



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD MEETING AGENDA
BOARD OF TRUSTEES
Tuesday, June 10, 2014
5:00 PM, Gilbert Hall**

I. PRELIMINARY:

A. CALL TO ORDER: 5:00 PM

5:12 pm

B. ROLL CALL: 5:00PM - 5:05 PM

	Present	Absent		Present	Absent
Polly Bamberger	X		Jeanne Saiza	X	
Mark Epstein	X via phone		Kimberly Thomas		X
Allison Holdorff Polhill	X		Mystic Thompson		X
Monica Iannessa		x	Leslie Woolley	X	
Stephanie Inyama	X		Matthew Wunder	X late	
Chris Lee	x				

NON VOTING MEMBERS

	Present	Absent
Tucker Reynolds		x

New president Ben Safvati Present X

PCHS MANAGEMENT/STAFF

	Present	Absent
Pamela Magee	X	
Jim Schiffman	X	
Greg Wood	X	
Donna Mandosa	X	
David Riccardi	X	

II. APPROVAL OF THE MINUTES: (5:05 PM - 5:10 PM)

A. REGULAR MEETING MINUTES 5/20/14 AS AMENDED

Motion: Polly Bamberger

Secoded the motion: Stephanie Inyama

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein				Kimberly Thomas			
Allison Holdorff Polhill	X			Mystic Thompson			
Monica Iannessa				Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder			
Chris Lee	x						

Tucker was listed twice and his name was taken out.

B. SPECIAL MEETING 6/3/14

Motion: Polly Bamberger

Secoded the motion: Stephanie Inyama

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein				Kimberly Thomas			
Allison Holdorff Polhill	X			Mystic Thompson			
Monica Iannessa				Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder			
Chris Lee	x						

Minutes corrected as to who voted.

III. PUBLIC COMMENT:(5:10 PM - 5:26 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.

Lisa Saxon spoke regarding minimizing traveling teachers. She mentioned that rules regarding traveling teachers are subject to change. New teachers should be supported and it should not be based on seniority. Throw keys in the middle and figure out how to make this campus work. Classroom designation should be based on which rooms work best for which classes. Lisa is not aware of a clear set of rules regarding classroom designation. There does not appear to be a pattern with how rooms are distributed.

Lisa suggested that the administration find a way solution that would be both equitable and fair in order to provide the best service to the students at PCHS. UTLA contracts and board policy are limited in detailing how to handle traveling teachers.

IV. PRESENTATION ITEMS:(5:26 pm – 6:05 pm)

A. SUNSHINE PROPOSAL – Dr. Pamela Magee

In addition to re-openers for bargaining in the 2014-15 school year PCHS also wishes to reopen and negotiate the following two articles:

Article IX (hours, duties and work year), including but not limited to further discussion about a bell schedule that will most effectively address the needs of PCHS students.

PCHS reserves the right to identify its second reopened during the course of negotiations.

B. BOARD GOALS 2014-2015 – Dr. Chris Lee

School-wide Goals Dr. Magee emphasized how school-wide goals are created through the Board/Administrative retreat where all stakeholders are invited and through the LTSPCs. Progress on the goals has gone very well. There were bumps along the way with implementation, for example the iPad program. But with the help of Donna Mandosa PCHS plowed through. With academic achievement there was the Academic Achievement Team coaching and supporting teachers ranging from struggling to highly performing teachers. Key area is to keep a focus on the A-G requirements being fully implemented.

Dr. Magee is thankful that PCHS has a process of establishing goals and following through. Dr. Magee is thankful for this visionary Board.

Board reflection on goals: climate, communication and fundraising. Accountability should be a focal point throughout the school, not just at the yearly retreat.

CLIMATE Chris Lee discussed the efforts made to address climate. The committee now has enlisted the help of Lisa Ransdel of COUNCIL to assist with climate. Stephanie Inyama suggested that the Board should hold ourselves accountable and we did not do so.

COMMUNICATION Jeanne Saiza discussed that email is great, but communication in person works well. She emphasized that despite hosting group discussion there was low attendance. We need to get off the computer and into rooms together.

FUNDRAISING Polly Bamberger discussed that Education Foundation is going forward. We now have two grant writers. Boosters is working with best practices. PTSA is starting to work more with the facilities group regarding emergency supplies. PTSA wants to go forward with appreciation for staff, faculty and parents. Allison Holdorff Polhill and Polly Bamberger recognized that Greg Wood has added our supporting non-profits to our budget discussions.

Collaborating with all three organizations, Booster, PTSA and Ed Fund – providing monthly and/or quarterly reporting.

C. WHERE PALI GRADUATES ARE GOING – College Center

Approximately, 54% of PCHS students are going to four year college. Over 90% go to college. 25 students' college acceptances were rescinded largely due to their math grade. A large number of these students were first generation college students. This data needs to be discussed with math department to find a solution to assist students with their struggles in this area.

Listing of 4 year college attendance for the class of 2014 provided. It was suggested that 2 year college be included moving forward since our goal is to sent every student to college.

D. LCAP PLAN – Dr. Magee and Greg Wood

Greg Wood provided the Board with an update of the LCAP Plan. Wood suggested we create a five year plan. Dr. Magee said a big focus was to collect stakeholder surveys of what are the budget priorities. Based on stakeholder surveys, class size reduction is a priority. PIQE parents would like to expand tutoring and help with transportation. Intervention is emphasized. Summer school is being offered for the first time in a long time for credit recovery. There is also a bridge program for incoming 9th graders who need additional help. Chris Lee asked what type of monitoring and Greg Wood stressed there will be extensive monitoring. It is a creative process. Jeanne Saiza asked, "what is the Board's role?" Dr. Magee said the Board should approve the plan. Greg Wood suggested that would be best practice. Moving forward the Board

should receive monthly reports regarding the LCAP. Dr. Magee stated the LCAP is required to be part of the charter renewal.

Greg stated the goal was to submit plan to LAUSD by July 1st. The long term strategic plan will be incorporated into plan along with stakeholder input. The LCAP is an avenue to provide structure to our organization.

E. SUMMER PROGRAMS – Kim Theard

Dr. Magee reported on three programs. Extended school year program with 32 students. Credit Recovery has enrollment for 400 students. Dolphin Academy with 100 incoming freshman students. Funding provided by the LCAP.

F. AMERICOR GRANT AND SPECIAL EDUCATION - Mary Bush

Mary Bush indicated that Ellen Sloan and Tom Noble were able to secure a grant for \$50,000 to plan and write another grant for several 100,000 dollars. We will be able to use 20 Americor volunteers to train high risk students. Pali has a partnership with West LA College and the Westside Regional Center. Pali is building up our STEAM program. We are trying to identify local businesses. Trying to bolster the transition from high school to community. They are considering culinary arts, West LA Trade Tech and other types of things. College survival classes should be geared towards students going to two year colleges. All the partners are giving their time. Chris Lee requested the Americor team provide the Board updates. Ben was interested in participating in determining how students are selected. Early 2015 Pali will find out if they receive the grant.

