

**PALISADES CHARTER HIGH SCHOOL**  
**BOARD OF DIRECTORS**  
Minutes of October 18, 2005 Meeting

**CLOSED SESSION** – convened at 5:05 pm, adjourned at 6:00 pm

**OPEN SESSION**

**I. WELCOME**

A. *Call to Order – Minh Ha Ngo*  
Meeting started at 6:10 pm.

B. *Roll Call – Minh Ha Ngo*

Members Present:

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

Members Absent:

Tina Lee

Ex-Officio Members Present:

Greg Wood  
Gloria Martinez  
Genevieve Fox

C. *Approval of Minutes*  
Minutes from October 5, 2005 Board Meeting were approved unanimously.

**II. PUBLIC SPEAKERS**

Speakers chose to comment during the agenda item.

**III. ORGANIZATION REPORTS**

A. *Student Report – Genevieve Fox*

1. Restrooms are not being locked, other than 2<sup>nd</sup> floor restrooms during lunch due to Out of Bounds restrictions ... are working with Mr. Jefferson and Mrs. Atlas.
2. Attendance Office did try altering the alphabet, but did not reduce lines so have reverted to previous policy.

3. Science curriculum concern – 9<sup>th</sup> grade Integrated Science does not count as a lab science. Some students would like the opportunity to take 4 years of a lab science.

⇒ **Board referred students to consult with the Science Dept. and Mrs. Davenport for any proposed changes to science course offerings.**

4. Homecoming Game is on 10/28 and Homecoming Dance is on 10/29 at Hollywood Renaissance Hotel.

B. *Academic Principal's Report – Dr. Gloria Martinez*

1. Faculty and staff participated in WASC meetings today. The focus groups are working on their portions of the accreditation report. The WASC committee have extended deadline to next Tuesday for rough drafts of the focus group reports. Entire report will be complete by December.

2. Dr. Martinez is still accumulating Honors/AP policies from Departments.

3. Parent ballots were successfully distributed. The school has received approximately 201 ballots back which have not yet been tabulated.

4. The proposed Parent-Student-School Liaison position has now been amended to include Academic Watch and numerous other programs, and will now be the Programs Coordinator. Dr. Martinez proposes that a half-time administrative assistant function as assistant to Executive Director and secretary to the Board.

⇒ **Dr. Martinez will make a proposal to the HR Committee for such a position.**

5. Teachers were notified about the four candidates for Executive Director. They will be on campus next Tuesday, Oct. 25<sup>th</sup> for ½ hour each in B101, starting at 1:45pm. Parents will have a separate date to meet with the candidates.

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

1. LAUSD negotiations have resulted in confirmation of \$164,000 refunds for monies deducted over past two years in error. District still needs to issue a credit for School Police (approx. \$10,000) and Janitors have not been billed to PCHS for most recent period (approx \$30,000 due) so net impact will be positive \$140,000.

2. Audit work was conducted over three days on campus. After the audit report is finalized, it will be reviewed by the Board in November. No issues or problems have been raised.

3. Independent Charters of LA meeting on Thursday to work collectively on addressing issues with LAUSD billing procedures. Greg was asked to explore class size reduction experiences of other charter school members, especially focused on district modifications of enrollment caps at other campuses resulting from any construction.

4. 2004-05 Budget was based on 2500 ADA; current enrollment of 2756 and ADA of 2551 indicates likely positive revenue impact for year.

#### **IV. COMMITTEE REPORTS**

##### **A. *Educational Programs – Minh Ha Ngo***

1. A task force is working on possibilities of offering more vocational education classes.
2. Exploring offering Santa Monica College classes, had offered one class this semester but did not attract sufficient enrollment to continue.
3. Committee is looking at setting priorities for the year.

##### **B. *Communications – Margaret Evans***

1. “Teleparent” is up and active, need to execute contract ... faculty response is positive.
2. Committee will meet in November.
3. Each department or program is responsible for posting its own information on the website. The Athletic Director should be contacted if the issue is sports events. Requests for postings on the website can be directed to Mrs. Evans.

##### **C. *Assessment and Accountability – next meeting is Wednesday 10/19.***

##### **D. *Policy Committee – Cheryl Onoye***

1. Committee is fully seated.
2. Committee prioritized items on their agenda.
3. The issue of allowing animals on campus was deferred to November.
4. Grades for sports and class ranking issues were discussed on preliminary basis, and will be item for discussion and action in November.
5. They will also address policy on mileage reimbursement.
6. Margaret Evans is now chairing a subcommittee looking at financial and operational implications of staggered schedule.

