

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS**
Minutes of November 29, 2005 Meeting

OPEN SESSION

I. WELCOME

A. *Call to order – Minh Ha Ngo*
Meeting started at 6:10 p.m.

B. *Roll call and Introduction of new members – Minh Ha Ngo*

<u>Members Present:</u>	<u>Ex-Officio Members Present:</u>
Gretchen Miller	Gloria Martinez
Mary Red Clay	Greg Wood
Patrice Fisher	Katie Linahon
Dick Held	
Minh Ha Ngo	
Jim Suhr	
Rosalind Wolf	
Victoria Francis	
Ann Davenport	
Bud Kling	
Rene Rodman	

C. *Approval of Minutes*
Minutes from November 15, 2005 were approved w/corrections (all members not present at 11/15 meeting abstained). See final version of approved minutes on Palihigh.org website.

II. PUBLIC SPEAKERS: (None)

III. ORGANIZATION REPORTS

- A. *Student Report – Katie Linahon*
1. Students are meeting faculty resistance to recapturing the girls bathrooms in the C building, however are waiting for clarification of approval by administration to simply retake use of the bathroom.
 2. Drama department is busily preparing for the Fall play.

3. Out-of-Bounds issue with access to A Building from the east side is still being researched with administration. Student safety is primary concern behind the location of the out-of-bounds lines, but student leadership is looking for an open discussion of this matter.

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

Drug, Alcohol, Depression Resource Awareness - Dr. Martinez is developing a matrix of available resources and contacts on campus for student problems that will be communicated to all English classes December 14th/15th, including Officer Abalos, Teen Line, and greater availability of drug/alcohol abuse programs.

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

1. *First Interim Report* – due to State on December 2nd, will be available to Board at next meeting.
2. *J121 Classroom Separation* – LAUSD expressed concerns about contractor selected to perform work as well as lead paint/asbestos contamination issues. District has provided alternate \$68,562 proposal which would take 4-6 weeks to complete. Ray Millette raised concerns about why do this project instead of placing temporary bungalows or some other solution?
⇒ **Jim Suhr, Jim Bailey, and Rick Mills will take charge of issue immediately.**

D. *Budget and Finance Committee – Greg Wood*

Human Resources and Budget Committees recommend the hire of a full-time Technology Assistant position starting at \$15 hour pay rate.
⇒ **Board unanimously approved the recommendation.**

IV. ACTION ITEMS

A. *Approval of Facilities Planning Task Force*

Rick Mills presented a framework for Task Force to undertake overall strategic facilities planning efforts (see attachments at end of minutes). Budget may be needed to obtain existing base information, though any significant expenditures for consultants would have to be processed through Budget Committee.

⇒ **Board unanimously approved the suggested members and objectives for the task force, with the addition of a 5th objective to specifically address class size reduction and a revised initial budget of \$5000.**

- B. *Remuneration for Classified Staff Members Attending Committee Meetings*
⇒ **Tabled until next meeting because no proposal was presented.**
- C. *Replacement of Sole Incorporator*
The Board needs to replace the original incorporator (currently SMY&M) with the current board members.
⇒ **Board unanimously approved the motion.**
- D. *Approval of 2004-05 Audited Financial Statements*
Kristin Rothweiler, Vicenti Lloyd & Stutzman LLP presented audit results, unqualified clean opinion on all items. Synopsis of financial results presented, internal controls and state compliance matters all fully compliant.
⇒ **Board unanimously approved the 2004-2005 Audited Financial Statements.**

V. DISCUSSION ITEMS

- A. *Presentation by LAUSD Project Management Director re: PCHS Elevator*
Mr. Magdy Abdalla, Regional Project Manager Director for LAUSD presented a range of location options for installation of the elevator. The recommended and agreed-upon site between “C” and “D” as further defined in CADD drawing distributed. Construction will be started by Thanksgiving 2006, with all design and DSA clearance completed in the meantime. Construction is projected to have a duration of 4-5 months, with completion projected for March 2007. It will be modular hydraulic elevator with pre-approved calculations in order to expedite approvals. Project cost is estimated at \$300,000 currently, while budget is \$215,000-\$220,000. Mr. Abdalla committed that LAUSD will fund the differential out of available funds in his program. Questions were raised about this proposed location vs. adjoining theater building. Previous locations that had been discussed, nature of prospective elevator use, possible future replacement to the theater building, and subsequent data regarding underground utilities that was not available to contractor when initial survey of alternate locations was prepared. Board members toured the proposed site. Dr. Martinez reports that Operations & Facilities has participated in the selection of this location.

⇒ **Board thanked Mr. Abdalla for his work and affirmed full support for immediate implementation of the elevator project as proposed.**
- B. *Presentation on Track and Field Project*
Jim Bailey (parent), Bob Jeffers (parent), Larry Foster (landscape architect), and Chris Davis (Granada Hills Ass’t Principal) presented a proposal for an artificial

turf field and track. “Field Turf” would require no water, would feature permanent markings without chalk or paint maintenance, and would be better for athletes. Field life is 8-12 years, with replacement of top carpet layer only after that (estimated cost of \$300,000). The estimated total project cost of \$1.2 million, which could be offset by improved facility rental fees. The proposed source of funds would be through private fundraising, corporate fundraising, naming rights, and debt funds secured by future rental fees. Granada Hills utilized the same design team and funding mechanisms, including signage revenues along with the other financing elements mentioned. Specific proposal is to maximize outside sports usage and improve the look of the school. They are hoping for a 50-50 split between fundraising and loan of school funds against increased revenues. They are seeking Board authorization to take project public as first step in fundraising. In March, they would return for a more detailed proposal based on the amount of monies raised and look for Board approval then.