No monies will be exchanged for PCHS staff however their time is equivalent to a dollar amount for accounting purposes. Request for proposal will be due in September.

V. **ORGANIZATIONAL REPORTS:** (6:05 PM – 7:0) 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. Pamela Magee

Dr. Magee pointed to the school-wide goals and the 200 page LTSP. For the last two years, the LTSPs have been meeting and preparing this document. Dr. Magee met with Steve Zimmer and Merle Price and discussed a dream for Pali's VAPA project. Recommended structure for the LTSP.

B. CHIEF BUSINESS OFFICER'S REPORT–Greg Wood

Report submitted.

C. DIRECTOR OF OPERATIONS- Dave Riccardi

David Riccardi Report stands as submitted. Emphasis this summer of "back to class." Air delivery systems for clean air in the class rooms. Cleaning the bathrooms. Going through and renovate classrooms. Starting with Temescal - classroom renovations is taking place. Filming and summer camps have started. 200 teacher requests are being addressed. The Fourth of July will be bigger and better this year.

Parking lot fire update. Still waiting on final report from fire Chief, should be available to principal by end of week. Additional clearing as taken place since incident.

Tech Report Ipads have been returned. New tech team is being hired. Great professional develop provided to staff through apple. Many innovative classes will be offered at STEAM

D. HUMAN RESOURCES DIRECTOR–Jim Schiffman

Jim Schiffman reported that Nexium prescriptions are no longer available at the end of the month, but the generic will be available. Staff with HMO's will now be able to receive acupuncture through their insurance. Pali is hiring numerous teachers for English dept. Math, Independent studies, special education assistant, Science, Social Studies, Nurse office, and technology departments. New court decision regarding tenure status has been "stayed" by judge. Jim provided update on job study. Ewing is working on final phase which is salary comparison. The final report will impact restructuring of some departments particularly the administration building.

E. CLASSIFIED REPORT – Kimberly Thomas

None.

F. STUDENTS' REPORT – Tucker Reynolds

Ben Safvati new ASB president submitted report.

G. PARENTS' REPORT – Allison Holdorff Polhill, Polly Bamberger, Mark Epstein

Education Foundation report as submitted. The Education Foundation hosted a forum - The Road to College. Approximately 90 parents attended. The Education Foundation honored: parents Kathleen Clinesmith, DeAnn Healy and Diana Hurst for running the Boutique by the Sea; Dr. Magee; Kim Theard and The College Center. PTSA is working on establishing dates for the upcoming year. Booster held a wonderful end of the year celebration and funded a leadership activity in addition to other things. Mark Epstein reported that he has a list of 100 parents interested in charter renewal updates.

H. FACULTY REPORT – Jeanne Saiza, Mystic Thompson, Chris Lee

Jeanne Saiza said that Tim Henderson was giving plea for classroom air conditioning. David Ricarrdi is going to try out reflective material for the south facing classrooms. Entering service contracts for the air handlers.

I. BUDGET AND FINANCE COMMITTEE REPORT – Cheryl Onoye

None.

J. FUNDRAISING COMMITTEE – Allison Holdorff Polhill

None.

K. ELECTIONS COMMITTEE – Jeanne Saiza, Leslie Woolley

Mark Epstein proposed some structure for election of Board officers. The resolution proposes that a couple of members who are not running for Board officer serve as nomination committee as a clearing house for nominees. He presented this resolution for approval of the Board at the next meeting.

RESOLVED that an *ad hoc* committee be formed called the Board Officer Nomination Committee. The Committee shall be made up of two Board members, one of whom shall be an employee and one of whom shall not be an employee. Neither member of the Officer Nomination Committee may run for the office of Board Chair, Vice Chair, or Secretary. The Board Officer Nomination Committee shall receive nominations from any Board member seeking to run for a Board office. The nomination may come from the member seeking the Board office or from a different member of the Board. Nominations will only be accepted from Board members who will continue to serve on the Board in the 2014-2015 school years or those who have been elected to the Board for that year. A nomination need not be seconded. The Officer Nomination Committee shall ensure that all those who have been nominated intend to run for the office for which they have been nominated. A person may be nominated for more than one office. No later than one week before the first Board meeting in July, the Officer Nomination Committee shall inform each person nominated for a position as to all those who have been nominated for the position. At the first Board meeting in July, the Officer Nominations Committee will report out those who have been nominated for each position. The Officer Nomination Committee shall not endorse or recommend any person for any office, but shall instead be strictly neutral in its report. A member of the Officer Nomination Committee may, however, participate in the discussion and debate during the election process. The Officer Nomination Committee's report shall not preclude any nominations from the floor at the first Board meeting in July *except that* no member of the Nominating Committee shall be nominated.

RESOLVED FURTHER THAT at the first Board meeting in July, the Board shall, as its first order of business, appoint an interim chair for the sole purpose of chairing the Board until the Chair is elected. The interim chair shall be a member of the Officer Nomination Committee. The second order of business shall be receipt of the Nominating Committee's report. The third order of business shall be the election of the Chair. Those nominated for Chair shall be those in the Officer Nomination Committee's report and any nominees from the floor. Once the Chair is elected, the interim chair shall relinquish the chair to the person elected. The next order of business shall be the election of the Vice Chair. Those nominated for Vice Chair shall be those in the Nomination Committee's report and any nominees from the floor. After the Vice Chair is elected, the next order of business shall be the election of the Secretary. Those nominated for Secretary shall be those in the Nomination Committee's report and any nominees from the floor. Once the Secretary has been elected, the Officer Nomination Committee shall be disbanded. Each officer shall be elected by a majority of Board members voting, and a nominee may vote for himself or herself.

L. SCHOOL CLIMATE COMMITTEE – Mystic Thompson, Tucker Reynolds

Report submitted Leslie Wolley is attempting to get dates for the COUNCIL representative.

A review of PCHS charter and bylaws regarding election of student elected faculty board member. A discussion regarding buy backs is in progress as well.

M. AUDIT COMMITTEE – Polly Bamberger

None

VI. DISCUSSION ITEMS: (7:00 pm – 7:45 pm)

A. JOB STUDY

Jim Schiffman went through the chronological layout of the job study. Because the Board meeting was changed from 6/17 to 6/10 the salary portion of the job study was not complete. Chris Lee requested that Ewing was supposed to meet with a committee. The committee meeting fell through because certain people were not able to attend. Jeanne Saiza asked if everyone getting their contracts renewed in a timely manner? Mr. Schiffman replied that the contracts will be timely. There have been various reason why some have received contracts already and others have not. The final report from Ewing should be available by the next board meeting in July.

B. BOARD TRAINING COMMITTEE AND TRAINING DATE

July 12th is the date schedule for new board member training. Monica and Allison along with Michelle will coordinate materials needed and agenda. New members will be contacted with time and location as soon as they are confirmed.

Stephanie Inyama reported that 7/8 is the new training date for new Board members. Michelle Brantley will update the folders.

