



**BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, November 18, 2008  
4:00 PM – Library**

**I. PRELIMINARY:**

A. CALL TO ORDER – Ms. Rene Rodman - 4:09 PM

B. ROLL CALL – Ms. Rene Rodman

Members Present:

Amy Dresser Held

Darcy Stamler (lft 7:32)

Dave Suarez

James Paleno

John P. Callas

John Riley (4:18pm)

Patrice Fisher

Rene Rodman

Steve Klima

Torino Johnson (8:30pm)

Victoria Francis

Ex-officio:

Greg Wood

Martin D. Griffin (lft 8:15)

Ramin Badiyan

C. INTRODUCTION OF NEW BOARD MEMBERS / MEET & GREET

D. APPROVAL OF MINUTES FROM BOARD MEETING ON OCTOBER 21, 2008. See final approved version at [www.palihigh.org](http://www.palihigh.org).

- Approval of the October minutes was tabled until the December meeting.

**II. PUBLIC COMMENTS:**

Non-agenda items: No individual presentation shall be for more than two (2) minutes and the total time for this purpose shall not exceed sixteen (16) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. Use of names of individuals should be avoided when referring to accusations or wrongdoing (names should be presented to the Executive Director for follow-up action). Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

**III. ACTION ITEMS:**

A. DISCUSSION AND ACTION ON ELECTION OF NEW BOARD OFFICERS (CHAIR, VICE-CHAIR & SECRETARY)

- Secretary of the Board will be the keeper of the Board minutes.
- Further review of roles as needed.
- Ms. Victoria Francis nominated Ms. Rene Rodman as the Board Chair. Dr. John Riley seconded the motion.

**BOARD ACTION:**

**9 – yes (Ms. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mr. James Paleno, Mr. John P. Callas Dr. John Riley, Ms. Patrice Fisher, Mr. Steve Klima, and Ms. Victoria Francis)**

**1 – abstained (Ms. Rene Rodman)**

**1 – absent (Mr. Torino Johnson)**

- Ms. Rodman nominated Mr. James Paleno for Board Vice-Chair. Ms. Francis seconded the motion.

**BOARD ACTION:**

**9 – yes (Ms. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mr. John P. Callas, Dr. John Riley, Ms. Patrice Fisher, Ms. Rene Rodman, Mr. Steve Klima, and Ms. Victoria Francis)**

**1 – abstained (Mr. James Paleno)**

**1 – absent (Mr. Torino Johnson)**

- Mr. Steve Klima nominated Ms. Darcy Stamler for Board Secretary. Ms. Patrice Fisher seconded the motion.

**BOARD ACTION:**

**9 – yes (Ms. Amy Dresser Held, Ms. Patrice Fisher, Mr. Dave Suarez, Mr. James Paleno, Mr. John P. Callas, Dr. John Riley, Ms. Rene Rodman, Mr. Steve Klima, and Ms. Victoria Francis)**

**1 – abstained (Ms. Darcy Stamler)**

**1 – absent (Mr. Torino Johnson)**

**B. DISCUSSION AND ACTION ON EMPLOYEE HANDBOOK**

- Ms. Colleen McCarthy presented the draft employee handbook.
- Ms. Rodman questioned timing in the handbook stating the Charter will not be approved for awhile.
- Dr. Riley suggested adding a section that refers to the Charter.
- There was discussion on the Complaint Policy Section and how it is a bit too broad. Not all complaints should go directly to the Board.
- Ms. Francis moved that the Board should accept the employee handbook with the noted corrections. Mr. Paleno seconded the motion.

