



## **PCHS BOARD OF TRUSTEES 2018 CANDIDATE INFORMATION**

**The following Board of Trustee positions are open for election this year for Non-Interested Parties:** *(All terms begin July 1<sup>st</sup>, 2018)*

<u>Stakeholder Seat</u>	<u>Term Length</u>	<u>Electorate</u>
Community	2 years	PCHS Personnel, Parents, Students
Parent	2 years	Parents
Traveling Parent	2 years	Parents

### **ELIGIBILITY REQUIREMENTS FOR CANDIDATES**

#### **COMMUNITY SEAT**

1. You are not and will not become a parent of a PCHS student for the entire term of the seat.
2. You live in the communities served by PCHS at the time of the election. Candidates will be required to give an active address to verify qualification.
3. You are not a PCHS “interested party” (meaning you have not been compensated by the school in any way in the last 12 months - whether as an employee or independent contractor, and are not a relative of anyone compensated within 12 months). *Pursuant to Charter and Corporations Code Section 5227.*

#### **PARENT SEAT**

1. You will be a parent of a current PCHS student for the entire term. (Parents of current 9th or 10th grade students eligible only)
2. You are not a PCHS “interested party” (meaning you have not been compensated by the school in any way in the last 12 months - whether as an employee or independent contractor, and are not a relative of anyone compensated within 12 months). *Pursuant to Charter and Corporations Code Section 5227.*

#### **TRAVELING PARENT SEAT**

1. You will be a parent of a current PCHS student for the entire term. (Parents of current 9th or 10th grade students eligible only)
  2. You currently live outside of PCHS’s geographic catch area. Candidates will be required to give an active address to verify qualification.
  3. You are not a PCHS “interested party” (meaning you have not been compensated by the school in any way in the last 12 months - whether as an employee or independent contractor, and are not a relative of anyone compensated within 12 months). *Pursuant to Charter and Corporations Code Section 5227.*
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# PALISADES

## CHARTER HIGH SCHOOL

**REQUIRED ACTIONS FOR INTERESTED CANDIDATES**  
**Complete and submit ALL of the following on or before**  
**March 16<sup>th</sup>, 2018 by 4:00 PM.**

Submissions must be made via email to Shelby Ladnier, PCHS Executive Assistant  
([sladnier@palihigh.org](mailto:sladnier@palihigh.org); 310.230.6649)

1. Candidate Form\*
2. Roles and Responsibilities Form\*
3. Statement of Economic Interest - Form 700\*
4. Candidate Statement (100 words or less)
5. Candidate Resume
6. Candidate Photo (*Optional but Recommended*)  
*\*Attached to this form*

**Guidelines for Submissions:**

**All documents must be provided as a word document to allow for uniform formatting. Candidate Statement, Candidate Resume and Candidate Photo will be posted publicly.**

**1) 2017 Candidate Form**

- Please complete required information

**2) Roles & Responsibilities Form**

- Read Over Rules & Responsibilities Carefully. If you agree to them please sign and date the form.

**3) Statement of Economic Interest - Form 700**

- Please fill out form and sign

**4) Candidate Statement**

- 100 words or less (if word limit exceeds 100 words, Election Committee reserves the right to edit statement accordingly); 11- or 12-point font preferred
- Provide relevant background experience.
- Provide overall goals/visions you see for PCHS.
- Provide your knowledge, experience, and insight you have concerning PCHS and/or Charter Schools.

**5) Candidate Resume**

- Preferably no longer than 2 pages in 11- or 12-point font - include any relevant education, experience (paid or volunteer), memberships, skills, etc.
- Please remove personal information such as addresses and phone numbers as this will be posted publicly.