C. STAKEHOLDER SURVEY

Allison Holdorff Polhill indicated that we received the raw data from the survey. Columbia Survey will have the final data for the next Board meeting. Matt Wunder emphasized

that the evaluation process must be condensed into a shorter period of time because it is not fair for our Executive Director & Principal to be evaluated over a period of several months.

After the data is reviewed, the final version will be provided to the entire stakeholder community. Things to work on for the next survey are low numbers for students and parents compared to last year. It was suggested that the ipad carts be used in the classroom to promote more participation from students.

D. CHARTER RENEWAL UPDATE

Dr. Magee stated that Pali had three interesting meetings regarding governance. Attorney Janelle Ruley attended one meeting. Olivia Castro, Rob King, Monica Iannessa, Dr. Magee, Mark Epstein and Allison Holdorff are working on a governance draft. Lisa Saxon and Paul Mittelbach are working on the academic section. Thank you to Ruth Mills who is also helping draft our renewal over the summer. September is the internal timeline to have draft completed. Format of charter is new this year

E. CHILD ABUSE REPORTING POLICY

Dr. Magee presented several samples of Child Abuse Reporting. Pali is looking at the LAUSD model and others. Several drafts of policies were presented. Chris Lee praised these efforts. Next month the Board will take action on proposed action.

F. DEVELOPMENT OF TRAVELING AND ROOM SHARING POLICIES FOR IMPLEMENT CLASS SIZE REDUCTION

The Board has asked the administration to make this a priority based on the budget committee recommendation.

G. PROTOCOL FOR APPOINTING INTERIM TRUSTEES OF THE BOARD

Ben Safvati discussed how leadership came up with the idea of having Ms. Saxon be an interim Board member. Allison Holdorff Polhill recommended that we contact Pali's charter attorney for guidance.

H. TASKING ADMINISTRATION TO BRING TO LTSP BUDGET COMMITTEE THE POTENTIAL INCREASE IN PCHS CONTRIBUTION TO STRS AND PERS

Long Term Strategic Budget Committee will discuss the potential increase to PCHS STRS and PERS contributions.

I. THANK YOU TO OUT GOING BOARD MEMBERS

Polly Bamberger (2 years), Stephanie Inyama (4 years) and Chris Lee (4 years) were thanked profusely for their outstanding service as Board members. They have spent countless hours benefitting the students as Pali. They have been transformational. Chris Lee completed his doctoral program, and has been a courageous leader. He speaks for those uncomfortable and represents the students.

VII. ACTION ITEMS: (7:45 PM-8:00 PM)

A. APPROVAL OF BOARD OF TRUSTEES REGULAR MEETING CALENDAR FOR 2014-2015 SCHOOL YEAR AS AMENDED.

Motion: Allison Holdorff

Seconded the motion: Matthew Wunder

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein				Kimberly Thomas			
Allison Holdorff Polhill	X			Mystic Thompson			
Monica Iannessa				Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	X		
Chris Lee	x						

Change board training date to Saturday, July 12th and board retreat Saturday September 13th.

It is has been suggested that St. Matthew be contacted for retreat location.

B. APPROVAL OF TASKING ADMINISTRATION TO BRING TO LTSP BUDGET COMMITTEE THE POTENTIAL INCREASE IN PCHS CONTRIBUTION TO STRS AND PERS

Motion: Stephanie Inyama

Seconded the motion: Matthew Wunder

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein				Kimberly Thomas			
Allison Holdorff Polhill	X			Mystic Thompson			
Monica Iannessa				Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	X		
Chris Lee	x						

C. APPROVAL OF LISA SAXON AS INTERIM STUDENT-ELECTED BOARD TRUSTEE

Motion:

Seconded the motion:

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein				Kimberly Thomas			
Allison Holdorff Polhill	X			Mystic Thompson			
Monica Iannessa				Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	X		
Chris Lee	x						

TABLED. School attorney to be contacted for guidance.

D. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR PRINCIPAL FOR “Schools That Can” CONFERENCE

- a. Delta Airlines New York \$636.00
 - b. Rown NYC Hotel New York \$704.68
 - c. Uber Technologies \$70.00
- TOTAL \$ 1410.68

Motion: Matthew Wunder
Seconded the motion: Leslie Woolley

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein				Kimberly Thomas			
Allison Holdorff Polhill	X			Mystic Thompson			
Monica Iannessa				Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	X		
Chris Lee	x						

These items were added to action item as opposed to consent because they exceed \$1,000 maximum limit for expense reimbursements for executive director/principal.

VIII. CONSENT AGENDA:(8:00 PM-8:05 PM)

none

IX. OUTSTANDING BUSINESS

none

X. NEW BUSINESS

Board chair to announce items for closed session.

Schedule special board meeting to review administration contracts before Jun 30th deadline. June 25th at 5 pm was suggested.

XI. CLOSED SESSION:(8:05 PM – 8:45PM)

Board Chair will report publicly on any closed session action items for which a vote occurred.

A. EXECUTIVE DIRECTOR/PRINCIPAL EVALUATION

B. UPPER MANAGEMENT/ADMINISTRATORS EVALUATIONS

C. PENDING, THREATENED OR POTENTIAL LITIGATION
D.CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATION-
EXECUTIVE DIRECTOR/PRINCIPAL, EMPLOYEE ORGANIZATIONS: PESPU,
UTLA

D. CONTRACTS FOR ADMINISTRATORS

TABLED

XII.OPEN SESSION:

XIII.ADJOURNMENT:(8:10 PM)

8:45 pm

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



**SPECIAL BOARD MEETING MINUTES
BOARD OF TRUSTEES
WEDNESDAY, JUNE 25, 2014
5:00 PM, GILBERT HALL**

I. PRELIMINARY

A. Call to Order

5:12 pm

B. Roll call

	Present	Absent		Present	Absent
Polly Bamberger	X		Tucker Reynolds		x
Mark Epstein	X		Jeanne Saiza	x	
Allison Holdorff Polhill	X via phone		Kimberly Thomas		x
Monica Iannessa	X		Mystic Thompson		x
Stephanie Inyama	X		Leslie Woolley	x	
Chris Lee	x		Matthew Wunder		x

NON VOTING MEMBERS

	Present	Absent
Ben Safvati	x	

PCHS MANAGEMENT/STAFF

	Present	Absent
Pamela Magee	X	

Greg Wood	X	
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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.

NONE

III. DISCUSSION ITEMS

NONE

IV. ACTION ITEMS

- A. Approval to give the Executive Director/Principal discretion to submit a Consolidated Application for funding for 2014-2015

Motion: Mark Epstein

Seconded the motion: Polly Bamberger

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein	X			Kimberly Thomas	--		
Allison Holdorff Polhill	X			Mystic Thompson	--		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	--		
Chris Lee	X						

Amount of funding is approximately \$270,000. Title 1 Basic grant, Title II Teacher Quality, Title III Immigrant, Title III LEP. Must be submitted by June 30th.