**BOARD ACTION:**

**8 – yes (Ms. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mr. James Paleno, Dr. John Riley, Ms. Rene Rodman, Mr. Steve Klima, and Ms. Victoria Francis)**

**2 – abstained (Mr. John P. Callas and Ms. Patrice Fisher)**

**1 – absent (Mr. Torino Johnson)**

**C. DISCUSSION AND ACTION ON EXECUTIVE DIRECTOR REVIEW COMMITTEE**

- Discussion regarding the Executive Review Process that was approved by the Board in March was held to update the committee. The parent position on the committee needed to be replaced and both Ms. Fisher and Ms. Stamler wanted the position. A coin was tossed to decide and Ms. Fisher was awarded the position. Ms. Rene Rodman asked if there were any objections to the new committee member and there were none. The committee consists of: Parent – Ms. Patrice Fisher, Teacher – Mr. Steve Klima, and Community – Ms. Vicky Francis.
- Please See Attachment.

**D. DISCUSSION AND ACTION ON SELECTION OF MEMBER(S) FOR GRADE APPEALS COMMITTEE**

- Discussion to update the Grade Appeals committee was held and Mr. John Callas volunteered to fill the vacant position. Ms. Rene Rodman asked if there were any objections to the new committee member and there were none. The committee now consists of: Parent – Mr. John Callas, Teacher – Mr. James Paleno, and Community – Dr. John Riley.

**E. DISCUSSION AND ACTION ON PLANS TO FUNDRAISE TO UPGRADE THE BASEBALL FIELD**

- Ms. Held provided background on the situation regarding plans to start fundraising to

- upgrade the baseball field and get parent involvement.
- Ms. Tammy Poulos, (Baseball parent and architect), presented plans to upgrade the baseball field in two phases. The first phase is to upgrade the backstop (estimated at \$125,000) and the second phase is to potentially install artificial turf field on the outfield (estimated at \$1m).
- Ms. Held stated that part of the consideration in making this decision is the need to ensure fundraising is coordinated with the pool project.
- Dr. Riley motioned for the Board to approve Phase 1 and move ahead with it. Come back with a fundraising plan for Phase 2 after going back to the Operations, Facilities and Technology committee first. He also motioned to open a school baseball project account. Mr. Paleno seconded the motion.

**BOARD ACTION:**

**11 – yes (Ms. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mr. James Paleno, Mr. John P. Callas, Dr. John Riley, Ms. Patrice Fisher, Ms. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, and Ms. Victoria Francis)**

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

- There were no expenses to report.

**IV. DISCUSSION/INFORMATION ITEMS:**

**A. REPORT OUT FROM GRADE APPEALS COMMITTEE**

- The committee reported out their recent decision in a grade appeal affirming administration's recommendation to uphold the teacher's grade.

**B. REPORT OUT EMPLOYEE SURVEY RESULTS**

- The majority of the board attended the professional development meeting and heard the presentation made there. Survey results seem to indicate that the majority of staff are proud to work at Pali, enjoy their work, feel challenged and accomplished, like their colleagues and feel safe. Areas for growth center around clarifying the vision for Pali's future, responding quickly to solve problems, improving communication from management, and ensuring that all employees treat each other and stakeholders well.

**C. CONFIRMATION OF BOARD TRAINING ON DECEMBER 16, 2008 AT 3:00PM UNTIL 9:00PM, LOCATION TBD.**

**D. CONFIRMATION OF NEXT MEETING FOR DECEMBER 11, 2008 AT 5:00PM IN THE LIBRARY.**

**V. ORGANIZATIONAL REPORTS:**

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

**A. Student Report – Ramin Badiyan**

- Debrief of last week's school activities.
- Reporting good participation in spirit week.
- Homecoming ran smoothly.
- Suggestion to open gate at El Medio in student parking lot.
- Addressed bus punctuality, they are often late.

**B. Parent Report – Julia O'Grady**

- The new e-mail system is functioning well. There seem to be very few errors in sending messages to our parent body.
- The Pali News has gone out both in print and electronically. I've had very favorable comments about it. One suggestion is to have a link on the Pali home page News and

Information section: "Pali News – Principal's Newsletter". I will follow up with Maisha Cole Perri and Greg Munda about this.

