

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS**
Minutes of March 21, 2006 Meeting

OPEN SESSION

I. WELCOME

- A. *Call to order – Minh Ha Ngo*
- B. *Roll call – Minh Ha Ngo*

Members Present:

Ann Davenport	Minh Ha Ngo
Patrice Fisher	Mary Red Clay
Victoria Francis	Rene Rodman
Dick Held	Jim Suhr
Bud Kling	Rosalind Wolf
Gretchen Miller	

Ex-Officio Members Present:

Gloria Martinez
Greg Wood
Genevieve Fox

- C. *Approval of Minutes*
Minutes from February 21, 2006 were approved unanimously by those present at the time (Suhr, Held, Fisher, Rodman, Ngo, Miller, Red Clay, and Francis). See final version of approved minutes on palihigh.org website.

II. PUBLIC SPEAKERS:

- A. *Diego Flores and Tatiana Alvarez (Students):*
Students commended the College Center for all the work they do on behalf of students.
- B. *Elane Roepke (Student):*
Students are concerned about the conditions of the boys' restrooms. There are broken mirrors, a missing toilet, and insufficient supply of toilet paper and paper towels. Board discussions included suggestions to restock during the day, hire a part-time custodian to maintain student bathrooms or assign present staff, bathroom monitors, and student involvement to deter vandalism and assist with keeping bathrooms clean.
⇒ **Board will ask Operations and Facilities Committee and Custodial Staff to address the matter. Students will also form a committee to assist in finding a solution to the issues concerning student bathroom conditions.**

(Discussion Item moved to beginning of agenda)

A. UPDATE ON TRACK PROJECT

Mr. Bob Jeffers provided an update on the artificial track project. Fundraising is under way. Mr. Mike Skinner donated \$10,000 for architectural designs for new track. Mrs. Deb Held of AYSO has donated funds for the soft costs for the next phase. The estimated cost of the project is \$1,279,380 (includes a 10% contingency and no LAUSD charges). The project cost is offset by the savings in water costs, maintenance, and renting possibilities. There is a prospective donation of \$250,000. Naming rights and loan conditions (percent money raised vs. percent of loan) must be decided on before June. The proposed timeline is to begin construction the day after graduation with an anticipated opening in September. There will be another update at April or May board meeting.

(Action Item moved to beginning of agenda)

F. DISCUSSION AND POSSIBLE ACTION ON COLLEGE CENTER PROPOSAL FOR A PART-TIME COUNSELOR TO ASSIST IN TRANSITION IN 06-07

(see proposals attached)

The College Center proposes that PCHS hire a full-time College Counselor and retain the services of the current College Counselor, who would like to retire, on a part-time basis to maintain continuity and to ease the increasing work load of the College Center. They also request \$10,328.20 of extra funding this year for additional hours of work during AP Testing, senior awards program, and college planning meetings in the summer. Moreover, they are submitting a budget request of \$8327.60 for the '06-'07 school year. Parents submitted a signed petition in support of the College Center proposals.

⇒ **Recognizing all the services the College Center offers, the increase in number of students served, and the need for additional hours, the Board unanimously approved the extra funding of \$10,328.20 for this school year. The College Center budget for the '06-'07 school year will be vetted when it goes through the budget process along with the rest of the school's requests. The proposal specific to Ms. Scibetta's retirement is tabled until the closed session later in the evening.**

III. ACTION ITEMS

A. DISCUSSION AND POSSIBLE ACTION ON WHETHER TO AUTHORIZE AUCTION OF PROGRAM ADJUSTMENTS FOR FUNDRAISER

Public speakers and Parents Maude MacGillivray and Mary Lipschultz urged the Board to authorize the auction of program adjustments for the Booster Club fundraiser. Last year they were able to raise \$20000 on that item alone. All of

the monies raised go back to the school. The Board had already approved the raffle of program adjustments at Casino Night. Some members were concerned about the equity with students being able to purchase the chance to select their teachers. A compromise was suggested to auction 7 and give 7 program adjustments in a free lottery (to be determined by the school as to who and how). The option of all students selecting their teachers (“run for classes”) was not supported.