- B. Authorize the Executive Director/Principal to bind the 2014-2015 Insurance Policies for PCHS in an amount not to exceed \$451,446.22

Motion: Allison Holdorff Polhill

Seconded the motion: Mark Epstein

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein	X			Kimberly Thomas	--		
Allison Holdorff Polhill	X			Mystic Thompson	--		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	--		
Chris Lee	x						

Allison asked that we confirm that there is no exclusion or sub limit for Athletic participant injuries on the primary or excess liability policies. In the event that this is excluded we should get an additional policy. If needed, Board to approve updated proposal by the July 2014 regular meeting. Coverage should be \$1,000,000.

- C. Approval of 2014-2015 Local Control Accountability Plan as amended to include exploration of offsite meetings at different locations to increase communication efforts with parent and community (page 21)

Motion: Stephanie Inyama

Seconded the motion: Polly Bamberger

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein	X			Kimberly Thomas	--		
Allison Holdorff Polhill	X			Mystic Thompson	--		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	--		
Chris Lee	x						

- D. Approval of Board Officer Nomination Committee resolution as amended

Motion: Mark Epstein

Seconded the motion: Jeanne Saiza

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein	X			Kimberly Thomas	--		
Allison Holdorff Polhill	X			Mystic Thompson	--		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	--		
Chris Lee	x						

Resolution Forming Board Officer Nomination Committee

RESOLVED that an *ad hoc* committee is hereby formed called the Board Officer Nomination Committee. The Committee shall be made up of three Board members, one of whom shall be an employee, one of whom shall not be an employee, and one of whom shall be the student representative. No member of the Officer Nomination Committee may run for the office of Board Chair, Vice Chair, or Secretary. The Board Officer Nomination Committee shall solicit and receive nominations from any Board member seeking to run for a Board office. The nomination may come from the member seeking the Board office or from a different member of the Board. Nominations will only be accepted from Board members who will continue to serve on the Board in the 2014-2015 school year, or those who have been elected to the Board for that year. A nomination need not be seconded. Nominations must be received by the Officer Nomination Committee no later than three days before the first regular Board meeting in July. The Officer Nomination Committee shall ensure that all those who have been nominated intend to run for the office for which they have been nominated. A person may be nominated for more than one office. No later than two days before the first regular Board meeting in July, the Officer Nomination Committee shall inform each person nominated for a position as to all those who have been nominated for the position. At the first regular Board meeting in July, the Officer Nomination Committee will report out those who have been nominated for each position. The Officer Nomination Committee shall not endorse or recommend any person for any office, but shall instead be strictly neutral in its report. A member of the Officer Nomination Committee may, however, participate in the discussion and debate during the election process. The Officer Nomination Committee's report shall not preclude any nominations from the floor at the first regular Board meeting in July *except that* no member of the Officer Nomination Committee shall be nominated.

RESOLVED FURTHER THAT at the first regular Board meeting in July, the Board shall be chaired by an interim chair. The first order of business shall be the receipt of the Officer Nomination Committee's report. The second order of business shall be the election of the Chair. Those nominated for Chair shall be those in the Officer Nomination Committee's report and any nominees from the floor. Once the Chair is elected, the interim chair shall relinquish the chair to the person elected. The next order of business shall be the election of the Vice Chair. Those nominated for Vice Chair shall be those in the Officer Nomination Committee's report and any nominees from the floor. After the Vice Chair is elected, the next order of business shall be the election of the Secretary. Those nominated for Secretary shall be those in the Officer Nomination Committee's report and any nominees from the floor. Once the Secretary has been elected, the Officer Nomination Committee shall be disbanded. Each officer shall be elected by a majority of Board members voting, and a nominee may vote for himself or herself.

Approval of Resolution Appointing Members of the Officer Nomination Committee.

The following Board members are appointed to the Officer Nomination Committee: Mark Epstein, Ben Safvati, and Jeanne Saiza.

Motion: Chris Lee

Seconded the motion: Stephanie Inyama

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein	X			Kimberly Thomas	--		
Allison Holdorff Polhill	X			Mystic Thompson	--		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	--		
Chris Lee	x						

Approval of Resolution Appointing Interim Chair

The interim chair for the regular board meeting in July, as described in the Resolution Forming Board Officer Nomination Committee, shall be Mark Epstein.

Motion: Chris Lee

Seconded the motion: Leslie Woolley

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza	X		
Mark Epstein	X			Kimberly Thomas	--		
Allison Holdorff Polhill	X			Mystic Thompson	--		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	--		
Chris Lee	x						

- A. Approve in substance the employment agreement and 3 year salary scale between PCHS and Kimberly Theard, subject to non-material, clarifying modifications to be approved by PCHS and Kimberly Theard.

Motion: Mark Epstein

Seconded the motion: Polly Bamberger

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza			X
Mark Epstein	X			Kimberly Thomas	--		
Allison Holdorff Polhill	X			Mystic Thompson	--		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	--		
Chris Lee			X				

- A. Approve in substance the employment agreement and 3 year salary scale between PCHS and Mary Bush, subject to non-material, clarifying modifications to be approved by PCHS and Mary Bush.

Motion: Mark Epstein

Seconded the motion: Stephanie Inyama

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza			X
Mark Epstein	X			Kimberly Thomas	--		
Allison Holdorff Polhill	X			Mystic Thompson	--		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	--		
Chris Lee			X				

- A. Approve in substance the employment agreement and 3 year salary scale between PCHS and Monica Iannessa, subject to non-material, clarifying modifications to be approved by PCHS and Monica Iannessa.

Motion: Mark Epstein

Seconded the motion: Leslie Woolley

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Jeanne Saiza			X
Mark Epstein	X			Kimberly Thomas	--		
Allison Holdorff Polhill	X			Mystic Thompson	--		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matthew Wunder	--		
Chris Lee			X				

_____ David Riccardi's salary not correct on contract provided in board materials. The correct salary amount has been submitted and approved. TABLED

_____ Jim Schiffman's salary based on job study. TABLED

_____ Greg Wood contract TABLED.

_____ Job study update to be submitted at next board meeting.

V. CLOSED SESSION

- A. Evaluations of Upper Management

_____ 6:15 pm. All evaluations received satisfactory or above.

VI. OPEN SESSION

_____ NONE

VII. ADJOURNMENT

_____ 6:54. pm

**PALISADES CHARTER HIGH SCHOOL
BOARD OF TRUSTEES MEETING
EXECUTIVE DIRECTOR AND PRINCIPAL REPORT
JULY 15, 2014**

Summer programs – Summer school is now under way with close to 400 students participating in in credit recovery classes. Dolphin Days, the 9th bridge program for new 9th graders, will serve approximately 100 incoming 9th graders. PCHS is providing transportation for our traveling students who need assistance getting to the school. Both programs are designed to support students in high school completion and meeting requirements for college and career readiness.

