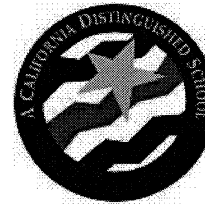




**Palisades Charter High School**  
 15777 Bowdoin St., Pacific Palisades, CA 90272  
 Tel: (310) 454-0611 Fax: (310) 454-6076  
[www.palihigh.org](http://www.palihigh.org)



**PALISADES CHARTER HIGH SCHOOL  
 BOARD OF DIRECTORS  
 Minutes of June 20, 2006 Meeting**

**OPEN SESSION**

**I. WELCOME**

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

Members Present:

Ann Davenport  
 Patrice Fisher  
 Victoria Francis  
 Dick Held  
 Bud Kling  
 Gretchen Miller

Ex-Officio Members Present:

Gloria Martinez  
 Greg Wood  
 Genevieve Fox

- C. *Approval of Minutes*  
 Minutes from May 16<sup>th</sup> (abstentions: Fisher, Miller, Wolf) and June 13<sup>th</sup> (unanimous) were approved with corrections. See final version of approved minutes on palihigh.org website.

**II. PUBLIC SPEAKERS:**

- A. *Helene Kunkel, Ruth Grubb, Aileen Scibetta (College Center):*  
 The College Center’s request for additional hours for the 06-07 school year was recently declined by the Human Resources Committee, so they would like to appeal the decision to the Board. The reason for denial was because of the additional hours of a part-time college counselor, but Mrs. Kunkel points out that the new college counselor would not undertake duties completed by herself or Mrs. Grubb. Of the requested \$8989, \$5500 can be funded by surplus ASB funds generated by the PSAT and AP programs. The net request is for \$3500.  
 ⇒ **Because the Board would like an overall perspective of personnel needs for the school, it referred the request back to the HR Committee to vet along with the other personnel requests now that they have a cap amount**

**(the placeholder in the approved budget) to consider. The personnel recommendations will be presented at the July Board meeting. If necessary, the College Center can appeal the decision then.**

B. *Cathy Catapano (Classified Staff member):*

The classified staff requests that they receive the interest on funds in their PERS account from the 04-05 school year when there were initial problems with the transfer of funds to the CDE accounts. Certificated staff members received the interest from their STRS account in February 2005.

⇒ **The Board approved the request with an abstention from Gretchen Miller. Greg Wood, the CBO, will research and determine the amount due to each classified staff member who qualifies.**

C. *Bella McGowan (School Psychologist):*

Ms. McGowan requests that the Board reconsider her proposal for a fulltime school psychologist and a part-time psychologist for special education testing. She asserts that there is urgency to her proposal because her LAUSD supervisor has complete authority over her placement and she questions the fairness of a decision made by the Human Resources Committee. Members of the committee present deny any bias.

⇒ **The proposal was referred back to the HR Committee to vet along with the other personnel requests. If necessary, Ms. McGowan can appeal the decision at the July Board meeting.**

D. *Ellen Neiman (School Nurse):*

Ms. Neiman would like to appeal the Human Resources Committee's decision not to approve a fulltime clerk for the Health Office. Currently, the clerk splits her time between the Health Office and the Library.

⇒ **The request was referred back to the HR Committee to vet along with the other personnel requests. If necessary, Ms. Neiman can appeal the decision at the July Board meeting.**

### III. ACTION ITEMS:

A. APPROVAL OF SUBMISSION OF CONSOLIDATED APPLICATION AND AUTHORIZATION FOR PRINCIPAL TO CERTIFY APPLICATION

The Consolidated Application must be submitted to the CDE for the school to receive funds for categorical programs. Part I is submitted before June 30<sup>th</sup> to indicate which programs will be implemented. Part II with budget information, number of pupil participants and funding allocation will be submitted in January 2007. PCHS is participating in Title I (Low income/low achieving students), Title II (Teacher and Principal Training and Recruitment), Title III (LEP Students), Title IV (Safe & Drug Free Schools and Communities) and Title V (Innovative

Programs). The Title I Parent Involvement Policy is being revised to involve all the required components. The final application and Parent Involvement Policy should be ready for approval at the July board meeting.