⇒ **The Board approved the auction of 7 program adjustments at the Booster Club Silent Auction. The school will also give 7 free program adjustments. (All in favor except 1 NO-Red Clay and 1 Abstention-Wolf).**

B. DISCUSSION AND POSSIBLE ACTION ON WHETHER TO ADOPT REVISED HUMAN RESOURCES HIRING PROCEDURES RECOMMENDATION

(See attached procedures, recommendations and forms)

Members of the Board provided feedback and suggestions. Revisions include the fact that a member of HR does not have to be on each hiring committee, all new positions, except for Board-hired positions, must/will have prior approval of the HR Committee, the suggestion to include date for each signature on forms, the request for clarification of Health Benefits Information Packet and Health Information Packet, the suggestion to replace all names with position title, and forms/checklist must be complete before an employee can begin employment. The HR Committee will review suggestions.

⇒ **The Board approved the HR recommendations as revised (All in favor except 1 Abstention -Red Clay).**

C. DISCUSSION AND ACTION ON WHETHER TO APPROVE FINANCIAL SUPPORT FOR SPECIAL EDUCATION JPA

The Special Education Joint Powers of Authority now requests that we make a financial commitment of \$9000. This would be the fee through 06-07. Any future costs are to be determined. The contribution will help fund compensation for a full-time regional director, start-up fees for audit development and initiation, JPA legal consultation, and initial training expenses. Every school in the JPA has already committed.

⇒ **The Board unanimously approved financial support for the Special Education JPA for up to \$9000.**

D. DISCUSSION AND POSSIBLE ACTION DECISION TO HIRE DESIGN AQUATICS FOR POOL

Maggie Nance and Jim Bailey provided an update on the pool project. An architect/designer, Aquatic Design Group, has been chosen for the pool project. The estimated cost of the project is \$2.4 million. Rose Gilbert has already given

the first third of her donation. The project must be completed within 4 years. The committee requests that the Board authorize Charlotte Atlas, Greg Wood, and Gloria Martinez to sign checks (2 out of 3) on recommendations of the committee to facilitate matters.

⇒ **The Board unanimously approved the hire of Aquatic Design Group and authorizes C. Atlas, G. Wood, and G. Martinez to sign checks on the account to act on committee recommendations.**

E. ACTION TO ACCEPT THE USE OF WELLS FARGO AS AN AUTHORIZED BANK OF THE SCHOOL FOR POOL FUNDS

Rose Gilbert has requested that Wells Fargo Bank hold the monies for the pool project.

⇒ **The Board unanimously approved the use of Wells Fargo as an authorized bank of the school for pool funds.**

IV. DISCUSSION ITEMS

B. SUMMARY OF WASC ACCREDITATION VISIT

Dr. Martinez distributed a copy of the WASC Visiting Committee's Report. Schoolwide areas of strength were:

- commitment to the Focus on Learning process
- becoming a CA distinguished school and charter renewal
- inclusion of all stakeholders in decision-making process
- supportive relationship and shared vision among stakeholders
- success of AP program and percent of seniors accepted into colleges

Schoolwide critical areas for follow-up were:

- connecting the ESLRs to the standards and develop common indicators to measure or observe student attainment
- to investigate alternative instructional programs in core subjects with significant achievement gaps (English 9 and Algebra 1)
- to reduce the achievement gap among all students, especially out-of-area transfers
- to address the high dropout rate of 9th graders
- to upgrade the school's facilities

C. UPDATE ON EXECUTIVE DIRECTOR SEARCH

Applications are coming in with solid candidates. The closing date is April 14th.

D. UPDATE ON RESTUCTURING OF GOVERNANCE

Recommendations and a survey from the Restructuring Committee were distributed to faculty and staff. Once results are compiled, we will need to deal with the information.

E. CONFIRMATION OF NEXT MEETING FOR APRIL 18TH FROM 6-9 PM

V. ORGANIZATION REPORTS

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

(see CBO report attached)

- Attendance & ADA
- P2 Financial Report to the State
- PCHS Pool Fund
- PCHS Baseball Lights Project
- Measure R
- STRS/PERS Retirement Update
- Form 700 Compliance

The Assistant Principals' request that their STRS reports be corrected before the 3-year deadline for review of misreported accounts. Even though Greg Wood has been working on this with LACOE, the reports are still inaccurate. Because it is not a problem with the school's reporting, we will request that the deadline be removed. LACOE has stated that STRS report should be correct by next board meeting.

