

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS**
Minutes of September 20, 2005 Meeting

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 (late)
Minh Ha Ngo
Mary Red Clay
Jim Suhr
Rosalind Wolf (late)

Members Absent:

Tina Lee

Ex-Officio Members Present:

Greg Wood
Gloria Martinez
Genevieve Fox

C. *Approval of Minutes*

Minutes from August 30, 2005 Board Meeting were approved.

5 yes (Butler, Chambers, Ngo, Red Clay, Suhr), 1 no (Wolf), 1 abstention (Fisher)

II. PUBLIC SPEAKERS

A. *Leo Castro, Athletic Director (AD)*

L. Castro recently submitted a resignation letter. He stated the primary reason for his resignation was the dissatisfaction of the school's administration's treatment towards the athletic department. L. Castro identified several needs of the athletic department:

(1) AD position should be a full-time position, (2) clerical assistance for A.D. and (3) more trust between the athletic department and the administration.

B. *Brittany O'Neil, 12th grade student*

B. O'Neil informed Board of the establishment of the Disaster Relief Service Club for the Hurricane Katrina tragedy and the students' genuine and sincere desire to help the cause. Future plans to raise funds include solicitation of donations in each class, approaching the PTA for monies, and hosting fundraisers at the various school and community events like the Drama Festival and Taste of Brentwood. The club is also seeking teachers interested in helping. The club has a vision for all school organizations and clubs to collaborate and raise monies for the victims.

C. *Margaret Evans, Assistant Principal*

Mrs. Evans circulated an article about how sleeping patterns affect student's habits and performance. She recommended for the Board to consider starting school hours later in the morning.

⇒ **Board asked Mrs. Evans to prepare a formal proposal to be submitted to the Policy Committee for future consideration.**

III. ORGANIZATION REPORTS

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

1. Parent Letters were sent home.
2. PCHS will have early dismissals on scheduled Tuesdays (Per. 7 ends at 1:38 pm) so that the school can prepare for the WASC Accreditation visit.
3. Applications for the Executive Director position are being accepted until 9/30.
4. There are many openings for interested parents and/or community members to serve on the school's Board and various committees.
5. Pali will host the 64th Drama Festival on 10/29.
6. Current school enrollment is 2,752 students and the school's capacity is 2,760 students. A few students have withdrawn from PCHS because the Renaissance Academy finally opened.
7. The school has recently posted a Parent-Student-School Liaison position to be a liaison between the community and the school, coordinate the Academic Watch Program, Student Ambassadors and school tours, facilitate parent focus groups, and record/distribute Board communications. The position is part-time, 20 hrs./wk.

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

1. Michelle Echevarri was introduced as the new Cafeteria Manager. Echevarri brings years of experience working with Sodexo and other charter schools.
2. Several charges assessed by the LAUSD lacked justification and validation. Several charges have been or will be refunded by LAUSD. Refunded charges include \$16,000 for fees associated with police officer who was absent for 2 months, \$30,000 for a trailer program that has not existed in LAUSD for the last three years, and \$130,000 in deferred property tax revenues which were improperly reduced by LAUSD.
3. Two proposals will be presented to the Operations/Facilities Committee in regards to a leasing agreement for copiers. PCHS is anticipated to save monies by switching out the school's current copiers. After acquisition of new copiers, the suggestion to hire a clerk for xeroxing will be re-examined.
4. LAUSD has estimated the partitions in rooms J120 and J121 will take 2 months to install and cost approximately \$169,000. An outside vendor estimates the job will take 2 days and cost \$26,000.

C. *Student's Report – Genevieve Fox*

1. Students want the food vending machines reinstalled on campus. Mr. Wood stated that the school has been dissatisfied with the previous vendors because of delays in re-supplying the machines. The school is looking at new vendors who can provide better customer service.
2. Students need clarification on the new Out-of-Bounds lines. The policy has made it difficult for students to attend unplanned tutoring sessions with their teachers. Ann Davenport stated that the policy has always existed, but is now more strictly enforced. The policy is also stated in the Parent Handbook. The intent of the policy is to keep students in one area (namely on the first floor, inside quad area and not in front of the school or on the second floor). Students are able to visit teachers as long as the students have a pass. Mrs. Evans will further clarify the policy at student assemblies.
3. Students feel they should not be receive detention for being tardy to first and second period classes if the reason for their tardiness is out the student's control (ie: parents arrive late to school, carpools). Two teachers stated that they have seen a significant drop in tardiness after the policy was implemented.