⇒ **The Board will decide whether to go forward with the project at the next meeting.**

C. *Information on Library Utilization*

Linda Roche shared a proposal to teach library research skills using a standardized methodology which would be synchronized with 9th and 10th grade science and social studies teachers. The library is open 370 minutes per day, including lunch periods (most active time). The librarian does not have a conference period. The library has a part-time clerk assisting this year, but to be open for student use it must be staffed by a credentialed teacher per state law. Students are able to visit the library before school, lunch, and 7th period without a pass, or during a scheduled class period with a pass. The library has been open after school, but utilization was fairly limited. All computers are frequently utilized at lunch times. There is fairly good ability to monitor student computer usage. The Reconfiguration proposal Plan A estimated at \$38,000, Plan B slightly less for cost of furniture only (not including computers and books). The board discussed the vision for an optimal library facility, which would be targeted at roughly three times current size. 20-25% of existing books are obsolete or damaged. Current budgets are spent entirely on replenishment of book inventory. There was a strong desire expressed to find some way to have the Library open during Nutrition, while balancing the need for the librarian to have time to connect with faculty.

⇒ **The librarian will propose alternative schedules and would welcome any suggestions/input.**

D. *Human Resources Committee Hiring Procedure Recommendations*

⇒ **Tabled until next meeting**

- E. *Clarification of Student Enrollment Policy and Procedures*
⇒ **Tabled until next meeting**
- F. *Update from Executive Director Search Committee – Minh Ha Ngo*
Feedback has been received from all school constituents. Recommendations for next steps based on stakeholder feedback, interviews, and background checks will be discussed in closed session. Ray Millette questioned timeline for process of making a decision and objected to delay in faculty survey form. He asked that results of faculty feedback be shared.
- G. *Update on Restructuring of Governance – Bud Kling*
Based on feedback from legal counsel, a survey of alternative governance proposals will be developed and distributed to faculty/staff before Winter Break. Results may be ready by the next board meeting.
- H. *Report from New Board Transition Task Force*
New board members will have an official orientation/training on legal responsibilities and the Brown Act before the Dec. 13th board meeting.
- I. *Next meeting – Tuesday December 13, 2005 from 6:00 to 9:00 pm.*
New Board Members Orientation will begin at 5:00 pm.

VI. ADJOURNMENT

Open session ended at 10:05 p.m. Board entered closed session.

VII. OPEN SESSION (resumed at 11:10 pm)

Because there was no overwhelming support in favor of any single candidate from the stakeholder groups polled, the Board has unanimously decided to resume the search for the PCHS Executive Director.

ESTABLISHMENT OF FACILITIES PLANNING TASK FORCE

[As approved by the PCHS Board of Directors November 29, 2005]

ACTION: The PCHS Board of Directors hereby establishes as an Ad Hoc Committee the Palisades Charter High School Facilities Planning Task Force.

PURPOSE: The purpose of the Palisades Charter High School Facilities Planning Task Force shall be to assist and advise the PCHS Board and PCHS stakeholders by providing comprehensive and coordinated planning for the future of the school's physical plant.

OBJECTIVES:

1) Build up our in-house awareness of LAUSD rules and procedures related to our physical plant. Define our legal and bureaucratic constraints and, in turn, our opportunities.

2) Review projects already in the LAUSD pipeline. Determine extent to which PCHS may modify or expand upon proposed work. Provide information to stakeholders and, in turn, solicit suggestions from stakeholders and facilitate coordination with LAUSD. (For example, funds are already earmarked by LAUSD for Mercer Hall to rebuild the floor and surrounding walkways. We may be able to supplement LAUSD's funds in order to end up with an much improved, more usable facility.)

3) Undertake coordinated planning for the physical enhancement of our campus.

a) Assemble data and gather background information on the condition of the existing physical plant and property.

b) Gather input from stakeholders in a well-publicized, open manner to help define needed facilities and desired improvements.

c) Prepare a long term concept plan for consideration by stakeholders and the Board. (It is anticipated that the Task Force may not be able to progress beyond the concept planning level this school year, and that more detailed planning would continue next school year.) Proceed thereafter as directed by the Board.

d) Identify short-term improvements (beyond those in the LAUSD pipeline) which are consistent with likely long-term alternatives.

4) Lay the groundwork for obtaining financial support for future facilities.

5) Reduce average class size. Reducing average class size is a key objective.

BUDGET: For the remainder of this fiscal year, the Board authorizes the use of up to \$5,000 by the Task Force to meet its objectives, with the understanding that all specific outlays shall be subject to prior approval by the Chief Business Officer, Executive Director or Academic Principal.

MEMBERS: It is the intention of the Board that the Task Force include representatives from our major stakeholder groups, as well as individuals with expertise in the tasks at hand. Members may include teachers, administrators, other staff, students, parents, community members, the Executive Director, the Academic Principal, and the Chief Business Officer. A cross section of teachers should be involved, including teachers in academics, the arts, and P.E.