D. *STANDING COMMITTEE REPORTS*

1. ASSESSMENT AND ACCOUNTABILITY

See agenda/minutes.

2. COMMUNICATIONS

None submitted.

The school is currently at maximum enrollment for next year. Any student who submits an application at this point, whether local or not, will be placed on the waiting list.

3. EDUCATIONAL PROGRAMMING

See agenda/minutes.

4. FINANCE AND BUDGET

See agenda/minutes.

5. HUMAN RESOURCES

None submitted.

6. OPERATIONS AND FACILITIES

None submitted.

7. POLICY

See agenda/minutes.

8. FACILITIES PLANNING TASK FORCE

See agenda/minutes.

A questionnaire has been distributed to school staff. The task force is investigating options to get questionnaires to students and parents.

VI. ADJOURNMENT

Open session ended at 7:05 pm. Board entered closed session.

VII. OPEN SESSION (report out from closed session)

A. *College Counselor Retirement Request*

⇒ **The Board approved Mrs. Scibetta' s proposal to retire and work half-time next year in the College Center to help a new College Counselor transition. This position is for 1 year only and will be re-evaluated next year to see if there is still a need. If there is a need, the position of half-time college counselor will then be re-evaluated.**

(All in favor except two NO (Davenport and Red Clay) and one abstention (Kling))

B. *Public Employment - Title: Assistant Principals' Employment Contract*

⇒ **The Board Compensation Committee (Francis, Red Clay, Rodman, and Suhr) will also address the Assistant Principals' Employment Contract in the absence of an Executive Director.**

COLLEGE CENTER
Aileen Scibetta March 2006

TO: PALISADES CHARTER HIGH SCHOOL
Human Resources Committee
Budget Committee
Board of Directors

RETIREMENT PROPOSAL

I am considering retiring from my position as full time College Counselor at the end of this year. My decision is contingent upon reaching an agreement with Palisades Charter High School whereby I will continue to work in the College Center on a half-time basis, along with a newly hired full-time counselor. I believe this would be beneficial to all parties involved, and especially to our students. I therefore propose that these committees and/or the board approve my request for half-time employment following retirement in June 2006. This arrangement has been successfully implemented at Palisades with other retired teachers.

Our school prides itself on being a strong academic institution and presents itself to the Los Angeles community as a college preparatory high school. Every year, half of our graduates enroll directly into four-year colleges, and of remaining graduates most enroll in community colleges. Providing comprehensive college counseling services has contributed in a substantial way to this success, and should continue to be a high priority at Palisades.

CURRENT STATUS OF COLLEGE CENTER SERVICES:

During my nine years as College Counselor

- Enrollment has increased from approximately **2,100** to almost **2,700**
- The number of seniors applying to private four year colleges has **doubled**,
as have UC and CSU applications
- AP tests administered in 1997: **588** (395 students/12 subjects)
AP tests to be administered in 2006: almost **1,300** (705 students/21 subjects)
- PSAT tests administered in 1998: **267**
PSAT tests administered in Fall '05: **823**

When I assumed responsibility for the College Center there were no systems or programs in place, and the services offered were minimal. I immediately sought to increase staffing and enlisted the help of volunteers. We have

opened the College Center to all students, have made a wide range of opportunities available to them, have reached out to students who may otherwise have slipped under the radar, and have devoted significant time to identifying and advising underrepresented students. We have become one of the best College Centers in the public system. As a result of these efforts, we have generated more work than we can accomplish with our present staffing.

- 2 -

It has become increasingly evident that a school like Palisades requires more than one College Counselor. There is simply more to be done than one person in the position can reasonably accomplish. Even with two part-time assistants -- who work tirelessly, and put in many unpaid hours -- we are always stretched to the maximum. For several years, in addition to parent volunteers, I have filled in gaps with volunteer independent educational consultants who give generously of their time and expertise to our students. Easily half of the "man hours" (although we are all women!) provided by the College Center to the Palisades student body are secured on a volunteer basis. Palisades High, as an institution, has become accustomed to providing a high level of services to its students and their families based upon this volunteer effort.

TRANSITION:

The advantages to hiring a full-time counselor and having me remain on the job part-time are many:

-- I have established strong working relationships with our volunteer educational consultants, and by remaining on staff I hope to be able to ensure that these professionals will continue to donate their time and talent to Pali High.