- I am preparing Parent Liaison reports LAUSD Charter Review Office visits.
  - i. Parent Advisory Committee
    - The November 2008 meeting will take place on Thursday, November 20<sup>th</sup>, at 6:30 PM, in the Library. It will be the first-of-its-kind forum called, "A Conversation With...Veteran Parents". Audience member will have the opportunity to ask questions about Pali that "only a parent can answer."
    - The January 2009 meeting will be What If Your Student Might Have Learning Disabilities? "A Conversation With...Pali's Special Education Team". The panelists will include Mary Bush, Tom Seyler and Grant Smith.
    - The February 2009 meeting is tentatively titled: What Can My Child Do This Summer? "A Conversation With...The College Center and Simon Santana".
    - Recaps of the monthly "a Conversation With..." meetings can be found on the Pali website under 'For Parents' 'PAC' 'Meeting Recaps'.
  - ii. PTSA
    - The December 4, 2008 meeting will feature speaker Richard Cohen. Mr. Cohen will speak about "Avoiding Power Struggles: What to Do When Your Teen Won't Listen." The meeting is held in the Library and begins at 8 AM.
    - Other articles by Mr. Cohen can be found on the Pali website under 'For Parents' 'PTSA' 'Parenting Resources'.
    - The February 5, 2009 meeting will feature Mr. Cohen speaking about "How to Relate and Deepen your Connections with your Teen." The meeting will be held in the Library, at 8 AM.
    - To see a list of all PTSA meeting parenting topics, please see the PTSA website and click on 'Special Program for Parents: Free Parenting Seminars'
    - The last day to submit work for the Reflections Competition is December 15, 2008.
  - iii. BOOSTER CLUB
    - Tonight is the annual Phon-A-Thon fundraiser. It is taking place from 6 – 9 PM, in the Coldwell Banker Real Estate office on Sunset Blvd. in the Palisades.
    - The Oakroom on Swarthmore in Pacific Palisades is donating 10% of all sales to the Booster Club on Tuesday, November 25, 2008, from 5-8 PM. Have a delicious dinner and donate to Pali at the same time!
    - The December 2008 meeting will be the annual Holiday Party/meeting. It will take place at Bud and Cheryl Kling's house on Tuesday, December 9<sup>th</sup>, at 6:30 PM.
    - Booster Club is always looking for new Pali parents to sign up for eScrip and the Ralph's Club Community Contributions Program.
    - The annual silent auction/dinner dance has been renamed. This year it is called, "Dancing With The Stars" and will take place at the UCLA Commons on Friday, February 20, 2009. There is a Silent Auction Committee planning meeting taking place at 8:30 AM, on Thursday, November 20<sup>th</sup>, at Hilary Satz's house.

C. Faculty Report – **James Paleno/Dave Suarez**

- Addressed issues regarding organization of the Board.
- Addressed tardy policy and evaluation of new administrators.
- Situation regarding Mr. Claus.
- Fire alarm checks – getting complaints
- Field houses were "trashed" not well kept.

D. Academic Principal's Report – **Martin Griffin**

- The first Village Nation Impact assembly was held and a follow-up processing session at the BSU meeting.