⇒ **Board referred students' concerns about the vending machines to the Operations/Facilities Committee and suggested students see Mrs. Atlas for clarification of the Out-of-Bounds policy and Mrs. Evans for the tardy policy.**

D. *Parent's Report – Jim Suhr*

1. Mr. Suhr acknowledged the efforts of last year's intern, Sara Greenstein, for her efforts in organizing the Parent Advocacy Committee. The committee will be meet again when the new Parent-Student-School Liaison is hired.
2. An election will be held on Back to School night for new parent representatives for the Board.

IV. COMMITTEE REPORTS

A. *Finance and Budget - Greg Wood*

The committee is recommending the Board approve a non-routine budget request of \$49,368.36 by Dr. Perkins to purchase necessary Physiology textbooks and supplies. \$20,000 of the cost is absorbed in the unallocated textbook fund already in the budget.

⇒ **Board approved the amount of approximately \$47,000 as recommended by the Budget and Finance Committee.**

B. *Policy Committee – Cheryl Onoye*

1. Committee is awaiting feedback from the legal counsel in regards to staff/faculty bring dogs onto campus.
2. Committee is investigating whether to make the post-graduate form a part of the requirements in order for students to participate in the graduation ceremony. The

data collected from the forms will be used for statistical purposes only. The committee will discuss this issue at the special meeting on Wednesday, 9/21. The committee may ask the Board to agendaize this item for the next meeting so that students can be informed of any development in the next senior letter.

3. Future items under consideration from the committee include teacher room assignment, senior final exam schedule and graduation date, teacher of records for team sports, last day to submit grades, and alternative scheduling for school.
4. The committee is looking for a parent and/or community, classified staff and teacher representatives to serve on the committee. The committee meets every second Wednesday of each month.

C. *Assessment and Accountability – Mary Moran*

1. The committee has one teacher and one parent representative opening.
2. The committee is looking for space to place a 12 x 24 inch scanner for Mastery Manager. It was suggested for the committee to consider the faculty center.
3. The committee is looking into how to make school data more friendly and easier to access.
4. The next Assessment and Accountability meeting scheduled for 9/21 at 3:15 pm in the library.

D. *Operations and Facilities – Greg Wood*

1. Parent involvement in the committee is highly encouraged.
2. The committee is currently looking at proposals for copiers, classroom partitions, lockers and vendor machines.
3. The school is awaiting the arrival of an elevator and desks.
4. The committee meets every fourth Wednesday of each month in the library.

E. *Communications – Margaret Evans*

1. The parent handbooks were given to students in their 2nd period class last week.
2. At the previous Faculty Student Senate meeting, the Communications Committee requested the bylaws for every committee, including the Board of Director's, so that the information can be made available for any faculty interested in joining a committee.
3. The committee has received positive feedback from teachers and parents regarding the use of Tele-Parent. Teachers have seen a reduction in student tardiness and parents liked to receive positive messages about their children. The committee recommends for the Board to fund the full implementation of the system for the remainder of the school year.
4. Committee meets 2nd Thursday of each month. Next meeting tentatively scheduled for 10/2.

⇒ **The Board suggested for committee to survey each teacher of their intent to use Tele-Parent given no network problems. The feedback from the surveys can then be used as indication of teachers' interest in the system. The committee can make their proposal with teacher interest and costs at the next Board meeting for action.**

F. *Education Program – Mary Moran*

1. The Summer Bridge Program was successful.
2. A Vocational Education Task Force was formed at the end of year.
3. If enough juniors and seniors qualify, Santa Monica College is offering an English class on campus.
4. Committee has one parent and one student opening.
5. Committee meets on 1st Wednesday of each month. Next committee meeting scheduled for 10/5 at 3:15 pm in the library.

G. *Technology Sub-committee – Dan Warren, Technology Coordinator*

1. Phase 2 of the network upgrade has been delayed and is expected to be completed in 2 weeks. The delay was due to untimely delivery of materials and the interdependencies of technicians, network switches and data cables. The project is under budget. Entire school should be fully operated in respect to internet with completion of 2nd phase (except H.Ed room).
2. Committee is looking into formalize the requisition/work order system. The formalized process may include standardized forms and manuals, and a feedback component to better provide point of service.

⇒ **The Board asked Mr. Warren to identify 1-2 hours a day during school hours to address specific teacher technology requests.**

⇒ **The Board requested that Dr. Martinez compile and post all openings for each committee to solicit parent/community participation.**

V. **INFORMATION ITEMS**

A. *Update Concerning Honors Classes*

Dr. Martinez researched the school's policies and found that each department has its own policy for the criteria used to determine student eligibility in honors classes. The school's policies are consistent with LAUSD's requirements.