Charter Renewal – Work on the PCHS charter renewal is ongoing during the summer months. Lisa Saxon, Paul Middlebach, Karen Perkins, Olivia Castro, Steve Klima, Linda Burgess, Minh Ha Ngo, Myrna Cervantes, Chris Lee, Ruth Mills, Monica Iannessa, Mark Epstein, and Allison Holdorff-Polhill have contributed to data collection and document draft preparation. New language required by LAUSD, our charter authorizer, has been posted on the district website. I will participate in an instructional meeting with the district next week and continue to confer with PCHS legal representation for charter renewal, Janelle Ruley. We are working to have a draft to share with stakeholders for input and revision in the coming weeks. Submission is planned for mid-September.

SubFinder Implementation – PCHS is in the process of converting to the SubFinder notification system. SubFinder is a fully automated employee absence management and substitute placement system, providing both Internet and telephone access. SubFinder is a powerful tool used to streamline workflow, integrate with human resource and payroll systems, and promote a paperless work environment. The SubFinder system is widely used in the Los Angeles area in districts including LAUSD, Beverly Hills, Culver City, and Santa Monica. Staff training will be provided during the back to school professional development before the opening of the 2014-15 school year.

Student Support Services

AmeriCore (California Volunteers) Planning Grant is well underway. Several planning meetings have been held over the summer with Ellen Sloan, Mary Bush, Jordan Landers, Stephanie Inyama and me to formulate the plan.

Extended School Year Program (ESY) successfully ran from 6/9/14 through 7/3/14. Twenty-nine eligible students participated. ESY is offered to students who require instruction during the summer break to minimize loss of skills. Focus is on strengthening ELA and math skills. Students may also recover lost credit for a core class. One student completed his graduation requirements during ESY and received his diploma.

Our District Validation Review (DVR) is scheduled for 11/19 - 11/20/2014. This review is required by the Modified Consent Decree and occurs on a four-year cycle. The purpose is to look at our special education program's compliance with district, state and federal law. The focus changes with each review, but is expected to include our related service delivery rates based on service tracking (district target is between 85% and 115% of target on IEP); IEP timeline compliance; assessment report compliance; assessment timeline compliance; pre-referral interventions; and students being educated within the general ed setting to the greatest extent possible. PCHS will know more after the preparation meeting on August 4th.

**PALISADES CHARTER HIGH SCHOOL
CBO REPORT
JULY 15, 2014
BOARD OF TRUSTEES MEETING**

2013-2014

- **Our Unrestricted Cash Balances (Cash In County) at the end of June & May 2014 were approx. \$6.8 & \$6.7 million, respectively for each month (prior year 6/13 balance-\$4.9 million). State Deferrals continued for both months with Deferrals being paid in July 2014.**
- **The Finance Manager resigned as a full-time employee to accept a similar position, a higher paying position at another School District as of June 30th. He will continue to assist PCHS in a part-time consulting role until the end of the Summer. This position is also being reviewed as part of the Job Study.**
- **The ASB Clerk position is still open and is being filled by a temporary employee.**
- **The Financial Administrator (Primary responsibility-Payroll) has retired. The position is currently being filled by a temporary employee. The Job Study will be changing the responsibilities of this position and it will be filled when the details are finalized.**
- **The Los Angeles County of Education's Pilot program (BEST)that is looking to change the Financial, Payroll & Human Resource Systems that have been unchanged for 15 years. PCHS was selected as the only Charter School in Los Angeles Count to participate in the program with 11 other School Districts & Community Colleges. The BEST project started at Pali High and will last for a number of years.**
- **The State of California's final funding (P-2) for 2013-2014 was posted at the end of June. Minor changes were seen for the LCFF (General Purpose) Funding (down \$8,000 from budgeted levels). Additionally, the final Special Ed Funding levels were updated for both Federal & State programs. This funding was lower by a combined \$25,000 for the past school year. Updated 2013-2014 Projection and 2014-2015 Budget updates are attached, reflecting the updates noted in this report.**

**PALISADES CHARTER HIGH SCHOOL
CBO REPORT
JULY 15, 2014
BOARD OF TRUSTEES MEETING**

2013-2014 (continued)

- **Our Outside Auditors were here in the first full week of July to conduct their interim testing of our controls and procedures. They are coming back next week to finish up this phase of the audit work.**
- **We are currently working with our Actuarial firm to look do the bi-annual review of our Lifetime Benefits Accrual and balances at 06/30/14. We have asked for input from our auditors and expect a report to be issued in the next 4-6 weeks. This report will be presented to the Board by the Actuary.**
- **The Financial closing process for the school year has started. We will be finishing up the close by mid-late August in time to report the Unaudited Actuals due to the State by September 15, 2014.**

2014-2015

- **The State of California approved the 2014-2015 Budget with substantially the same financial information used in our budget process. The State has not yet indicated that Funding Deferrals will be completely eliminated but will wait future State funding before providing complete details. The one piece of positive news is that the STRS rate for PCHS will not increase to the 9.25% contribution level as budgeted, but will increase to 8.88% (from the 8.25% level of 2013-2014). This change will save our 2014-2015 Budget approximately \$90,000.**
- **The School Insurance Policy which was approved by the Board on June 25th will result in a Budget Savings of \$26,000 in premiums for the General, Umbrella, Director's & Officers and Workman's Compensation Insurance policies. This savings in including the enhancement of our Student Accident Insurance Policy from the \$1.0 million coverage level to previously discussed to a \$5.0 million coverage level at an additional cost of \$1,105.**

PCHS2013-2014 and 2014-2015 BUDGET UPDATES

	2013-2014 Projected	2013-2014 Updated	2014-2015 Budget	2014-2015 Budget	<u>Incr./((Decr.)</u>	<u>COMMENTS</u>
ADA	2,761.80	2,761.80	2,878.80	2,878.80		50 Indep. Study/67 for lower 12th Grade grads 13/14
General Purpose Revenue	19,589,527	19,581,883	22,241,609	22,241,609	13.5%	ADA & Revenue (lowered for 2013/14 P-2 funding Report)
Federal Revenue	1,212,065	1,197,629	1,225,509	1,225,509	1.1%	Lower SpED Funding 2013/14 Update
Other State Revenue	2,960,622	2,950,591	2,355,996	2,355,996	-20.4%	Common Core Not Funded 14/15-Lower Sped Funding 13/14
Local Revenue	1,798,488	1,798,488	1,336,606	1,336,606	-25.7%	Lower Donations 14/15
Total Revenue	<u>25,560,702</u>	<u>25,528,590</u>	<u>27,159,720</u>	<u>27,159,720</u>	<u>6.3%</u>	

