

**CLASS TITLE:** Under the direction of the Director of Operations, the Operations Liaison performs a variety of technical duties involved in the efficient operations of the Operations Department.

**REPORTS TO:** The Director of Operations

### **REPRESENTATIVE DUTIES:**

### **ESSENTIAL DUTIES:**

1. Provide immediate support timely to the customer service base internally and externally.
2. Assist the Director of Operations in managing operations and maintenance of all facilities, buildings and grounds.
3. Attend offsite community meetings and neighborhood outreach programs.
4. Assist the Director of Operations with report requirements to ensure Federal and State compliance, regulations and accordance.
5. Assist the Director of Operations in logistical matters and development of permit collection and invoicing for location and film booking revenues for the school.
6. Assist the Director of Operations in public relations of facilities, buildings and grounds in combination to support 3,000(6<sup>th</sup>-12<sup>th</sup> grade) students, plus teachers and the support of the external community base.
7. Assist the Director of Operations in conducting inspections of facilities, buildings, and grounds in preparation for events.
8. Provide assistance for the Director of Operations to support creating a schedule to ensure suitable staffing for and the permit holders.
9. Assist the Director of Operations as an active agent to collaborate between PCHS and the LAUSD.
10. Support the Director of Operations in managing upcoming events schedules, activities at the facilities, buildings and grounds or for other operational projects as assigned.
11. Work in combined effort with the Director of Operations to identify and resolve potential facility, buildings and grounds concerns to comprise a safe environmental standard.
12. Assist the Director of Operations to oversee the PCHS "Maintenance Request" to support 3,000 students (6<sup>th</sup>-12<sup>th</sup> grades), plus teachers.
13. Assist in tracking and to drive controls for expenditures in accordance with established fiscal policies and responsibilities applying SOP (Standard Operation Procedures) in compliance with Federal and State Laws.

### **KNOWLEDGE AND ABILITIES:**

- General principles in operations management.
- Knowledge of CAL OSHA- Occupational Safety and Health regulations and enforcement applications.
- Proficient knowledge of systems methods and procedures.
- Read and communicate to facilitate interpretation of technical documents using proper grammar, punctuation and vocabulary.
- Work effectively with all levels of internal and external personnel.
- Planning and organization to meet schedules and timelines standards.
- Work under some supervision with a broad framework of standard policies and procedures to facilitate documentation of technical information in writing.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to shifting situations and necessities.
- Understands school organization, operations, policies and objectives.
- Working knowledge of operations, facilities and computer equipment and software.

### **OPERATIONS ASSISTANT AND LIAISON**



- Methodology of collecting and organizing data and information.

**OTHER DUTIES:**

Perform related duties as assigned under the Director of Operations.

**ABILITY TO:**

Work independently or with some direction.  
 Analyze situations accurately to adopt an effective course of action to resolve issues, complaints or problems.  
 Assure efficient and timely completion of operations related projects, events and activities.  
 Establish and maintain cooperative and effective working relationships with others.  
 Interpret, apply and explain laws, education codes, regulations, policies and procedures.  
 Maintain a variety of records and files.  
 Planning and implementing prioritization to meet organizational schedules and timelines.

**WORKING CONDITIONS:**

**PHYSICAL ABILITIES:**

Walking and seeing to inspect school facility.  
 Hearing and speaking to exchange information and make presentations.  
 Sitting and standing for extended periods of time.  
 Bending at waist, kneeling or crouching.  
 Reaching overhead, above the shoulders and horizontally.

**LICENSES:**

Valid California Class C driver’s license.

**EDUCATION AND EXPERIENCE:**

1. Bachelors, Masters Degrees or higher degree in Business Administration or a closely related field.
2. Three years or more years of Operations and Facilities management experience.