-- I would be available to train the new counselor and advise him/her on many aspects of the job that are unique to Palisades. Our school is quite unlike most large public schools in several respects, all of which significantly affect college counseling. Helene Kunkel and Ruth Grubb do not feel it is their responsibility to train a new counselor.

-- The programs now in place could be maintained without disruption. This is important; it has taken many years to get where we are -- to fall back would constitute a great disservice to our students.

-- The new College Counselor will most likely be overwhelmed by the volume of recommendation letters he/she will be required to prepare. This number has

increased continually over the past nine years, and most significantly in the last

two or three, as more and more seniors apply to more and more colleges. I now spend a minimum of **400** hours (**60-plus** working days) writing letters in November and December. During this time, I am virtually unable to perform other College Center tasks. To do a good job with letter writing, the new counselor will have to be well supported. An effective counselor recommendation is a critical factor in college admissions, most particularly for first generation and low-income students, and certainly for those applying to highly selective institutions.

-- The AP program in particular is a daunting task for anyone who has not done it before. It is a tediously detailed undertaking, and many things can go wrong. It is critical that next year's testing goes smoothly, and that security measures are maintained so that we avoid the risk of test score invalidation, as occurred the year before I became AP Coordinator.

- 3 -

-- The WASC committee expressed concern about our high dropout rate after ninth grade. There is a great need for advisement to be given to our younger students, but with present staffing it is impossible for the College Center to devote adequate time to ninth and tenth graders. Having a part-time College Counselor would allow us to make classroom presentations to these grade levels.

COLLEGE COUNSELING DUTIES AT OTHER PUBLIC HIGH SCHOOLS:

Most College Counselors do not have the additional responsibility of both AP and PSAT administration, as well as Junior Awards, Senior Awards, etc. – all of which are handled through our office. My colleagues at other area high schools all write significantly fewer letters of recommendation than I do; in general they prepare in the range of **50 to 75** per year. I routinely write over **175** letters every year. At Hamilton High last month, a parent group raised funds and hired an additional College Counselor. We are consistently told at conferences that our College Center is known to be excellent by other school counselors, and we often hear from parents whose children attend other high schools that the college center at their school offers nowhere near the level of service that we do.

I sincerely hope that the Board of Directors will approve this proposal, making it possible for me and my outstanding colleagues to continue guiding and supporting the students of Palisades Charter High School to go on to higher education. As I approach retirement, it is very important to me that the programs I have worked so hard to develop are allowed to continue without

disruption. When all is said and done, most of our students' futures are affected by what we do, some of our students' futures are changed by what we do, but all of our students' futures are central to what we do. Your approval of this proposal will enable us to continue making a difference in many students' lives.

COLLEGE CENTER
PROPOSAL TO BOARD OF DIRECTORS
March, 2006

From: College Center Staff – Aileen Scibetta, Helene Kunkel, Ruth Grubb

We are appealing to the Palisades Charter HS Board of Directors for its support in implementing some long overdue changes and solid improvements in the College Center. We consider these matters to be extremely important to Palisades and crucial to the continued success of the many programs we have established over the past nine years. **Most importantly, all of our students will benefit significantly from what is presented here, and we believe strongly that our responsibility is to every member of the student body.**

Attached is Aileen Scibetta's proposal for retirement as full-time College Counselor, which includes her request to continue working in the College Center on a half-time basis, along with a newly hired full-time College Counselor. Also attached is a request for funding to be allocated to compensate Helene Kunkel and Ruth Grubb for the many additional hours they work on specific projects each year without pay.

Mrs. Scibetta presented her retirement proposal to the Human Resources Committee on March 13th.

Her request was denied. Last summer, that Committee also turned down our request for funding to pay College Center staff to counsel upcoming seniors over the summer. We cannot afford to be blocked from offering this service to our students again this summer. We hope that you will appreciate the very real need that is the foundation of our requests.

Hiring a full time College Counselor and having Mrs. Scibetta remain on the job half-time will result in extended hours for the College Center. Due to our long hours and extra commitments,

our office usually opens later than others. We must remain open during nutrition and lunch, and we work many evenings and weekends. We take no lunch or nutrition breaks during the day. The UTLA contract specifies that counselors may adjust their schedules to meet the demands of the job.