- The Charter School's Office two-day visit is scheduled for December 11 and 12 and we are working to complete a self study report for this visit.
  - The PCHS Homecoming events went well last week. We had an assembly, we played University HS and won. We also had the Homecoming dance at the Westin Bonaventure in downtown Los Angeles.
  - PCHS Marching Band received a 2<sup>nd</sup> place award in a marching band competition.
  - We are beginning a new student recognition program called Academic and Shining Dolphins. Academic Dolphins are students who have a GPA of 3.5 or better and are involved and of good character. Shining Dolphins are students who are involved, exhibit good efforts academically and are of good character. Faculty and staff can nominate students for these honors 2 times a year. The Department Chair/Coordinators Council will select from among the nominees 2 students from each grade level to receive each of these honors.
- E. Executive Director's Report – **Amy Held**
- Being asked to apply for proposal to occupy unused LAUSD space.
  - Lifespan of Mercer Hall to be determined
  - Architects want to modernize PALI – LAUSD has \$1.6 million towards modernization. \$3 million may be required.
  - New district policy underway regarding renewal.
  - Next Board meeting Charter will be brought forward.
  - Water will be shut off in the gym until after the winter break.
- F. Chief Business Officer's Report – **Greg Wood**
- Enrollment - PCHS enrollment has been reported for the second month of the school year. PCHS had 2,725 students enrolled and attending classes (2,697 students enrolled month two 2007-8). The enrollment by grade level was: 859 students-9<sup>th</sup>; 644 students-10<sup>th</sup>; 676 students-11<sup>th</sup> and 546 students-12<sup>th</sup>. The ADA, which determines our level of funding, at the end of the second month of school was 2,640 or 96.7% (2,598 and 96.3% prior school year)of the enrolled students. The budgeted level of ADA for the full school year is 2,600. Current projections, based upon prior ADA history would indicate that full year ADA might be 2,590 based upon current attendance. This information will be monitored.
  - 2008-2009 Budget Update -
    - The State of California is still attempting to address the Current Fiscal Issues at the State Level. Their current projections indicate a \$27.8 Billion Budget shortfall over the next 20 months. They are calling a special legislative session on Sunday November 23<sup>rd</sup> to discuss the issue. Federal Assistance is being considered to address some of the fiscal needs as well as increased taxes (primarily Sales Tax increases). The possibility of a mid-year funding cut to PCHS still continues to be a distinct possibility and a concern. This issue has been made aware to the Budget and Finance Committee and they have made this matter as an important agenda item in the coming months.
    - The 2007-2008 Annual Financial Audit is currently in process and will be presented at the next Board meeting in December. The 2008-2009 Updated Board Approved is attached. Finally, the First Interim 2008-9 Financial Report for the period ending October 31, 2008 is due to the CDE by December 15<sup>th</sup>, 2008 and will be delivered at the next Board meeting.
  - Cafeteria - The initial financial results ( 3 months of information) of the Cafeteria are trending favorably. The Cafeteria has improved its operations by \$23,000 from the prior year. New menu items and a new contract with Sodexo have increased revenues and minimized the increase in expenses
  - ASB - The recent Homecoming Game and Dance was deemed a success by the students. A large number of students, faculty & alumni turned out to see PCHS defeat its archrival

University High. The Homecoming Dance was held with approximately 470 students in attendance. However, this event came in below expectations and lost approximately \$2,000 due the cost of the venue. Alternative events and fundraisers are currently being considered.

G. Technology – **Maisha-Cole Perri**

➤ Please See Attachment

H. Human Resources – **Colleen McCarthy**

➤ Discussed her departure and that the position has been posted.

I. Standing Committee Reports on roster of members and goals for the year as well as ratification of standing committee ACTION items:

i. Communications – **Monica Iannessa**

• Please See Attachment

ii. Education Program – **Melinda Meinen**

• Please See Attachment

iii. Finance and Budget – **Greg Wood**

• Approved Board of Directors training.

• Sub-committee of Budget and Finance are looking at health care alternatives.

iv. Operations/Facilities / Technology Committee – **Maisha-Cole Perri**

• Please See Attachment

v. Policy – **Julia O’Grady**

• Please See Attachment

**VI. CLOSED SESSION: - 8:37 PM**

A. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

B. CONFERENCE WITH LABOR NEGOTIATOR PCHS Negotiator

EMPLOYEE ORGANIZATION: PESPU, UTLA.

**VII. PUBLIC SESSION:**

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

**No reportable action taken during closed session.**

**VIII. ADJOURNMENT:**

**APPROVED BY THE BOARD**  
**March 25, 2008**

**Palisades Charter High School**  
**Proposed Evaluation Process for Executive Director**

One of the most important duties for the PCHS Board of Directors is to find and nurture excellence in leadership for the school. That requires that the Board set annual and long-range goals and perform regular evaluations of the PCHS Executive Director (ED). The following process is intended to identify those Board members specifically responsible for that task and how the performance review will be conducted.