⇒ **The Board unanimously approved the authorization of Dr. Martinez to certify the Consolidated Application for submission by June 30, 2006.**

**B. APPROVAL OF REVISED BUDGET FOR 06-07**

The revised budget that reflected the changes discussed at the special Board meeting last week was presented. (See approved budget on palihigh.org website.) Because there were placeholder amounts and no specific allocation was made, The Human Resources and Operations and Facilities Committees will make their recommendations for their part of the budget at the next meeting. Patrice Fisher insisted that specific funding for parent support be in the budget. The Human Resources Committee will verify the funding of the School-Parent-Student Liaison.

⇒ **The Board unanimously approved the revised budget for 2006-2007.**

**C. DISCUSSION AND ACTION TO APPROVE THE RESOLUTION AFFIRMING BOARD'S COMMITMENT TO PROVIDE LIFETIME HEALTH BENEFITS TO ALL QUALIFIED EMPLOYEES**

Tabled to next meeting to gather more input from employees.

⇒ **Gretchen Miller will write a cover letter to attach with the resolution for distribution to school employees.**

**D. DIRECTIONS/ASSIGNMENT OF PROJECTS FOR EXECUTIVE DIRECTOR**

As outlined in the job description, Mrs. Amy Dresser Held, the new Executive Director, will assume administrative duties dealing with communications, facilities, budget, legal issues, personnel, and technology. She will be involved with the Communications, Budget and Finance, Operations and Facilities (and Technology), and Human Resources Committees. She will be the direct supervisor of the CBO and Technology Coordinator. She will work closely with the Academic Principal to assure the smooth running of the school.

**E. RECONSTITUTION OF NOMINATING COMMITTEE FOR BOARD ELECTIONS AND ANNOUNCEMENT OF OPENINGS ON BOARD/COMMITTEES**

We need to create a nominating committee for Board elections in the fall. The open seats on the Board are 1 teacher (Ngo), 1 parent (Suhr), and 1 community member (Held). Mr. Held resigned from the Board effective August 1 to avoid any conflict of interest when Mrs. Amy Dresser Held assumes her role as the new Executive Director. The community member alternate will replace Mr. Held until a new community member is elected in the fall. Ms. Dresser Held will be seated on the Board in August and replace Mrs. Davenport, the interim administrator Board member, since our charter specifies the Executive Director as one of the 11 Board members. It was requested that we replace the Executive Director seat

with an elected administrator. This would entail amending our charter, but can be pursued. Mrs. Red Clay and Mr. Kling will survey the faculty to see whether they think the Executive Director or an elected administrator should be a Board member. Openings on standing committees will also be announced.

⇒ **If school personnel supports replacing the Executive Director seat with an elected administrator on the Board of Directors, the Board will pursue this amendment to the charter.**

#### IV. DISCUSSION/INFORMATION ITEMS:

##### A. SCHEDULED MEETING

The next regular meeting will be on July 18, 2006 from 6-9 pm.

#### V. ORGANIZATIONAL REPORTS:

##### A. *STUDENT REPORT*

- A list of bathroom repairs request was given to Mr. Jefferson to be addressed by the fall.

##### B. *FACULTY REPORT*

*Public Speaker-*

*Mrs. Ruth Mills (teacher)*

A survey was distributed to faculty and staff by an individual faculty member. The survey was not endorsed by any school committee or department. Some faculty and staff did not respond to the survey because of this. Some faculty members did not even receive the survey.