Parents were concerned with the recent reduction in the number of 10th grade honors English classes from 11 classes last year to 4 classes this year. The reduction is seen as being inconsistent with the school's reputation as a college preparatory institution. The number of 10th grade English honors classes (4) also seemed to be inconsistent with the number of honors (4) and AP (7) social science classes typically taken by sophomores. Parents are also concerned with how the English honors policies were changed without notification and parent input. Parent speakers included Lorie Kraus, Eileen Savage, and Carolin Herrmann.

The English department used a 12-point system to determine student eligibility for 10th grade Honors English. Students needed at least 8 points to be recommended for the honors English class. A plan for students in regular English classes to earn honors credit

within those classes was described. Previously, 50% of the 9th graders were being recommended for honors classes without a consistent analysis of qualifications. Now the same standard is used to evaluate all 9th graders regardless of which teacher they had. Since the start of school, the English teachers have seen a positive difference in students' attitude and behaviors in class. After personally observing these English classes (all of them!), Ms. Fisher was impressed by the consistency and caliber of the teaching. Parents were invited and encouraged to attend Ms. Red Clay's 5th period class or view the film of the class.

Suggestions were made to increase communication between the academic departments and parents, improving outreach efforts (ie: AVID, 8th graders) and having an inclusiveness standard to reinforce the school's image as being a college preparatory institution and raise the curriculum. Other suggestions were made for the new honors programs to be evaluated by the Assessment and Accountability Committee by the end of first semester. This, though, was not feasible given the committee's prior commitments to WASC accreditation and Mastery Manager implementation. Moreover, changes in any program/curriculum will be extremely difficult to implement mid-year. The criteria and measurements for evaluation need to be articulated first.

- ⇒ **Dr. Martinez will collect honors policies in writing from all departments.**
- ⇒ **Parents and students will be informed of how to qualify for honors in each department.**
- ⇒ **The English Dept. will form a Task Force (including parents) to develop an evaluation of the 10th grade honors policy. It must include the number of students enrolled in honors English or pursuing honors credit.**

B. *Update on Executive Director Search – Jim Suhr*

The Executive Director position will be listed open until September 30th. The committee has received 21 submissions. There is an ad hoc committee of 6 members to review applications. They have already eliminated a few weak candidates. The committee will present the finalized list of qualified candidates to school staff, parents, and students in early October.

C. *Update on Student Information Systems (SIS) Selection – Minh Ha Ngo*

The Task Force met and decided on the criteria to rate the 2 systems, PowerSchool and ISIS. The committee has scheduled presentations by both vendors and plans to visit schools with at least 1500 students who are already using each system.

D. *Update on Restructuring Board/Governance – Bud Kling*

The committee with student, parent, community and faculty representatives held its first meeting today. Elections will be held in October to vote on any proposals for any revisions in the composition of the board and election procedures. The committee will attempt to formulate 3 or 4 viable alternatives to the Board's present structure. The committee is also reviewing the merits of the school keeping its non-profit status. The next committee meeting is scheduled for Thursday, 9/22.

VI. ACTION ITEMS

- A. *Principal to Execute Legal Services – Dr. Gloria Martinez*
Legal counsel has recommended hiring an impartial legal agency to sit on the Expulsion Board for an upcoming hearing to avoid conflict of interest. The school's retained legal agency will be representing the school in the hearing. Fees associated with hiring additional legal services are estimated to range from \$120 - \$200 per hour.

⇒ **Board unanimously approved a motion to authorize Dr. Martinez to execute legal services agreement for conflict counsel in student discipline matter.**

VII. FUTURE MEETINGS in OCTOBER

- A. *Wednesday, 10/5/05, 3 pm – 6 pm*
Note the change in date and time since there is no school on October 4th.
- B. *Tuesday, 10/18/05, 6 pm – 9 pm*

VIII. ADJOURNMENT

Open session ended at 8:52 pm. Board enters closed session.

IV. OPEN SESSION (resumed at 10:15 pm)

- A. *Report Of Action Taken In Closed Session*
1. The Board accepted the resignations of employees #702435 and #759040.
 2. The resignation of the Athletic Director was not accepted.
- B. *AP Readiness Program*
The Board approved payment of \$5500 for PCHS participation in the Los Angeles Basin Initiative AP Readiness Program at UCLA.