- 1 By July 1<sup>st</sup> of each year, the Board will appoint a three or four member Executive Review Committee (ERC) for the upcoming year, comprised of one or two certificated and / or classified representatives (depending on available volunteers), one parent and one community member.
- 2 The ERC will meet with the ED every quarter (September, December, March (Annual Review), and June) to provide informal performance feedback.
- 3 The ERC will conduct annual reviews of the ED (to be completed no later than March 31 of each year) as follows:
  - a **Ongoing Contract Year:** The ERC will evaluate the ED's performance against goals established at the beginning of the year. The review will examine school-wide data, consider the ED's self-evaluation, and interview other members of the school community as appropriate to assess leadership, communication, organizational, resource management, and planning skills. The review will also include a discussion of the next year's goals and areas for improvement.
  - b **Contract Renewal Year:** In a year when the ED's current contract is set to expire, the ERC, in conjunction with the Human Resources Director, will conduct a more expansive review of the ED. That review will proceed as follows:
    - i The ERC will identify Administrators, teachers and staff who have worked directly with the ED, including but not limited to Direct Reports, Department Managers, classified staff in the Main Office, and parent leaders. Input from other interested staff, parents or community members will be welcome and considered.
    - ii Using pre-defined questions, one-on-one, confidential interviews will be conducted to assess the ED's performance.
    - iii Feedback will be summarized and a formal evaluation presented to the Board of Directors, with a recommendation for a contract extension or termination and if extended, proposed performance-based increases.
    - iv The Board of Directors will then decide by vote to adopt the recommendations, modify, or request further review.



A CALIFORNIA DISTINGUISHED SCHOOL

Ms. Maisha-Cole Perri  
Technology Coordinator  
(310) 230-7238 [mcperry@palihigh.org](mailto:mcperry@palihigh.org)

To: Board of Directors  
From: Maisha-Cole Perri  
Date: 11-18-08  
Subject: Technology Department Update

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- Assessing Telecommunications Services and exploring fiscally better options
- Filed Form 470(E-rate) and TeleConnect Application for Telecommunications savings
- Exploring Copier Options and gathering data for OFT Committee
- Continuous M.T.G. Teacher Assistance
- Continuous Teacher Web Teacher Assistance
- Troubleshooting library and working out network issues
- Library training on Data Projector system
- Ongoing configuration/deployment of donated PCs
- Set up additional wireless access points in parts of the school, will expand in the future
- Updating emails and accounts
- Updating cafeteria server, set up new POS terminal
- Continuously improving website - donations, alumni, booster, ptsa, pac, school profile, vapa
- Created File Maker Pro Database for Attendance Office admission applications. - Will train staff in Dec
- Ongoing Sharepoint stuff (alumni, parents)
- Ongoing C.S.I.S. collaboration with G. Wood, S. Chock, E. Burson
- Completed Math department-wide software installation
- Ongoing acquisitions of budgeted equipment
- Ongoing Karen Perkins National Board Certification Video Project Assistance and Support

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**REGULAR BOARD OF DIRECTORS MEETING  
COMMITTEES REPORT  
NOVEMBER 18, 2008  
4 PM, LIBRARY**