##### **E. *HR Committee – Ann Davenport***

1. The committee is considering an amendment to its bylaws ... will propose to Board at next meeting.
2. A request for a copy clerk was postponed to next meeting, waiting for results of faculty survey to be collected.
3. The committee will make a book of job descriptions and salary tables available to all candidates, target completion by Spring 2006.

F. *Finance and Budget - Greg Wood*

1. Committee is developing financial reporting format for internal and external audiences.
2. AYSO has donated further monies so that PCHS is now holding just over \$200,000 in funds toward baseball field lighting project.
3. IMA funds for GATE and Magnet programs will be allocated via a new task force to be headed by Dr. Martinez.
4. Mrs. Atlas forwarded a proposal for new lockers from 3<sup>rd</sup> party vendor in amount of \$17,897.02 ... would provide 104 new lockers at rear side of F Building, to be installed within 3 weeks. This would be quicker than repairing the 150 lockers that are not usable. Dollar amount requires Board action since it exceeds the Committee's threshold. LAUSD had provided estimate to repair broken lockers at approx. \$21,000 with undetermined time period to fix lockers. If broken lockers were repaired, there would be enough to issue one locker per student.  
⇒ **To avoid installing lockers that may not be necessary, the Board unanimously approved a motion (by Mary Red Clay, seconded by Gay Chambers) for Student Leadership to assess whether there is an imminent need for lockers and to explore the possibility of students giving up assigned lockers if they do not use them. The Board also requested an estimate for the repair of the lockers.**

G. *Operations and Facilities – Greg Wood*

1. Swimming Pool Committee (as reported by Bud Kling) met with 8 District officials to study sites for the new pool to be donated by Rose Gilbert ... either north of Gym or by handball courts. Plans will be drawn up in 3-4 weeks. Concerns were raised about broader strategic planning goals for overall campus. This committee is not yet an official subcommittee of the Operations and Facilities Committee. Moreover, facilities planning had been tabled pending the hiring of the Executive Director.  
⇒ **The Swimming Pool Committee should continue gathering information, but needs to work with the Operations and Facilities Committee.**

V. **DISCUSSION ITEMS**

A. *Athletic Grading for 2004-05 School Year (Public Requested Item):*

Dr. Martinez explained existing PCHS practice of assigning grades to sports teams who have a teacher of record for the class. There were three girls sports teams that did not receive grades for 2004-05 school year because the school could not provide a teacher of record for the class.

Dennis Lunder (parent): Parents were under impression this problem had been solved last year; it came to light in September 2005 that the matter had not been resolved. Additionally, some team members received grades while other members of same teams did not. Issue is equal treatment of all team members.

Kelly Koffman (parent): The issue is not new to PCHS administration; she had met with APs last year and again this year. The problem is the GPA used for class ranking of seniors and the impact on college admissions. The issue of finding “teacher of record” is not accurate – term is not contained within Ed Code, only concern is fairness to all students. It is not the students’ fault that the school failed to provide the teacher. The Athletic Director’s job should be to ensure that every sports team has a coach. Parents were told that teachers would be contacted for grades, although Cheri Stuart was never contacted.

Jim Bailey (parent): He was part of a parent group who met with Jack Sutton and Dr. Martinez last spring, and was told that grades would be given. It was only a question of how it would be implemented. The issue has been lagging for too long. The AP for Athletics told him this fall that students received grades, but it turns out not to be true. He claims that Jack Sutton was given documentation by an education attorney last spring.

Ann Davenport (Assistant Principal, APSCS) – All teams, except Girls Golf, have teachers of record this fall. The faculty member who served as the girls volleyball coach last year was also the trainer for other teams, and chose not to also serve as teacher of record for volleyball since she could not be paid twice for Period 7 duties.

Aileen Scibetta (College Counselor) – Colleges view class ranking critically. She has felt personally that it is highly unusual for GPAs to include PE and sports grades for many years. GPA and class rank are critical components of how colleges evaluate applicants. Schools that do not rank are typically private schools with a very high concentration of GPAs at the upper end of the range. Most colleges will pull out service grades, PE and sports grades and recalculate an applicant’s average ... but would not be able to recalculate the ranking since that data would not be available to the college. The questions should be why are some students being given grades for team sports, as well as what is and is not included in the calculation of GPAs.