The College Center has long needed at least two full time College Counselors to meet the demands of over 500 seniors every year (not to mention serving the remainder of the student body). Advising and writing letters of recommendation are enormously time-consuming jobs, yet the responsibilities of the position go far beyond just those duties. For many years now, Palisades has benefited from the broad array of services provided by staff members on what amounts to a volunteer basis. We have developed and implemented an amazing and successful volunteer program that includes parents as well as *professional education consultants* who provide well over 100 hours of service per week. NO other public high school in Los Angeles offers such a program. Still, many matters handled in the College Center cannot be done by volunteers and may be handled by school employees only. In fact, just the programs we are required to administer cannot be completed within the hours the staff is paid to work.

ALL WORK IN THE COLLEGE CENTER IS EXTREMELY LABOR INTENSIVE

-- This year, Mrs. Scibetta prepared 181 individual recommendation letters. Between October 3 and December 16, she spent close to 400 hours writing, often working 12 to 14 hour days. During this time Mrs. Kunkel and Mrs. Grubb manage the office, as she is completely taken up with her task. Students continue to request recommendation letters after winter break. *NOTE: The average public school college counselor in LAUSD writes 50 to 75 letters, as most public high schools have far fewer students applying to private colleges than we do.*

-- By December 16, we had processed well over 1000 pieces of mail, each including a minimum of five enclosures and requiring a lengthy visit to the post office to be sent with a certificate of mailing.

-- In early February, we mailed Midyear Grades for every applicant to every college, another labor-intensive task (well over 150 hours, with four people working).

-- Palisades is a college prep institution. Approximately 50% of our seniors enroll directly in 4-year institutions, and 40 to 45% enroll in community colleges. *Although community college is appropriate for many, it is also a decision fraught with peril for lower income, first generation college students. Many studies indicate that the chances of receiving a bachelor's degree are sharply diminished by enrollment in community college. Direct enrollment into a 4-year college leads to a substantial increase in the likelihood that "at risk" students will complete college, and such students are often best served by small, private institutions rather than large, public ones. **The counseling process for such students is very time-intensive, requiring the building of trusting relationships with students and admissions officers.***

-- This year Mrs. Kunkel and Mrs. Grubb plan to repeat their Spring Break day trips, chaperoning small groups of students, primarily African American and Hispanic, on college visits. Last year, they visited UC Irvine, Cal State Fullerton, Chapman, UC Riverside, Redlands, Claremont McKenna, UCSB and Cal State Channel Islands, and plan to add other schools this year, including CSU San Bernardino, CSU Northridge,

Marymount and CSU Long Beach. They have not been paid for this in the past and do not ask to be compensated for these outings.

-- We have already begun preparations for the 1,300 AP exams we will administer in May (a 20% increase over last year; over a 200% increase from our first year). Our '05-'06 request for additional hours for Mrs. Kunkel and Mrs. Grubb for AP testing was turned down. During AP testing, College Center staff will work at least 50 hours per week. Our AP program should not depend upon volunteer hours for successful administration. *As of March 15, Mrs. Kunkel had already worked the 80 hours she will be paid for this month, and has worked unpaid since that time. Mrs. Grubb is in a similar position.* April will require even more hours, as we juggle running AP exams, meeting with juniors, guiding seniors through college enrollment, and preparing for Senior Awards. We request that Mrs. Kunkel and Mrs. Grubb be compensated for all hours worked for the remainder of this school year.

Otherwise, the College Center will have to be closed to students on a regular basis as we approach the AP testing weeks.

BUDGET ISSUES

The College Center functions extremely well, which may create the false impression that it is adequately funded. Mrs. Kunkel and Mrs. Grubb were at one time "Palisades parents." During those years, they always worked many hours unpaid (as Mrs. Scibetta did and continues to do), and considered it volunteer service. Mrs. Kunkel, paid for 20 hours per week, generally spends 30 hours or more on the job. Mrs. Grubb, paid for 30 hours per week, generally spends 40 hours or more on the job. No longer parents of active Palisades students, they expect to be paid for the work they do. Neither Mrs. Kunkel nor Mrs. Grubb has an employment contract or a job description that outline duties or hours. Together, the three of us have divided up the duties in the College Center.