**COMMUNICATIONS COMMITTEE**

- The Committee discussed the most recent Board of Directors elections. There were several complaints sent to the Committee about how the Faculty election was conducted. Some faculty members thought that:
  1. The ballots should have been numbered so that no one could vote twice.
    - Argument against: Ballots would no longer be secret if someone found the code sheet of who had which numbered ballot.
  2. The ballot box should have been sealed with tape to prevent anyone from tampering with the ballots inside, especially after all ballots had been put in (November 5).
  3. The ballot box should have been locked away more securely than in the Principal's Office between the time the election took place (November 4 & 5) and the ballots were counted (November 12).
- For Charter Renewal, it was suggested that the Charter and By-Laws agree with each other in their wording about which stakeholders vote for which stakeholder seats on the Board of Directors. The wording should be submitted ASAP to the Charter Renewal Committee.
- There were discussions about creating an Election Protocol to govern all elections (from UTLA elections to Board of Director elections). An ad hoc committee will be created to write the elections protocol.
- There have been some complaints that the Morning Announcements are: too loud, too long, spoken too quickly, not organized, distracting to teachers who give tests at the beginning of class. There were also complaints that the AM music is too loud and goes on too long.
  - It was suggested that, sometime in the future when a Student Center is created, the announcements can be put into podcast form and played continuously throughout the day on TV sets.
- The December Pali Positive was chosen. The winner be honored at the Dec. 2 All-Staff meeting. The winner will receive a certificate, a pin, and the honor of parking in the "Pali Positive" parking place for the month of his/her reign. All nominees will receive a Pali note card with which stakeholder group elected him/her and what outstanding characteristics were listed on the nomination form.
- The Committee discussed creating templates for all Pali documents with the correct logo and font etc.

**EDUCATIONAL PROGRAMS COMMITTEE**

- The Committee discussed its election procedures. It was decided that members will be elected in June of each year for the following school year, which begins July 1. The Educational Programs Committee By-Laws will use language similar to that of the Policy Committee By-Laws to describe its election procedures.
- In order to assess existing and new programs, the Educational Programs Committee would like a comprehensive list of all funded programs from the Budget Committee. The Ed. Programs Committee also needs a copy of the original protocols and/or existing protocols of each program to be reviewed.
- The Committee discussed Mr. Shuhgalter's Etiquette and Best Solutions" program proposal. The Committee felt that the Evaluation section needed to be rewritten before the Committee could pass the program proposal. Mr. Shuhgalter is going to work with Ms. La Tegola on the wording of the Evaluation section and return to the Committee in December 2008 for a vote on his proposal.
- Priorities for 2008-2009 school year are:
  1. The Independent Study program

2. Creation of an Organizational Plan for anyone bringing a proposal to the Committee, including a flow chart of steps to Board approval for any proposal.
- Ms. La Tegola asked the Committee to think about creating an analytic plan for improving the English Learners program (ELS students). There was some concern that this did not fall in the scope of the E.P. C., especially since the Committee is tasked with assessing all existing and new programs.

### **POLICY COMMITTEE**

- The Committee discussed the Make-Up Work policy currently in existence (found on page 23 of the Parent/Student Handbook, under Attendance, Excused Absences). Principal Griffin proposed new wording for Pali's Make-Up Work Policy. The Committee came up with a new Make-Up Work Policy which incorporates Mr. Griffin's proposal. The new Make-Up Work Policy reads:

**“Students shall be given the opportunity to make up (or be excused from, at the teacher’s discretion) school work that was missed because of an excused absence or a suspension. The student shall receive full credit if the work is turned in according to a reasonable make-up schedule, as determined by the teacher. The tests and assignments may differ from the tests and assignments that the pupil missed during the absence.**

**It shall be at the discretion of the individual teachers to allow or not allow students who miss school work, because of unexcused absences, the opportunity to make up missed work.”**

Policy Committee asks that the clarified Make-Up Work Policy be presented at the next Department Chair/Coordinator's Meeting, so that all teachers can be properly informed at their next department meetings. Teachers will need to revise their personal make-up work policies to fit the newly worded PCHS Make-Up Work Policy and to be in compliance with the Ed. Code. The new Make-Up Work Policy will go into effect with the spring 2009 semester.

- Ms.Davenport reported that Pali needs to have its own individual policies codified, not just use the old LAUSD policies. There is a website with material available for Pali to use wording of existing policies and to just tailor the wording to suit Pali's needs. She will research this issue further and report back to the Committee at the December 2008 meeting.

