

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS**

Minutes of November 1, 2005 Meeting

OPEN SESSION

I. WELCOME

A. *Call to order – Minh Ha Ngo*
Meeting started at 3:15 p.m.

B. *Roll call – Minh Ha Ngo*

<u>Members Present:</u>	<u>Ex-Officio Members Present:</u>
Gay Chambers	Gloria Martinez
Mary Red Clay	Greg Wood
Patrice Fisher	Genevieve Fox
Dick Held	
Minh Ha Ngo	
Jim Suhr (late)	
Rosalind Wolf	

C. *Approval of Minutes*
Minutes from October 18, 2005 were approved w/corrections (R. Wolf and P. Fisher abstained). See attached final version of approved minutes.

II. PUBLIC SPEAKERS:

Kevin Hall: Mr. Hall stated that at a meeting he was cursed by the person who had called the meeting. He has expressed concern about his safety near this person. The matter would be addressed in closed session.

Mark Snyder: Mr. Snyder wondered whether the Board has considered waiting until a national search can be conducted for the Executive Director, perhaps next spring. In the meantime could we work with consultants, etc. to help us navigate issues for this school year.

Rick Mills: Mr. Mills discussed the need for a long range facilities plan for PCHS. He suggests: (1) scheduling discussions re: establishing task force; (2) formally establishing a task force.

Daniel Powers: Parent asked for special consideration re: son Zach (12) whose testing scores are high but his achievement grades are low. Could (should) we change grades after the AP or SAT tests to reflect their achievement? Colleges are not flexible with this situation – what can Pali do to assist? How are students prepared for standardized testing?

(Discussion Item moved to top of agenda)

E. *Review Course Drop Policy And Appeal Process*

Parents are concerned that four block days is not enough time for students to determine whether they should change a class where they feel overwhelmed. Other schools allow students to drop a class anywhere from 3-6 weeks into the semester. Changing classes too late in the semester does cause problems for students and the master schedule. Parents did not know about the appeals process and were unhappy with the results of some of the appeals. How many students are affected by the policy cannot be determined because some students accept the policy and deal with its consequences instead of pursuing it.

Jill Cannella (parent) – Ms. Cannella would like Pali to re-evaluate the policy for changing classes to allow students to change classes later than the current policy allows.

Elise Kapell (parent) – Ms. Kapell feels that current policy doesn't allow enough time for students to assess suitability of class.

Karen Sklar (parent) – Ms. Sklar would like the deadline extended to 5-6 weeks “as at other schools.”

Cheryl Onoye (Policy Committee chairperson) – The Policy Committee came up with our current policy after input from all stakeholders. It was students who suggested that four block days was enough. The Appeals Committee (Dr. Martinez, a teacher, and a counselor) reviewed all appeals and came to a unanimous decision. Some appeals were upheld.

Mary Red Clay (teacher member) – There will be problems of changing classes late in the semester: A student checking out of class into the semester comes into a class and is behind. A student must accept responsibility for enrolling in a class that was clearly his own choice. We need to look at how these students get into these classes in the first place and cannot bend to parent or student request.

Patrice Fisher (parent member) – We might consider the need for students to be better counseled before selecting classes. Students need a better understanding of what they are getting into. We have to deal with what we have going on in the moment and fix what we have now, yet focus on the “front end” of the issue. She also expressed concern about the students that might want to move up, that we can't just have a one-way policy.

Rosalind Wolf (parent member) – She suggested that other schools must have similar problems, that we might look into how they handle their appeals. Also, there must be kids that are not complaining yet are failing. She does not see the wisdom of sending this issue back to Policy Committee since they created the policy. Furthermore, a member of the Policy Committee should not be on the Appeals Committee. If this goes back to Policy Committee, the Board should recommend extending the deadline.

⇒ **Board rejected a motion (made by R. Wolf, seconded by D. Held) to require the Policy Committee to extend the deadline of changing classes and have Dr.**

Martinez override the Appeals Committee decisions for the students of the parents who are requesting a class change. (YES - Wolf, Held; NO - Chambers, Fisher, Ngo, Red Clay)

Ann Davenport (Assistant Principal and Head Counselor) – The master schedule will be affected greatly (if there are a lot of appeals). Classes are assigned based on the number of students who sign up for a particular course. Once the master schedule is created, there is no guarantee that space or that a teacher is available. Some classes could risk being closed due if students drop. Often there are not enough teachers available to open additional classes.

Genevieve Fox (student member) – Leadership can create a document giving students feedback concerning Honors and AP classes highlighting the rigor/requirements of the classes.

Ms. Onoye said that this was supposed to have been done so that students could make an informed decision. The Policy Committee is not responsible for the administration of the policy.

Minh Ha Ngo (teacher member) – remarked that the Board cannot take up every issue that people disagree on, especially if it has been vetted in committee with due diligence. Ultimately, the Board adopted the Change of Class policy as recommended by the Policy Committee. If we would like to change the policy, we need to propose what those changes are and the impact of such changes. The Policy Committee should then review and amend the policy as needed. Any changes needs to include how to inform parents and students about the rigor of a course, policy regarding timely feedback from teachers, and solutions to reverse any negative impact on the master schedule.

⇒ **Board recommends that Dr. Martinez draft a proposal to amend the Change of Class policy for consideration at the next Policy Committee. The committee's recommendation will be brought to the Board at a later date.**

III. ORGANIZATION REPORTS

A. *Student Report – Genevieve Fox*

1. No metal or wood shop classes are offered at Pali. It was brought up at Student Senate. A lot of students showed interest in taking vocational courses.
2. Students are trying to meet with Mrs. Atlas to have the bathrooms in the A building open during lunch. More bathrooms need to be opened up on campus.