**COMPENSATION and BENEFITS:**

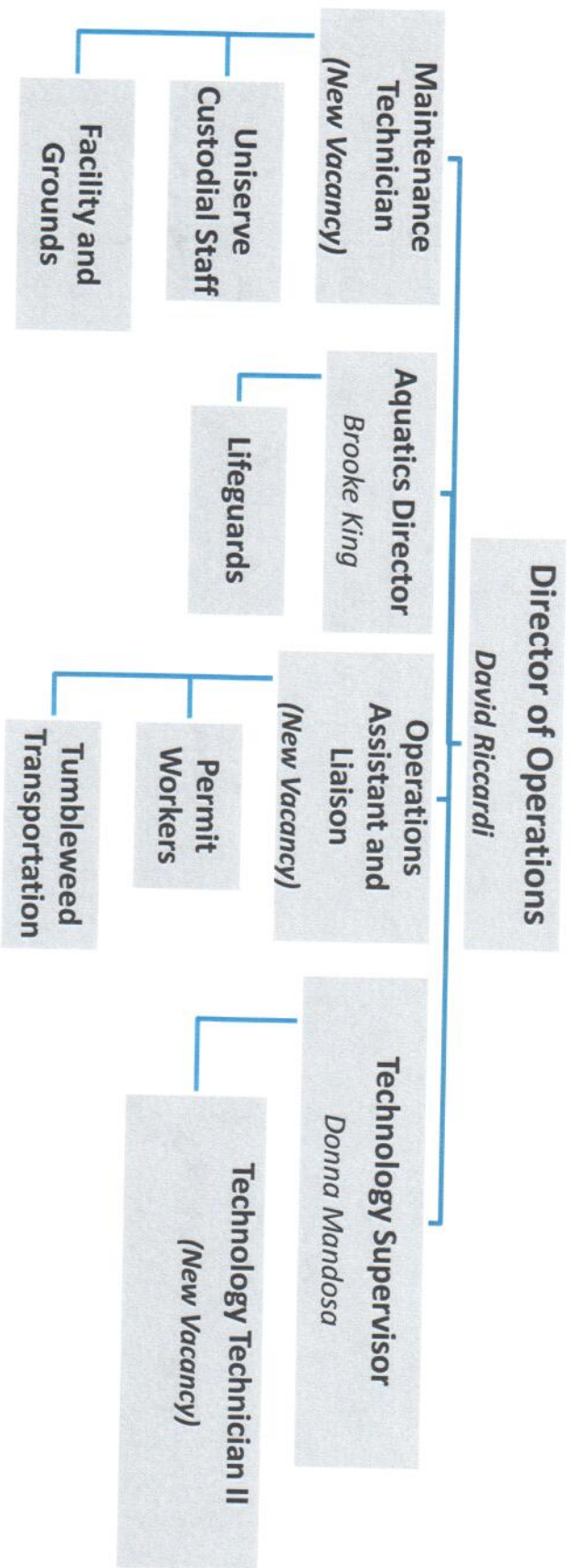
Bargaining Unit: Classified Management (At-will/Contract)

Salary Range:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
47,500.00	50,000.00	52,500.00	55,000.00	57,500.00	60,000.00	62,500.00	65,000.00

Work Days: 229 work days  
 Work Year: 12 Months  
 Hours: 40 hour work week/8 hours daily  
 Benefits: Medical, Vision, Dental, and Life Insurance

Palisades Charter High School Reorganization Proposal (2013/2014 School Year)





HUMAN RESOURCES BOARD REPORT

MAY 21, 2013

**Contract/At-will Employees**

**Classified Management:**

**(Step 2 –Step 8) New Proposal**

<b>Titles</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 7</b>	<b>Step 8</b>
Athletic Director <i>(currently on step 1)</i>	50,000.00	<b>52,500.00</b>	<b>55,000.00</b>	<b>57,500.00</b>	<b>60,000.00</b>	<b>62,500.00</b>	<b>65,000.00</b>
Aquatic Director <i>(currently on step 1)</i>	50,000.00	<b>52,500.00</b>	<b>55,000.00</b>	<b>57,500.00</b>	<b>60,000.00</b>	<b>62,500.00</b>	<b>65,000.00</b>



## **PCHS HOMELESS EDUCATION POLICY**

It is the policy of the board to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of California and PCHS academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

### **Definition of Homeless Children and Youth**

The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youths who:

- are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations
- are living in emergency shelters
- are abandoned in hospitals; or are awaiting foster care placement
- have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Runaway children or children who are abandoned
- Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition.
- Homeless status is determined in cooperation with parents or in the case of unaccompanied youth the local educational agency liaison (LAUSD Homeless Unit). Homeless status may be documented through a variety of PCHS and/or LAUSD forms such as Homeless Education Program:

School Selection Form and/or through direct contact with PCHS/LAUSD staff.

## Procedure

### School Selection

Placement in a school shall, according to the child's best interest,

Continue the child's or youth's education in the school of origin for the duration of homelessness, in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the child or youth becomes permanently housed during an academic year

Enroll the child or youth in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend

In determining the best interests of the child or youth to the extent feasible the child or youth will be kept in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian, for the duration of homelessness.

In the case of unaccompanied youth, the local educational agency liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

The school of origin means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or guardian or has been temporarily placed elsewhere.

### **Enrollment**

The school selected shall immediately enroll the child/youth, even if the child or youth lacks records normally required for enrollment. Records will immediately be requested from the previous school.

The terms "enroll" and "enrollment" are defined to mean attending school and participating fully in school activities.