Bud Kling (PE teacher and coach) – A class has a teacher who carries a roll book for the class, which is separate from any duties as coach. Official classes continue to meet through the end of the semester, which is a requirement to be paid as an auxiliary. If it is a team sport and not a class, students can leave after end of team season.

Dick Held – The question is fairness, how grades are determined is a matter for Board to consider.

- B. *Update on Executive Director Search – Gloria Martinez*  
The Search Committee has interviewed seven candidates for Executive Director, and has invited four of these to meet with faculty/staff on Tuesday, Oct. 25<sup>th</sup>. The Search Committee is also working with a consultant to conduct background checks on references. Parent and community interview sessions will be scheduled.

- C. *Update on Restructuring Board/Governance – Bud Kling*  
Finalized survey to faculty first on whether to remain a non-profit corporation, will be issued on Thursday. Mr. Shuhgalter has not yet provided any input or proposals to the Governance review group or the Faculty Senate.

*Nominating Committee – Margaret Evans*

Community member positions have been advertised in Palisadian Post only, are now expanding to include City News and numerous other publications. Statements must be submitted by 11/2. A Meet-the-Candidates session is scheduled for Nov. 7<sup>th</sup>. It was suggested that they also reach out to local universities for education-related community candidates. Faculty candidates are being solicited by email. The administrative seat is open to the administrators. Parent votes will be tabulated by the committee. A procedure for notification is yet to be determined. The new Board will possibly be seated by the end of November.

- D. *Board Member Representation on Standing Committees – Minh Ha Ngo*  
Board members were asked to participate on a committee where a Board member is not currently attending on a regular basis. Rosalind Wolf volunteered for Communications, Patrice Fisher for Operations/Facilities, and Libby for Assessment & Accountability.

- E. *Board Requirements for Standing Committees – Minh Ha Ngo*  
Minh Ha proposed a structure for flows of information from the committees to the Board, with basic information provided in writing in advance so that meetings can be more productive and time efficient. She also suggested a uniform way for requesting an item to be placed on the agenda for the Board and committees. Concerns were raised about timing for handling urgent items, about the balance between improved coordination vs. bureaucracy, and how to contact Board members.

⇒ **Forms will be distributed to committee chairs for comment and input. Dan Warren will create an email distribution list of Board so that people can contact members.**

- F. *Next meeting – Tuesday November 1<sup>st</sup>, 2005 from 3:00 to 6:00 pm.*  
Please note the change in time.

## **VI. ACTION ITEMS**

- A. *Student Information System Selection – Minh Ha Ngo*  
The committee's summary of PowerSchool vs. ISIS comparison was presented. ISIS would have essentially no cost, as long as PCHS agreed to share student data with LAUSD. PowerSchool would cost approx. \$120,000 over five years. Both systems would offer telephonic support, but on-site support would cost significantly more for PowerSchool. Major advantage is that ISIS system would come already populated with student information. ISIS has been created by Maximus, an outside software

development firm, not by LAUSD. Some features that PowerSchool offers, in particular for external web access, would be part of a Phase 2 with ISIS to be completed in 2007.

⇒ **Board approved motion (by Mary Red Clay, seconded by Patrice Fisher) to accept committee's recommendation to adopt ISIS (7 yes, 1 abstain-Ngo). Greg Wood was directed to negotiate MOU on cost and schedule.**

B. *Approval of Copy Machine Contract – Greg Wood*

Greg Wood presented a summary of Panasonic vs. Canon proposals. The Canon proposal would generate \$93,000 in savings over 57 months and make three new machines available instead of the two existing machines.

⇒ **Board unanimously approved motion (by Jim Suhr, seconded by Libby Butler) to accept committee's recommendation to execute Canon proposal immediately. New equipment should be onsite in approx. 3 weeks.**

**VII. ADJOURNMENT OF OPEN SESSION**

Open session ended at 9:02 pm. Board re-enters closed session.

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

*Report Of Action Taken In Closed Session*

⇒ **The Board acknowledges the inequity of past practices with respect to assigning teachers of record for team sports. To remedy this situation, the Board directs administration to calculate grade point average for purpose of class ranking only to reflect four points and an additional class for the semester in which any currently enrolled student participated in a PCHS team sport without a teacher of record. This will not affect the ranking of any other students.**

**IX. ADJOURNMENT**

The meeting was adjourned at 10:10.