<u>Expenses</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2013/14</u>	<u>2014/15</u>	<u>% OF Total</u>	<u>% OF Total</u>
Certificated Salaries	11,367,058	11,367,058	12,612,223	12,612,223	45.2%	45.7%
Classified Salaries	3,027,838	3,027,838	3,422,471	3,422,471	12.1%	12.4%
Benefits	5,050,525	5,050,525	5,662,811	5,554,315	20.1%	20.5%
Total Salaries & Benefits					<u>77.4%</u>	<u>78.6%</u>
Books & Supplies	1,317,161	1,317,161	1,854,468	1,854,468	5.2%	6.7%
Services & Other Operating	3,477,402	3,477,402	3,115,999	3,099,701	13.8%	11.3%
Interest	69,227	69,227	65,386	65,386	0.3%	0.2%
Depreciation	625,000	625,000	650,000	650,000	2.5%	2.4%
District Oversight	189,302	189,302	214,930	214,930	0.8%	0.8%
Total Expenses	<u>25,123,513</u>	<u>25,123,513</u>	<u>27,598,288</u>	<u>27,473,495</u>	<u>100.0%</u>	<u>100.0%</u>
Fund Balance-Excess/(Deficit)	<u>437,189</u>	<u>405,078</u>	<u>(438,568)</u>	<u>(313,774)</u>	2013/14 Net Includes Common Core/Prop 39 Carryover of approx. \$440k	

Human Resources Board Report July 15, 2014



A CALIFORNIA DISTINGUISHED SCHOOL

Elections/New Hires:

Name	Classification/Position	Funding Source	Effective Date
Jesus Garcia	Technology Support Technician I	General	June 16, 2014
Manny Waters	Technology Support Technician II	General	June 16, 2014
Babak Tadjalli	Facilities & Maintenance Supervisor	General	July 1, 2014
Lydia Tomasi-Given	Academic Mentor	General	August 11, 2014

Temporary/Contract Staff:

Name	Classification/Position	Funding Source	Effective Date
Kevin Olson	Finance Management Consultant	General	July 1, 2014
Mayra Alapizco	Purchasing/Finance Consultant	General	June 30, 2014

Leaves, Retirement, Resignations:

Name	Classification/Position	Notes	Effective Date
Eleanor Rozell	Payroll/ Fiscal Specialist	Retired	June 20, 2014
Kevin Olson	Finance Manager	Resigned	June 30, 2014

Human Resources Board Report

July 15, 2014

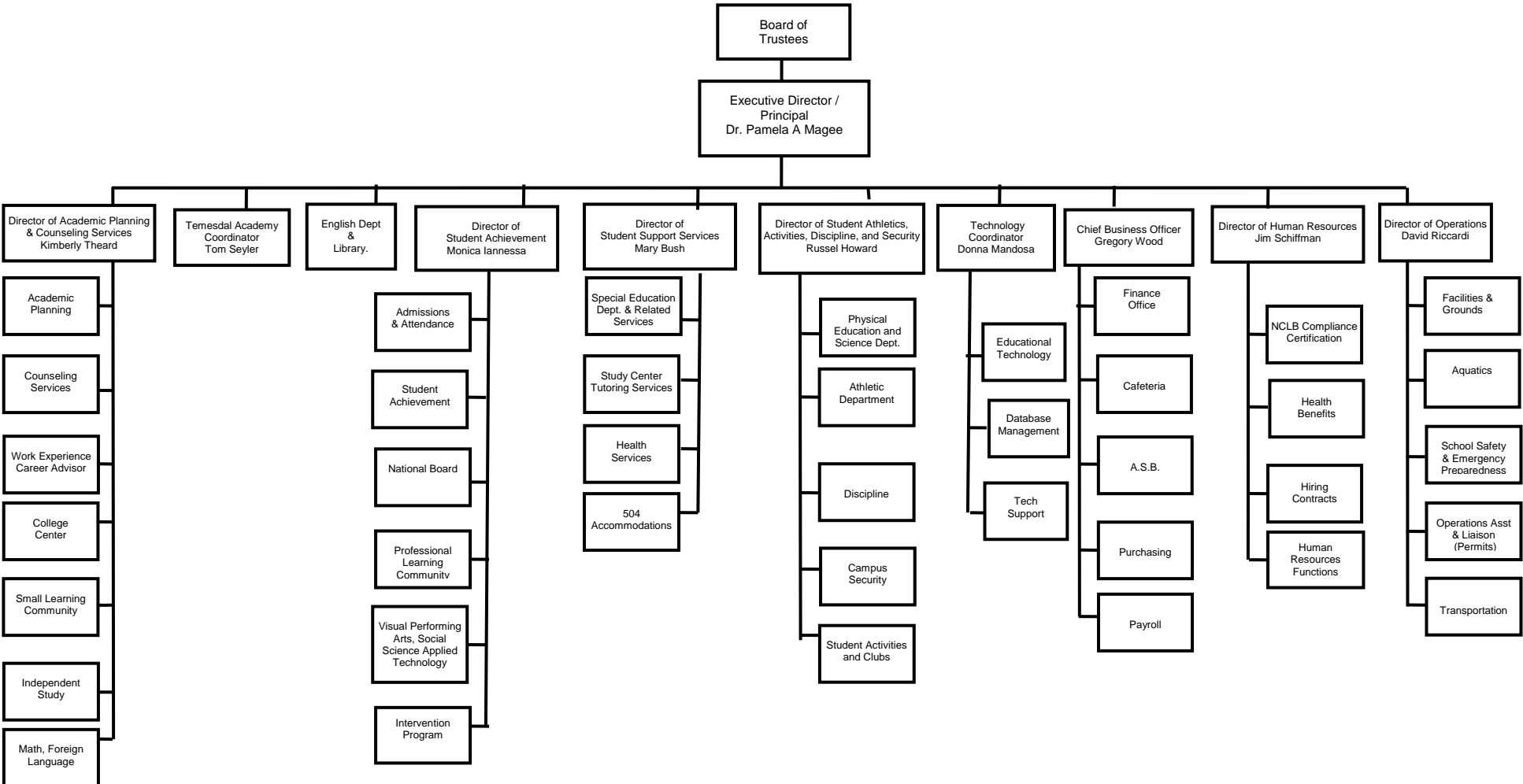
ACTION ITEM:

1. APPROVE CLASSIFIED POSITIONS:

- a. Maintenance Technician
Reports to Facilities and Grounds Maintenance Supervisor, under the direction of
The Director of Operations
Salary Range - hourly wages: \$18.06 - \$26.82
- b. Human Resource Specialist
Reports to the Human Resource Director
Salary Range - hourly wages: \$19.45 - \$28.88
- c. Database Coordinator
Reports to the Technology Coordinator
Salary Range - annual salary: \$57,300 - \$84,659

Palisades Charter High School Executive Management

July 15, 2014



Palisades Charter High School Executive Management
July 15, 2014

Palisades Charter High School Executive Management
July 15, 2014

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: MAINTENANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Facility Grounds and Maintenance Supervisor, perform a variety of skilled activities in the maintenance and repair of assigned facilities, utilities and equipment including tasks in carpentry, electrical work, heating, ventilation and air conditioning (HVAC), construction and plumbing.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of skilled activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; receive, prioritize and respond to work orders in a timely and efficient manner.

Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters and furniture; repair and replace hardware; repair floors, walls, ceilings, roofs and windows.

Perform troubleshooting and repair to electrical fixtures, equipment, systems and other installations; replace light fixtures, ballasts, switches, fuses, plugs, cabling and other electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts.