### **Residency**

A homeless child or youth is a resident if the child is personally present somewhere within the district with a purpose to remain but not necessarily to remain permanently.

The child or youth shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in extra curricular activities.

Homeless students who do not live with their parents or guardians may enroll themselves in school.

The address listed on the enrollment forms becomes proof of residency.

## **Guardianship**

For purposes of school placement, any parent, guardian or person in loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly at PCHS. Once a child or youth is enrolled in and attending a school, PCHS Guardian Responsibilities form must be completed within a reasonable period of time for those children or youth who are not accompanied by a parent or guardian.

## **Comparable Services**

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, such as

- Educational services for which the child or youth meets eligibility criteria such as
- ESL or special education programs
- Programs for "At Risk" students
- Title I services
- After School programs
- School Nutrition Programs

Once permanent housing is found the family has a choice to stay in the school they are attending, school of origin or attend the school where they have found housing.

Permanent housing is defined as any signed lease or long-term approved living situation.

Self-paying day to day in a motel is not considered permanent housing.

In the case where the school of origin and current residence are different LEA's, the two school districts will agree on a method for transportation and share costs.

## **Local Educational Agency Liaison**

The Director of Student Achievement will be the Local Educational Agency Liaison for homeless children and youths.

The Local Educational Agency Liaison or designee shall ensure that:

- homeless children and youths are voluntarily identified by school personnel and through coordination with other entities and agencies
- homeless children and youth enroll in and have a full and equal opportunity to succeed in schools in the district.
- homeless families, children, and youths receive educational services for which they are eligible and referrals to other appropriate services.
- the parents or guardians of homeless a child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.

- public notice of the educational rights of homeless children and youths is disseminated in such public places as schools, meal sites, shelters and other locations frequented by low income families.
- compliance with all policies and procedures and mediate enrollment disputes
- the parents or guardians of a homeless child or youth, and unaccompanied youth, are informed of all transportation services, including transportation to the school of origin or to the school that is selected
- coordination of services between PCHS and other homeless family service providers (LAUSD).
- assistance is provided to children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
- students are not segregated on the basis of their status as homeless programs for homeless students are coordinated with other federal and local programs

### **Disputes**

- If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
- The Local Educational Liaison shall carry out the dispute process as expeditiously as possible after receiving the notice of the dispute.
- Appeals will go to appropriate PCHS personnel. The parent or guardian of the child or youth, or unaccompanied youth shall be provided with a written explanation of the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision to the Office of Coordinator for Education of Homeless Children and Youths in the California Department of Education.

Updated: 2013-06-17





## *Title I Parent Involvement Policy*

### **GENERAL EXPECTATIONS**

**Palisades Charter High School (PCHS)** agrees to implement the following statutory requirements:

- PCHS will jointly develop with parents and distribute to parents of participating children, a Parental Involvement Policy that the school and parents of participating children agree on.
- PCHS will notify parents about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- PCHS will make the Parental Involvement Policy available to the local community.
- PCHS will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.
- PCHS will adopt the school-parent compact as a component of its Parental Involvement Policy.
- PCHS agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) *parents play an integral role in assisting their child's learning;*
- (B) *parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**Palisades Charter High School will implement required school parental involvement policy components as follows:**

1. PCHS School will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

*Gather and disseminate to parents for review the following materials: PCHS Parental Involvement Policy, the school-parent compact, and Parent Notices of the Title I, Part A Non-Regulatory Guidance. These materials will be disseminated to parents at regular Title I parent meetings, and parent/teacher conferences. Written and oral input from parents will be solicited through Title I parent meetings, parent/teacher conferences, school newsletters, school web site, and other regular written communications with parents.*

2. PCHS will take the following actions to distribute to parents of participating children and the local community the Parental Involvement Policy:

- *The PCHS Parental Involvement Policy will be distributed to parents at Title I parent meetings.*
- *The policy will be posted on the school web site.*
- *Parents of new participating students will receive the policy upon registration if eligible for Title I.*

3. PCHS will periodically update its Parental Involvement Policy to meet the changing needs of parents and the school through:

- *regular Title I meetings*
- *PTSA meetings*
- *General School meetings*

4. PCHS will convene an annual meeting to inform parents of the following:

- *That PCHS participates in Title I,*
- *The requirements of Title I*
- *Of their rights to be involved as outlined in Title I, Part A Parental Involvement Non-Regulatory Guidance, PCHS parental involvement policy, and the school's parental involvement policy and*
- *Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, the web page, and the automated phone system.*

5. PCHS will hold a flexible number of meetings at varying times, and may provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:

*To encourage parents to attend these meetings, the school will offer training to parents to improve student success and achievement. In situations that prevent parents from coming to the school for meetings, school personnel may make home visits or arrange to meet the parents at a mutually convenient time off campus.*

PCHS will provide information about Title I programs to parents of participating children in a timely manner through the automated phone system, memos, newsletters, and the web page.