Last June, we invited all rising seniors to schedule a summer appointment; we contacted many African-American and Hispanic students directly to ensure their enrollment in the proper courses for senior year and to check that their college search

was underway. After scheduling about 100 appointments, we had to cancel them when our summer budget request was declined, creating enormous problems in the fall. By late September, the College Center had a six-page waiting list of seniors needing appointments. It took two months to clear the backlog, with many seniors not being seen until late November. **With college application deadlines as early as November 30, meeting with seniors over the summer is critical, and our '06-'07 budget proposal again requests funding for this project.**

Not working during the summer also precluded having a College Fair in the fall. A college fair must be scheduled in the summer; September is too late. This event has always been one of the best in the city and is attended by students and families from all areas and all grades. It is particularly important for first generation students whose families do not have the means to make visits to distant campuses, as it presents a comfortable environment for these students to learn how to conduct a college search.

CONCLUSION

We invite each of you to visit the College Center at any time to become more familiar with the wide array of services we provide. We ask that Mrs. Scibetta's retirement proposal and our budget request be given careful consideration before decisions are made that will dramatically impact our students. We believe the best way to maintain our excellent programs and services is to retain Mrs. Scibetta as a half-time college counselor along with a newly hired full time one, and we sincerely hope that members of the Board are aware of the genuine need for this staffing. The manner in which our budget request was handled last year left us scrambling in the fall, and we cannot begin the '06-'07 year under the same circumstances.

Mrs. Scibetta's impending retirement will have a significant impact on the College Center; we must plan carefully for the transition period. We have spent nine years developing our programs and wish to see them continue uninterrupted. We believe that our proposals will ensure that the College Center can maintain and even expand the level of service it currently provides. We would like to continue working as a team and we hope that this Board shares our vision for the Palisades Charter HS College Center, which we proudly consider to be one of the best.

**COLLEGE CENTER BUDGET REQUEST – PERSONNEL
Spring '06 and School Year '06-'07**

Additional Hours for College Center Employees

During particularly busy “seasons” in the College Center (PSAT registration/testing, College Fair, processing college applications/recommendations, midyear grade reports, AP registration /testing, and Senior Awards), Helene Kunkel (paid 20 hrs/wk, 10 months/yr) and Ruth Grubb (paid 30 hrs/wk, 10 months/yr) work many additional hours to complete necessary tasks. Our budget request is:

Spring '06

Helene Kunkel

AP Testing*	80 hours
Senior Awards	<u>40</u>

hours

Total 120 hours

@ \$27.04 = \$3244.80

Ruth Grubb

AP Testing*	80 hours
Senior Awards	<u>40</u>

hours

Total: 120 hours

@ \$16.22 = \$1946.40

A. *TOTAL:* \$5,191.20

College Center Summer Hours:**

Helene Kunkel: College planning meetings 100 hours

at \$27.04 = \$2,704.00

Ruth Grubb: College planning meetings 100 hours

College Fair/College Visits 50 hours

Total: 150 hours

at \$16.22 = \$2,433.00

TOTAL: \$5,137.00

Request for Additional Hours – '06-'07 School Year:

Helene Kunkel: PSAT*	20
hours	

Senior appointments	40
---------------------	----

hours

AP Testing*	80 hours
Senior Awards	<u>60</u>

hours

Total: 200 hours

@ \$27.04 = \$5,408.00

hours	Ruth Grubb:	PSAT*	20
hours		Senior appointments	40
<u>hours</u>		AP Testing*	80 hours
		Senior Awards	<u>40</u>
		Total:	180 hours
	@ \$16.22 =		\$2,919.60

TOTAL: \$ 8,327.60

***Test fees generate a surplus in the student body fund which can be used to cover these hours.**

****In summer '04, Helene and Ruth worked as volunteers, scheduling one-on-one appointments with rising seniors, which resulted in a dramatic increase in the number of seniors who "hit the ground running" in September. These students had lists of colleges prepared, had scheduled their fall testing, and had resumes and college essays underway. Ruth also spent many hours that summer scheduling fall college visits.**

Palisades Charter High School

TO: Board of Directors
FROM: Human Resources Committee
SUBJECT: Revision of the Suggested Recommendations
DATE: February 17, 2006

Below are the revisions of the recommendations that were submitted at the last board meeting.