Perform a variety of skilled plumbing duties in the maintenance and repair of faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps and other fittings and fixtures; inspect and repair leaks, obstructions and general system failures.

Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary.

Maintain, troubleshoot, repair, renovate and remodel new and existing irrigation systems, including valves, sprinklers, back flow devices, controllers, pumps, valve boxes, cross connections and related components and equipment; replace system parts and equipment as necessary.

Perform regular safety checks of facilities to assure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required.

Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects.

Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks.

July 2014

Assemble, move and arrange various furniture and equipment as directed; load and unload equipment and supplies.

Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Maintain various records related to safety, expenses, work orders, project status and assigned activities.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC, carpentry, plumbing and painting.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining facilities, utilities and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Technical aspects of the building maintenance trades.

Preventive maintenance principles and practices.

Health and safety regulations and procedures.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

ABILITY TO:

Perform a variety of skilled activities in the maintenance and repair of facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Receive, prioritize and respond to work orders in a timely and efficient manner.

Organize and lay out work.

Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.

Work from sketches, diagrams, blueprints, plans and specifications.

Work independently with little direction.

Estimate material and supply needs.

Observe health and safety regulations.

Maintain records related to work performed.

Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.

Understand and follow written and oral instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in building maintenance or a related field and three years journey-level experience in the maintenance trades.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.

Hearing and speaking to exchange information.

Seeing to perform maintenance duties.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, stooping, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris or nails.

Exposure to fumes from solvents.

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: HUMAN RESOURCES SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Human Resources, perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel; serve as a technical resource to employees regarding personnel functions, activities, laws, codes, rules, regulations, policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel; assure related activities comply with established laws, codes, rules, regulations, policies and procedures; resolve a variety of personnel-related issues and concerns.

Serve as a technical resource to employees regarding personnel functions, activities and requirements; respond to inquiries, resolve issues and conflicts and provide technical and detailed information concerning related laws, codes, rules, regulations, practices, policies and procedures.

Process new personnel; prepare and explain employee paperwork, procedures and physical requirements; distribute, collect and process various forms and applications; arrange and follow-up for clearance on fingerprints, physicals, examinations and other employment matters.

Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits.

Establish and maintain a variety of personnel files and records according to established policies and procedures; process and update records and files with new hires, transfers, promotions, terminations, salary increases, evaluations and other employee information.

Input a variety of employee information into an assigned computer system; maintain automated employee files and records; generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.

Assist in the development, implementation and evaluation of human resources policies, standards and procedures to enhance departmental efficiency; develop forms and documents to meet departmental needs; research a variety of personnel information and requirements as needed.

Prepare and distribute a variety of announcements for job openings and other recruitment information; establish recruitment time lines; review applications for minimum qualifications and completeness; verify eligibility and background information of applicants.

Conduct orientations and provide information to new employees regarding vacation days, sick days,

July 2014

benefits and organizational rules and regulations; prepare and distribute correspondence and informational materials as directed.

Participate in interview panels to determine eligibility of candidates as assigned; notify applicants of interview and examination information and results.

Monitor employee status concerning salary increases and probationary periods; notify payroll of salary, longevity and professional growth increases.

Research, compile and provide a variety of information for reports, special projects, salary negotiations, interviews, Board meetings, employee orientations and other personnel-related functions.

Prepare and maintain a variety of records, reports and files related to recruitment, advertisements and assigned activities; maintain eligibility lists as required; prepare and place recruitment and other informational materials on the internet and various other media as required.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Communicate with personnel and a variety of outside agencies to exchange information and resolve issues or concerns.

Attend and participate in various meetings as assigned; prepare personnel commission agenda materials and packets as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.

Practices and procedures related to classified personnel.

Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification and processing of new personnel.

Applicable laws, codes, rules, regulations, policies and procedures.

Operations, policies and objectives relating to human resources activities.

Common occupations and their requirements.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Organizational operations, policies and objectives.

Modern office procedures and record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Technical aspects of field of specialty.

July 2014

Ewing Consulting, Inc.

ABILITY TO:

Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel.
Serve as a technical resource to employees regarding personnel functions, activities and requirements.
Establish and maintain manual and automated employee records and files.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Compile and verify data and prepare reports.
Prepare announcements for job openings and place advertisements.
Distribute, screen and process employment applications and other personnel-related documents.
Process new personnel and conduct employee orientations as assigned.
Resolve personnel-related issues and concerns with discretion and confidentiality.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate standard office equipment including a computer and assigned software.
Work independently with little direction.
Meet schedules and time lines.
Type or input at an acceptable rate of speed.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources or related field and three years increasingly responsible clerical experience including frequent public contact and work with human resources functions involving the recruitment, screening and processing of new employees.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file and retrieve materials.

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: Database Manager

BASIC FUNCTION:

Under the supervision of the Technology Director, the Database Manager shall manage and support the school's student information, with a focus on our Infinite Campus system. The Database Manager's primary tasks shall be to work closely with Attendance and Counseling Offices to ensure the school's core SIS system functions are performed completely, correctly and on time. SIS functions include admissions, enrollment, grading, reporting, and demographic data. In addition, the Database Manager shall collaborate with other members of the technology department to support other school systems, including, but not limited to, Destiny, MealTime and Schoology.

REPRESENTATIVE DUTIES:

- Monitors the operation and performance of the School Information System to ensure that it operates in a manner consistent with the needs of the school.
- Recommends hardware and software upgrades necessary to maintain SIS system performance consistent with the needs of the school
- Performs routine SIS administration tasks such as installing new hardware and software, maintaining user accounts, database administration, and scheduling back ups.
- Performs systems level programming as necessary to ensure that School Information Systems and servers operate in a manner consistent with the needs of the school and follows Federal and State laws, and District policies and procedures.
- Maintains and verifies installation security systems in support of School Information Systems operations.
- Provides ongoing support to school site personnel in the resolution of School Information Systems problems.
- Implements and monitors School Information Systems security procedures and operations. Protects confidentiality of information stored on School Information Systems servers.
- Maintains lines of communications between and among the school site, third party vendors and equipment manufacturers in support of the School Information Systems.
- Attends staff meetings, intra-district activities, and workshops, conferences and classes that increase professional knowledge of new technologies and software.
- Assists in the training of school employees in effective use of School Information Systems.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

SQL database administration and SQL programming; Student Information System operation; Systems administration of Windows Server Environment; Systems administration and configuration in a networked environment; Systems performance and monitoring; Database administration; Web development.

ABILITY TO:

Program and administer an SQL database; Work effectively in a dynamic environment characterized by multiple priorities; Communicate effectively in both written and oral form with people of various levels of technical sophistication; Work as a member of a multidisciplinary team in an education environment.

EDUCATION AND EXPERIENCE:

Five (5) years of database administration; Possess a Bachelor's Degree, preferably in Computer Science, Management of Information Systems.

DESIRED QUALIFICATIONS:

Related experience in a classroom or training environment.