PCHS will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:

- *the annual Title I parent meeting*
- *regular parent/teacher conferences*
- *Title I meetings and Parent Information Nights throughout the year*

(a) If requested by parents, PCHS will provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:

- *through prearranged meetings with the Title I Coordinator*
- *through meetings with the student's teacher which may include the Title I Coordinator, Executive Director and Principal, and other staff as appropriate.*

(b) PCHS will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:

- *Parents may submit comments in writing regarding the schoolwide plan to their child's teacher, the Title I Coordinator, the Executive Director and Principal, or the appropriate department within PCHS.*

## **RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

1. PCHS will build the schools' and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement through the following activities described below:

- *parent training*
- *Parent Information Nights*
- *Parental access to the Teacher/Parent Resource library and other resources such as web sites, parent organizations, etc.*
- *Parent Institute for Quality Education (PIQE)*

2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:

- *The school-parent compact will be a part of the School Parental Involvement Policy on the school's web page.*
- *During regular parent/teacher/student conferences, the school-parent compact will be completed and signed by the teacher, the parent(s), and the student.*

- *As needed, the school-parent compact will be included in school newsletters along with the School Parental Involvement Policy.*

3. The school will provide assistance to parents of children served by the school in understanding topics such as the following:

- *the State's academic content standards,*
- *the State's student academic achievement standards,*
- *the State and local academic assessments including alternate assessments,*
- *the requirements of Title I,*
- *how to monitor their child's progress, and*
- *how to work with educators:*

Parents will receive training and necessary information on the topics above through:

*PTSA workshops, PCHS Organizations and Unions, School-Parent Intervention Compact, highlights of the standards, list of web sites, school sponsored trainings and workshops.*

4. As appropriate, the school will provide materials and training such as literacy training and using technology to help parents work with their children to improve their children's academic achievement and to foster parental involvement, by:

*holding regular Title I meetings, Information Nights, and encouraging parental participation in PIQE.*

5. The school will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

*encouraging staff to attend parental involvement workshops and conferences, web-based learning, and site staff development.*

6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.*



DIRECTOR OF OPERATIONS, David Riccardi  
BOARD OF TRUSTEES REPORT  
JUNE 18, 2013

**Permit activity and usage:**

1. Nike photo shoot with basketball star Chris Paul June 3rd at PCHS gym.
2. Target department stores catalog shoot June 6th at PCHS field.
3. Warner Brothers show, Major Crimes, base camp set for June 17,18,19 in PCHS parking lots.
4. Japanese television commercials to shoot at PCHS June 24th.
5. Pali Parade documentary premier Mercer Hall on Friday June 21. Full house expected.
6. Teen Wolf production to resume at PCHS within the next few weeks. Ratings winner. Expected permit holder thru out 2013-2014 for Season 4.
7. Filmmaker and documentary producer, Robert Kline to film documentary on Pali high, charter school movement, and Rose Gilbert. Filming to begin in 3 weeks. Interviewees wanted.
8. Paul Revere graduation June 6th.
9. Disney film possible August and October starring Jennifer Garner and Steve Carrel.
10. Tedtalks filming in Mercer Hall on June 29th.

**INFORMATION TECHNOLOGY**

The walk thru with potential service providers for IT infrastructure rebuild successful.

Bids due shortly for presentation to the board for approval.

Work expected to begin immediately afterward with Phase 1 completion 2nd week of August.

I pad implementation on track and on schedule.

Tech office to move from current space. New area TBD.

Removal of temporary electrical transformers in faculty parking lot to begin night of June 14th.

LAUSD to survey PCHS for 4 weeks. Site and equipment study. Details to follow. Project to begin June 25th.

Deep cleaning of PCHS has begun and will continue thru out the summer break.

All maintenance requests turned into main office will be addressed before return to school. We hope to have all request completed by then.

New furniture to be ordered as needed to update classrooms.

Many Campus wide facility improvements will take place over the course of the summer break. We hope you like the new look.

The quad marquee was refreshed, repainted, and revamped. Please look up next time you are in that area.

New fundraiser "Sponsor a Classroom" expected rollout shortly. For a minimal investment, parents, sponsors, etc will be able to make a donation that will go directly to the classroom of their choice. This donation will go toward new furniture, paint, and refreshing of said room.

PCHS received over 1300 daylight bulbs from a generous donor that will allow us to brighten up many of your classrooms over the summer. These are the same style as the ones in A building. Say goodbye to the old yellow fluorescents.

Science room refreshment begun.