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

1. *Drama Festival* - Dr. Martinez acknowledged the 1800 students from 62 schools that participated in this year's Drama Festival held at PCHS thanking Monica Iannessa and Vicky Frances for organizing along with assistance from our

Ambassadors, Community Service Red Shirts and Booster Club. We are ready to prepare for the next event, in ten years!

2. *Honors Program* - Math and Science have turned in their information to Dr. Martinez. All parents will be required to sign the policy, counselors collect them. Dr. Martinez proposes a meeting with all AP families. Ann Davenport says some teachers have spring meetings for AP parents to go over information.
3. *Committee Openings* - Operations and Facilities information is not available. Human Resources has a parent seat open, Educational Programming and Communications has a teacher and a classified staff seat open, and Assessment and Accountability has 2 teacher seats open.
4. *AP Contract* - Dr. Martinez shared the current AP contract that students and parents sign to enroll the student in an AP course.

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

1. *New Xerox Machines* - Machines have been ordered and should arrive by November 15th. Dr. Moran will schedule training for new copiers when they arrive. Concerns about scheduling when the old ones would be replaced and training in time for teachers to use new machines. Maybe we can overlap so that the school will have access to a Xerox machine while training is going on.
2. *Baseball Field Lights* - Dick Held reported that when the dollars were (finally) raised that an inspection fee was also raised to \$10,000 – they were short \$53,000! However currently the money has been raised. Marlene Cantor's office is assisting with the project. Pali is holding \$200,000 for this project.
3. *Lockers* - Repairs are being estimated. New lockers have a repair program in place, charges would be on an hourly basis. Some students are sharing lockers for convenience, to be closer to classes. Dr. Martinez pointed out that students should not be sharing lockers for safety reasons. Student Senate is polling classes for more information on this.
4. *LAUSD Internal and External Procedures*- Some success in getting some monies back. More charges are being questioned that could result in financial benefit to Pali.
5. *New LAUSD Charter Director* - Andy Johnson was appointed the new charter director for LAUSD.

D. *Technology – Dan Warren*

The LAN Network Upgrade Phase 2 Project is substantially complete, and currently \$5000 under the budget. The installation of the network switch for E203 is costed, but deferred. The installation of drops in the Health Ed Room in the Gym will follow

conduit and cables being run to that room. The closeout items for Datalink, DNG, and Starman electrician will be determined and performed.

- E. *Assessment and Accountability – Dr. Mary Moran*
The Mastery Manager scanner is temporarily being stored in the Social Studies Department office. We are waiting for the demographic information to be loaded before departments can use the system. The committee is pursuing the hire of a Data Analyst position that was approved last year.

IV. DISCUSSION ITEMS:

- A. *Update From Executive Director Search Committee - Dr. Martinez*
The four candidates met with faculty and staff on October 25th. They will meet with parents and community members on November 7th.
- B. *Update From Nominating Committee - Margaret Evans*
Parents elected to the Board are Patrice Fisher and Rosalind Wolf. Community members and teacher member will be elected by November 15th. Candidates for the community member seats will speak at a forum on November 7th. We will use the telephone calling system to remind parents this week. The new Board will be seated at the November 29th meeting.
- ⇒ **R. Wolf, P. Fisher, J. Suhr, and Gretchen Miller will form a task force to “train” new board members at an Orientation.**
- C. *Update On Restructuring Of Governance - Mary Red Clay*
Faculty has voted to remain a 501c3. The list of proposed changes to governance is being reviewed by our lawyers to determine which can be accomplished. We do not want teachers to vote on changes that cannot be made because of legal issues.
- D. *Progress On Website - Dan Warren*
Mr. Warren has contacted Educational Networks about changes to improve the website. Some of the changes require programming and would, if possible, take longer. At the very least, we want faculty and staff to have email and website links. If Educational Networks cannot accommodate our needs, we may need to change providers. Ms. Benke suggested that the former webmaster did a better job. Our new website allows more people to post without going through a webmaster. We need to train faculty and staff so that they are able to maintain their own pages.
- ⇒ **Dan Warren will set up a link to teachers and their e-mail.**
⇒ **Dan Warren will set up for training for those who want to post on the website.**

E. *Review Course Drop Policy And Appeal Process*
See above.

F. *Remuneration for Classified Staff Members Attending Committee Meetings - Gay Chambers*

Currently teachers are given a stipend of no more than \$50 a month to be a member of one of the Board's standing committees. Classified staff and administrators are not paid and would like the same consideration as a "me-too" option. Part of the problem is the fact that meetings are after the teacher work day, but classified staff and administrators are still on the clock. Would it be double-dipping? What about meetings that last beyond their work day? Perhaps it could be a stipend?

⇒ **Dr. Martinez checking with lawyers re: classified remuneration because it is a negotiable term of the contract.**

⇒ **Greg Wood is looking into financial impact of the classified remuneration.**

G. *Next meeting – Tuesday November 15, 2005 from 6:00 to 9:00 pm.*

V. ACTION ITEMS:

A. *Timeline For Athletic Director Position Opening*

We need to determine when the Athletic Director's position is open and begin advertising for prospective candidates.

⇒ **Leo Castro's resignation will be accepted as of June 2006.**

VI. ADJOURNMENT

Open session ended at 6:30 p.m. Board entered closed session.

VII. OPEN SESSION (resumed at 7:15 pm)

P. Fisher will follow-up with the incident involving K. Hall.