Demonstrated experience in the installation and maintenance of Student Information Systems.

SQL experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment

Demanding timelines.

Subject to frequent interruptions and daily contact with staff and public.

Periodic work in equipment rooms and other office sites.

PHYSICAL DEMANDS:

Bending at the waist and reaching to install computer equipment.

Carrying, pushing, pulling or lifting light equipment up to 30 lbs.

Climbing, occasional use of step ladders.

Dexterity of hands and fingers to operate standard office equipment and common hand tools.

Hearing and speaking to exchange information in person and on the telephone.

Kneeling, crouching, stooping or crawling.

Reaching overhead, above the shoulders and horizontally.

Visual ability to read, prepare/process documents and small figures.

Sitting and/or standing for extended periods of time.

Mobility.

HAZARDS:

Some contact with toxic materials

Extended viewing of computer monitor.

Working around and with office equipment having moving parts. Exposure to electrical wiring and low voltage cabling systems.

Occasional work in areas where high voltage electrical equipment is present.

Ability to respond to emergency calls at night or on weekends.

Technology Department Update July 2014

STEAM Shop

- Scheduled to present at STEM Symposium, San Diego September 2014
- InvenTeams @MIT June 18-23
 - Other local teams at Crossroads and Archer
 - Second round grant submission due in September
- UC developed and approved courses identified as '14-15 possibilities
 - MESA – two sections
 - Intro to Robotics
 - Exploring Computer Science
 - Geometry and Woodworking (UC Math)

Summer Tech Projects

- all campus inventory completed
- network monitoring system installation in progress
- asset management system installation in progress
- Temescal Internet – upgraded to 100mg line completed
- Temescal mobile devices – Chromebooks and Acellus laptops
- Faculty and staff workstations – July 21+
- 2013 network remainders – July 21+

JAMF OS Management

- Upcoming two day training scheduled for July 17 and 18 on the system that will centrally manage and configure Apple computers

iPads

- Mac server reconfiguration July 14+
- iPad configuration scheduled for July 21+
- iPad deployment August 4+
- Differentiation between loaner and purchased iPads
 - App Store access vs. Self Service



Administrative Regulation

Child Abuse Prevention And Reporting

AR 5141.4
Students

Note: Education Code 32282 requires that the charter and/or school safety plan include child abuse reporting procedures. See AR 0450 - Comprehensive Safety Plan.

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

Note: Education Code 44807 provides that physical control of a student under the conditions specified in item #3 below is not subject to criminal prosecution or penalties.

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian

would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Note: Penal Code 11165.7 clarifies that volunteers whose duties require direct contact with and supervision of children are not mandated reporters. However, the law encourages such volunteers to obtain training in the identification and reporting of child abuse and neglect and to report known or suspected incidents of child abuse or neglect.

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

Note: Penal Code 11166 specifies that a mandated reporter has a duty to report when acting in his/her professional capacity or within the scope of employment. When a mandated reporter is acting in a private capacity, like other private citizens, he/she has the discretion whether or not to make a report.

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Note: Penal Code 11166.05 provides that reports may be made if a mandated reporter knows or suspects that a child is suffering serious emotional damage, as specified below. Penal Code 11167 specifies that, if such reports are made, they must conform to the procedures applicable to mandated child abuse reporting.

Any mandated reporter who has knowledge of or who reasonably suspects that a child is

suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Note: Pursuant to Penal Code 152.3, it may be a misdemeanor, with specified exceptions, for a witness to not report a murder, rape, or lewd or lascivious act as defined in Penal Code 288 where the victim is under age 14. Persons who fail to report such offenses may be subject to a fine and/or imprisonment.

Any charter employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

Note: Penal Code 11166.01 provides that it may be a crime, punishable by a fine and/or imprisonment, for a supervisor or administrator to knowingly inhibit or impede a mandated reporter from making a report.

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Note: Penal Code 11165.9 specifies the agencies that are authorized to receive reports of suspected child abuse and neglect, as detailed in the following paragraph. The agency must accept a report even if it lacks subject matter or geographical jurisdiction to investigate the case; the agency is then responsible for referring the case to an agency with proper jurisdiction.

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department

(excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

(Name of appropriate agency)

(Address)

(Phone number)

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Note: Penal Code 11167 requires the mandated reporter to give his/her name when reporting known or suspected child abuse. However, the reporter's name and the report are confidential and are only disclosed in limited circumstances provided by law.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Note: Pursuant to Penal Code 11167, as amended by AB 2339 (Ch. 95, Statutes of 2010), a mandated reporter is authorized to disclose information concerning child abuse or serious emotional damage to any agency investigating the incident, including a licensing agency.

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor or the Executive Director or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the Executive Director as soon as possible after the initial telephone report to the appropriate agency.

The Executive Director so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the Executive Director may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

Victim Interviews by Social Services

***Note: Penal Code 11174.3 authorizes a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect to interview a student during school hours, on school grounds, concerning a report of child abuse or neglect that occurred at home or in an out-of-home care facility. However, the 9th Circuit Court of Appeals has held in *Greene v. Camreta* that an interview of a student at school by a social worker and deputy sheriff, regarding allegations of sexual abuse by the student's father, violated her Fourth Amendment right against unreasonable "seizure" (i.e., questioning by law enforcement). According to the court, absent exigent circumstances, the social worker and sheriff could not question the student without obtaining a warrant, court order, or parent/guardian

consent. However, because the case has been accepted for review by the U.S. Supreme Court, further court rulings will be forthcoming.***

Note: When a social worker interviews a student without law enforcement, it is CSBA's opinion that Penal Code 11174.3 applies to that situation. However, when the social worker is accompanied by law enforcement, the conditions in Greene likely apply and the interview should be conducted in accordance with the process specified in BP/AR 5145.11 - Questioning and Apprehension by Law Enforcement. Because the law on this topic is still developing, districts should proceed cautiously and consult with legal counsel as appropriate.

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Executive Director or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Parent/Guardian Complaints

Upon request, the Executive Director or designee shall provide parents/guardians with a copy of this administrative regulation which contains procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

Notifications

The Executive Director or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Executive Director or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Executive Director or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)



Board Policy

Child Abuse Prevention And Reporting

BP 5141.4
Students

Child Abuse Prevention

The Governing Board recognizes the charter's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The charter's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

The Executive Director or designee shall seek to incorporate community resources into the charter's child abuse prevention programs. To the extent feasible, the Executive Director or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the charter has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Executive Director or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

***Note: Penal Code 11165.7 describes the content of training to be provided to mandated reporters; see the accompanying administrative regulation. Districts that do not provide such training are required to report to the California Department of Education the reasons that training has not been provided. Pursuant to Penal Code 11165.7, a lack of training does not excuse any

mandated reporter from the duty to report suspected child abuse and neglect.***

The Executive Director or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Executive Director or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.4 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse

WEB SITES

California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

California Department of Social Services, Children and Family Services Division:
<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: <http://nccanch.acf.hhs.gov>