**Operations, Facilities, and Technology Committee  
Board of Directors Update  
November 2008**

**Operations, Facilities, and Technology Committee  
Regular Meeting: November 3, 2008**

In attendance: Nancy Simon, Steve Engelmann, Greg Wood, Kevin Olson, Melinda Meinen, Mary Ann Rolston, Patrice Fisher, Maisha-Cole Perri, Angelica Pereyra, Maggie Nance, Andrea King, Eli Shavalian, Rick Mills, Carolin Herrmann

Guests: Victoria Francis, Monica Iannessa, Tammy Poulos, Lavina Wetterberg

Discussions regarding the elevator, the El Medio gate, and other facilities updates were tabled as Executive Director Amy Held and Director of Operations DeVere Claus were not present.

***DISCUSSION ITEMS:***

**DISTANCE WEB-BASED LEARNING**

Tabled pending discussion at an Educational Programs Committee meeting.

**MURALS**

Martha Meade commissioned to do "Giving Tree" (actually marine seascape) - work will commence in Winter Break and go into the beginning of the 2nd semester.

**TECHNOLOGY UPDATE**

Ms. Perri reported that she attended training for E-Rate, and filed the applications for E-Rate (Form 470) and also filed the form for the California Teleconnect Fund, which should offer us substantial savings on our phone and internet bills. The E-rate won't go into effect until the 2009-2010 school year, but the Teleconnect savings would start as soon as the form was ratified.

Ms. Perri and Greg Munda will be attending an inservice at Konica/Minolta regarding paperless systems and service agreements on copiers.

Sharepoint server—issues are being worked out with the Parent Liaison regarding using the server to maintain a database of parent email addresses. The server is also going to be used for the Alumni Organization email database.

Library server is in the process of being updated. One of the student servers used in one of the classes crashed but the issue has been resolved. Mathtype and Geometer's Sketchpad are in the process of being installed in the Math Department computers.

The winner of the silent auction for Tech Department support hours is cashing his prize in this week.

Greg Wood raised the issue of administrative concerns about advertising on the school website for future discussion.

Ms. Herrmann also mentioned the possibility of putting the Communications Committee in charge of banners and other publications, to establish guidelines, protocols and oversight. The next communications meeting is the third Thursday of the month, and members of the Tech Department will be in attendance.

## **PCHS' RELATIONSHIP WITH THE SURROUNDING COMMUNITY**

Ms. Perri mentioned that Amy Held had met with members of the community regarding issues that the community is having with the school, and discussing potential solutions. Ms. Nance had attended that meeting.

The key issues brought up were the volume of the marching band practicing in the afternoon, and traffic problems at the intersection of Bowdoin and Temescal.

Options discussed regarding the marching band issue included having the band practice on the baseball field, and the use of practice pads on the drums; student Eli Shavalian said that practice pads would not be useful because the members of the marching band need to hear the drummers during practice. Mr. Olson expressed the need to talk to band sponsor Arwen Hernandez and Visual and Performing Arts chairperson Susan Curren.

Regarding the traffic issue, Ms. Nance said that the root problem was jaywalkers. Mr. Olson brought up having campus security and police watch for the jaywalkers. Ms. Iannessa described the current deployment before school—TC Sprowell is stationed at the access road, Mr. Guerra is near the parking lot entrance. Security can't cover all the areas, so they're placed where they're most needed.

Ms. King brought up the issue that some parents are double-parking in the parking lot (making it hard for staff to park) because they're not double-parking in the street.

Ms. Nance suggested a "sting operation" for jaywalkers. Ms. Iannessa pointed out that Officer Plascencia had his "hand slapped" last year for issuing too many tickets (to double-parkers on Bowdoin). Mr. Wood feels that even if one example could be made of the students, it could help curtail jaywalking.

Mr. Mills emphasized the need to communicate with the students and be responsive to the community.

Eli Shavalian suggested that Mr. Guerra's station be moved to the corner, and that there be more street signs. Ms. Iannessa said that Officer Plascencia is currently waiting for new signs.

Ms. King suggested an "all lights red at once" setup for the corner, a la Old Town Pasadena and similar locales.