1. ~~A member of the Human Resources Committee should be on each hiring committee.~~ All *new* positions, except for Board hired position, should *must/will* have prior approval of the HR Committee.
2. The approved salary charts should be used to rate-in new employees and to determine salary increases unless the salary is written into the new employee's contract or MOU for at will employees.
3. Payroll personnel should not process pay for any new hire without a document from HR with pay rate listed.
4. There will be no retro active pay if a volunteer position becomes a paid position.
5. All school personnel and volunteers who work directly with students must have a clear Live Scan and TB test prior to employment or volunteer work at Palisades.
6. The attached ~~check list~~ *forms* should be completed and signed by the appropriate persons before a new hire is employed.

Palisades Charter High School Hiring Procedures

1. Human Resources Committee (or designee) publicizes *all* position(s) to be filled.
2. Interview Committee interviews qualified candidate(s). If teaching position, candidate must have a clear credential or be enrolled in a credentialing program.
3. Interview Committee selects best qualified candidate(s) to hire and administrator gives candidate(s) name and position to Carol Walters in the Main Office.
4. Administrator sends the candidate(s) to Carol Walters in the Main Office to receive Employment Application Packet and Employment Processing Procedure check list.
5. Employee returns completed Employment Application packet and all other pertinent documents to Carol Walters.
6. *(moved up on list)*
Main Office staff will ensure that the Processing Procedure check sheet is signed off and completed before applicant is permitted to work at Palisades Charter High School.
7. When all documents and clearances have been processed, new employee will be notified by telephone from Carol Walters or other Main Office staff when the employee can begin employment at Palisades Charter High School.

Palisades Charter High School

New Certificated Employee Processing Procedure

Name _____ Date _____

Contracts will be prepared only when all items have been submitted and approved.

General Employment Information (Carol Walters – Main Office)

____ Employment Application Packet: Please complete and return the following:

- ____ Staff Information Form
- ____ Application for Employment
- ____ W-4 Form
- ____ DE 4 Form
- ____ I-9 Employment Eligibility Verification and Required Documents
- ____ Personal Data
- ____ Emergency Contact
- ____ Worker's Comp Personal Physician Form
- ____ Child Abuse Acknowledgement Form
- ____ STRS Beneficiary Designation (MS 0002)
- Additional forms for substitutes: ____ Permissive Election and Acknowledgement
- ____ Acknowledgement of Receipt of Election Information

____ Fingerprint Clearance (Live Scan)

____ TB Clearance

____ Health Benefits Enrollment Form

Credential Verification Information/Salary Rate-in Information (Sophia Chock – Counseling Office)

____ Copy of Credential, Substitute Credential or University Credential Letter

____ Copy of most recent pay stub (if previous LAUSD employee)

____ Copy of Exam Results (CBEST, MSAT, PRAXIS, RICA, etc.)

____ Official University Transcripts

Payroll Information (Eleanor Rozell – Business Office)

____ Health Benefits Information Packet

____ STRS Information

____ Illness and Vacation days' information

____ Salary Schedule

New employee should receive the following information: ____ Health Information Packet

____ Code of Ethics ____ Salary Schedule ____ School Calendar

Date hired _____ Start date _____ Contract date _____

Approval Signatures:

Employment Information _____

Supervisor _____

Human Resources Coordinator _____

Payroll _____

Principal _____

Employee _____

Palisades Charter High School

New Classified Employee Processing Procedure

Name _____ Date _____

Contracts will be prepared only when all items have been submitted and approved.

General Employment Information (Carol Walters – Main Office)

- _____ Application for Employment
- _____ DE-4 (State Exemption)
- _____ Child Abuse Reporting Policy Acknowledgement & Agreement
- _____ Emergency Contact Form
- _____ I-9 Employment Eligibility Verification and Required Documents
- _____ Personal Data Form
- _____ PERS Member Action Request (AESD-1 form)
- _____ W-4 (Federal Exemption)
- _____ Worker's Comp Personal Physician Form
- _____ Fingerprint Clearance (Live Scan)
- _____ TB Clearance
- _____ Health Benefits Enrollment Form

Payroll Information (Eleanor Rozell – Business Office)

- _____ Health Benefits Information Packet
- _____ PERS Information
- _____ Illness and Vacation days' information
- _____ Salary Schedule
- _____ Copy of most recent pay stub