**6) Candidate Photo:**

- Recent headshot (ie. passport-style photo) – digital format (JPEG) preferred



**PCHS BOARD OF TRUSTEES  
2018 CANDIDATE FORM**

Candidate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Non-Interested Party Seats:**

I am seeking the following seat (*check one*):

- Parent Seat
- Parent Seat (Traveling Parent)
- Community Seat

I meet all eligibility requirements and I am not a PCHS interested party (meaning I have not been compensated by the school in any way in the last 12 months, whether as an employee or independent contractor, nor am I a relative of anyone compensated within the last 12 months). Pursuant to Charter and Corporations Code Section 5227.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



## **PCHS BOARD MEMBER ROLES AND RESPONSIBILITIES**

The purpose of the Board of Trustees of Palisades Charter High School is to act in the best interest of the residents of the State of California and PCHS’s stakeholders and to ensure that PCHS:

- a) Achieves appropriate results for its students in accordance with the PCHS Mission Statement and Charter (as specified in Board Goals Policies) &
- b) Avoids unacceptable actions and situations (as prohibited in Board-Executive Limitation Policies).

The members of the Board of Trustees have legal and fiduciary responsibilities to the school. These include: Duty of Care, Duty of Loyalty, and Duty of Obedience. The Board is responsible for maintaining fiscal accountability and financial oversight.

Essential Duties:

1. Regularly attends Board meetings, Special Board Meetings, and important related meetings
2. Stays informed about PCHS matters
3. Prepares well for meetings, reviews and comments on minutes and reports
4. Actively participates on a standing committee (Board Committee, Long Term Strategic Planning Committee)
5. Is an active participant in the committee’s annual evaluation and planning efforts
6. Volunteers for and willingly accepts assignments, including (but not limited to) committees, events, fundraising activities, and staff job interviews

Code of Conduct:

1. A Board member’s first obligation is to be informed about the school’s history, missions, and goals, legislation governing education and Charter schools, and current operations and concerns. Accordingly, each Board member will read the approved Charter application and familiarize themselves with a working understanding of all school policies and operating procedures.
2. A Board member must come to meetings prepared, having read proposals from Standing Committees that will be acted upon, having taken time before the public meeting to clarify concerns with the Chair and members of the Standing Committees, having read the minutes of previous meetings, and having prepared themselves with other pertinent materials. Each Board member will ensure that he/she understands an issue before voting.
3. Each Board member must act with care, loyalty, and obedience. Board members must exercise a level of care that a prudent person would exercise (avoid “zoning out” and avoid leaving the room when a discussion is taking place), they must show undivided allegiance (faithfulness) to the school and not to their self-interests, and they must remain obedient to the school’s mission and the student body before their own interests.
4. An individual Board member will never seek to impose a personal agenda on the school’s Executive Director.
5. A Board member must always respect the confidentiality of Closed Sessions.
6. A Board member must not attempt to deal with problems brought to their attention on an individual basis. A Board member who learns of a problem must bring that problem to the attention of the Executive Director or Board Chair.
7. A Board member will recommend that stakeholder concerns follow the PCHS complaint procedures to seek resolution.
8. Each Board member has a fiduciary responsibility for the funds entrusted to the school and for sound budgetary management.
9. Each Board member must in “good faith” make themselves available to all stakeholders (students, staff, parents, and community) for at least one hour per week.

I acknowledge that I have read and understand this information regarding the roles and responsibilities of PCHS Board Members.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print/Type Your Name

\_\_\_\_\_  
Date

**COVER PAGE**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

**2. Jurisdiction of Office (Check at least one box)**

- State  Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County \_\_\_\_\_  County of \_\_\_\_\_
- City of \_\_\_\_\_  Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

- Annual:** The period covered is January 1, 2017, through December 31, 2017.  
-or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2017.
- Assuming Office:** Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_
- Candidate:** Date of Election \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_
- Leaving Office:** Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one)
  - The period covered is January 1, 2017, through the date of leaving office.
  - or-  The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through the date of leaving office.

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

- Schedule A-1 - Investments** – schedule attached  **Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule A-2 - Investments** – schedule attached  **Schedule D - Income – Gifts** – schedule attached
- Schedule B - Real Property** – schedule attached  **Schedule E - Income – Gifts – Travel Payments** – schedule attached

- or-  **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed \_\_\_\_\_ Signature \_\_\_\_\_  
(month, day, year) (File the originally signed statement with your filing official.)