Ms. Iannessa brought up the possibility of having a crossing guard, and was going to ask Officer Plascencia if one could be made available.

Ms. Simon suggested that the discussion be tabled until more signage is in place, and brought up the related issue that if the El Medio gate is opened, the issues requiring the signage may be resolved.

Ms. Herrmann mentioned that there was a lot of signage put up on Bowdoin before but they were inconsistent and contradictory, and had to be changed or taken down. She will bring notes from the PTSA Welfare subcommittee to the next meeting.

Ms. Francis says that the traffic issue is larger than what it seems; there needs to be a way to control how students cross the street.

Ms. King and Mr. Wood mentioned the need to have the school police officer attend the committee.

## **ACTION ITEMS:**

### **BASEBALL FIELD IMPROVEMENT**

Tammy Poulos, a parent of a baseball player and an architect, made a presentation for the improvement of the baseball field. Major changes would involve moving the backstop back to be in line with the dugouts, clean up the fencing, and rehab the dugouts and bleachers. A second phase

of the project would be to replace the turf in the outfield with artificial material and make it more conducive to multipurpose use (e.g., a soccer field). The portable storage units in the area will have to be relocated, but the concessions stand and the dugouts would remain in the same locations, so no state architectural approval will be required. The first phase of the project would be done in three weeks time.

The group behind the improvement will begin actively raising funds for the program; Phase I would cost \$100,000-\$125,000. Fundraising would include creating a banner of the artists' rendering of the project.

Mr. Wood mentioned that the school would still need to sign contracts and take liability for the project. The Board would have to listen to the proposal, set conditions for how much money needs to be raised before contracts are signed. Mr. Olson mentions that the money needs to go into a two-way bank account.

The committee then discussed whether the action item would be to recommend both phases of the proposal to the Board or just Phase One.

Mr. Mills said that while Phase I is worthwhile, Phase II needs further discussion. Ms. King mentions that cutting out Phase II might make the project lose support from organizations like AYSO who are interested in Phase II benefits.

Mr. Olson amended an earlier motion and made the motion that Phase I of the project to improve the baseball field be taken to the Board for review, with an approximate cost of \$100,000-\$125,000. Ms. King seconded, and the **motion was passed**. Ms. Poulos was referred to Mr. Claus regarding placing a banner on the school's fence.

#### **TECHNOLOGY BUDGET REALLOCATION**

Money was reallocated from the printer toner/projector bulbs section of the tech budget to supplement the cost of the installation of the Data Projector/Sound system project in the Library. Ms. Nance made the motion, Ms. Herrmann seconded, and the **motion was passed**. Ms. Fisher requested a demonstration of the interactive whiteboard for the next Operations meeting.

#### **MEASURING MURAL**

Ms. Pereyra presented on behalf of science teacher Sharon King a proposal to paint a vertical mural along the concrete "stripe" on the rear wall of the G building that would function as a ruler for experiments conducted by science classes which measure the height to which an object is launched by air pressure from gas generated by Alka-Seltzer tablets. The mural would be decorative as well as functional, and could be the first in a series of murals along the "spines" of other buildings honoring the subjects and disciplines taught in those buildings. Ms. Pereyra sought permission to look for an artist to make the mural. Money for the project would be from the science department, and Ms. Pereyra would work with the department as the mural consultant. Ms. Perri made the motion and the **motion passed**.

#### **RESTROOM SIGNS**

Ms. King brought up an issue discussed in previous Operations meetings from last year: Installing exterior signage on the restrooms that are more visible to visitors. Mr. Jefferson apparently has some signs stored, but it is unknown if they are of a suitable design. Eli Shavalian said that leadership had not discussed the design of such signs. Mr. Mills points out that there's a larger issue of signage for the school in general. Mr. Mills moved to have Mr. Jefferson and Mr. Claus work together to install interim signage on the restrooms prior to November 13, and the **motion passed**.

**The next meeting of the Operations and Facilities Committee is scheduled for December 1<sup>st</sup>.**