New employee should receive the following information: _____ Health Information Packet
_____ Code of Ethics _____ Salary Schedule _____ School Calendar

I received the documents listed above _____
Signature of Employee Date

Date hired _____ Start date _____ Contract date _____

Approval Signatures:
Employment Information _____
Supervisor _____

Human Resources Coordinator _____
Payroll _____

Principal _____
Employee _____

Palisades Charter High School

Volunteer Processing Procedure

Name _____

Date _____

Position _____

Office/Classroom _____

Supervisor _____

Administrator _____

The following information must be on file before the start of any volunteer service.

_____ Fingerprint Clearance (Live Scan)

_____ TB Clearance

_____ Child Abuse Reporting Policy Acknowledgement & Agreement

_____ Emergency Contact Information

The above clearances and forms must be submitted to Carol Walters, Administrative Assistant, in the Main Office.

**PALISADES CHARTER HIGH SCHOOL
Chief Business Officer's Report
Board of Director's Meeting
March 21, 2006**

Attendance & ADA

The enrollment and ADA at PCHS through February 2006 is as follows:

	<u>Current *</u>	<u>Prior Month</u>	<u>Prior Year</u>	<u>2005-6 Budget</u>
Enrollment	2,663.0	2,659.0	2,594.0	2,601.0
ADA	2,566.8	2,580.7	2,482.5	2,500.0
ADA %	96.4%		95.0%	

*-After 104 days of instruction

Since the beginning of the second semester, PCHS increased enrollment by a net of 4 from the enrollment decline (discussed in February report) seen at the start of the semester. The current enrollment of 2,663 is comprised of the following students by grade level: 9th- 777, 10th- 742, 11th- 589 & 12th- 555.

P2 Financial Report to the State

The Second Interim Financial Report for PCHS (reporting financial results and full-year projections as of January 31, 2006) was submitted to the State on March 3, 2006.

Based upon the current expenditure levels, ADA & funding levels it is estimated the PCHS will add approximately \$207,000 in the 2005-2006 School Year to the cumulative reserve balance brought forward of \$2,379,000 for an estimated reserve balance of \$2,586,000 to begin the 2006-2007 School Year. (See attached excel file for details of P2 Report). Further discussion at Board meeting

PCHS Pool Fund

PCHS received the first of 3 annual contributions (amounting to \$333,333) this month from Rose Gilbert towards the construction of a pool at PCHS. The funds have been set up in a restricted bank account with Wells Fargo. Approval is needed from the Board for approving the use of Wells Fargo as an approved bank of the school.

PCHS Baseball Lights Project

PCHS delivery checks totaling \$200,000 last week representing the commitment made to LAUSD for the funding of the Baseball lights project. LAUSD has set up the funding for this project and will start work in coordination with PCHS.

Measure R

An individual from the Charter Office at LAUSD initially conveyed that PCHS' application would not qualify for consideration for Measure R funding. When the matter was pressed and the rationale used by PCHS was discussed in detail, the Charter Office agreed to re-present the information to the approving committee for consideration.

STRS/PERS Retirement Update

We continue to engage LACOE for updates on the status of the STRS/PERS processing. We received information this week from LACOE that the PERS retirement processing has been greatly improved from our last conversation with them. All PERS retirement data and funds through the December 2005 payroll (paid January 10, 2006) have been processed by LACOE and sent to PERS. We have worked with the LACOE retirement personnel to identify procedural & communication issues that will streamline the issues that have existed in this reporting for all charter schools. The status of the STRS processing is still unresolved (November 2004 not submitted & April 2005-current not processed). Although given the same task as the PERS unit to give us an update on the STRS processing, the STRS unit at LACOE has not provided a response to date. Other measures that have been taken to resolve this issue include a school-wide petition signed and sent to the CDE, STRS among other organizations. Also, the Charter Schools Association (CCSA) was also notified during the charter conference and we are in discussion with them on a coordinated charter appeal effort, as this also impacts other charter schools.

Form 700 Compliance

Reminder: The Conflict of Interest Forms (Form 700) handed out at the last board meeting are due back to me to send to the State of California (by the end of the month). Please turn them in as soon as possible. If you should have any questions, please don't hesitate to contact me.