##### C. *ACADEMIC PRINCIPAL'S REPORT*

- Dr. Martinez provided an update on the Focus on Learning and Professional Learning Communities. See attachment.
- A Pyramid of Intervention Steps for students who struggle academically was presented. See attachment.
- Results from the CAHSEE given in March are now available. Approximately 89% of our 10<sup>th</sup> graders passed the math portion and 92% passed the English section.
- Assistant Principal Opening  
Because Dr. Moran has retired, there is an opening for an assistant principal. Before we hire a new administrator, it was suggested that we look at what our needs are in terms of administration. We need to consider whether the duties and responsibilities of that position could be assumed by faculty or other staff, what the role could be re-defined as, and if there is a need for the position at all. Others claim that filling that position is crucial and urgent (time of the



year for hiring in education) and the job description can be refined later. A temporary administrator may also be an option.

⇒ **A motion to create a task force that will examine the issue in the next few weeks and recommend whether or not we should fill the open position at the July 18<sup>th</sup> meeting was passed.**

**(YES: Held, Kling, Miller, Red Clay, Rodman, Suhr**

**NO: Davenport, Fisher, Francis, Ngo, Wolf)**

D. *CHIEF BUSINESS OFFICER'S REPORT*

- Departments and programs were notified of their approved IMA and textbook budgets.
- Four board members are still missing their Form 700.
- The Budget and Finance Committee is working with the ASB Finance Office to determine reporting procedures.
- There is a recommendation to create a Strategic Planning Committee to allow more direction and input from faculty and staff leadership.

E. *STANDING COMMITTEE REPORTS*

1. ASSESSMENT AND ACCOUNTABILITY – See agenda/minutes.
2. BUDGET AND FINANCE – See agenda/minutes.
3. EDUCATIONAL PROGRAMMING – See agenda/minutes.
4. POLICY – See agenda/minutes.
  - The committee established that students who do not pass the CAHSEE not be allowed to participate in the graduation ceremony because they did not meet all high school graduation requirements.
  - The committee approved students earning high school credit for dual enrollment in an approved college course.
  - The committee is working on a proposal to change the school calendar for 2007-2008.
5. FACILITIES TASK FORCE - See agenda/minutes.
  - The committee is working on securing bungalows for new classrooms and determining where they should be located. We are waiting for confirmation from the state that the 8 new bungalows can be used for 16 new classrooms.

VI. **ADJOURNMENT**

Open session ended at 6 pm. Board entered closed session.

VII. **OPEN SESSION** (report out from closed session at 7:30 pm)

A. **STUDENT RECORDS - GRADUATION APPEALS**

⇒ **A student's appeal to participate in graduation ceremonies was granted due to a counseling error.**

**(YES: Fisher, Held, Ngo, Red Clay, Rodman, Suhr, Wolf  
NO: Davenport, Francis, Kling, Miller)**

**⇒ The Board approved (all in favor with 1 abstention-Davenport) issuing a student with an honorary high school diploma for completing the course of studies in accordance with a modified graduation program.**

**PALISADES CHARTER HIGH SCHOOL:  
2006-2007 BUDGET PROPOSAL**

Palisades Charter High School	RATE	2005-2006 RATE	2006-2007	2005-2006		2006-2007		Approved 2006-2007 Budget	Variance
				Approved Budget	Proposed	Approved Budget	Proposed		
Summer School 1 Grades 9-12	700			500	750	500	750	250	
Average Daily Attendance (ADA)	2,484			2,591	2,538	2,538	2,538	2,538	
2 Percentage of Free and Reduced Students	18%			108	293	108	293	108	
3 Percentage of ELLEP students	8%			203	222	203	222	203	
TTL Comprehensive Education	23%			703	442	703	442	703	
<b>REVENUE</b>									
<b>Recurring Line Sources</b>									
9011 Summer School	295.47	3.88	3.88	277.00	489.99	277.00	489.99	212.99	212.99
9015 General Apportionment For 9-12	6,025	6,477	6,477	5,000,000	5,284,842	5,000,000	5,284,842	284,842	284,842
9016 Pardon funded by School District	(1,218)	(1,242)	(1,242)	(1,200,000)	(1,230,000)	(1,200,000)	(1,230,000)	(30,000)	(30,000)
TTL Recurring Line Sources				12,155,440	12,522,595	12,155,440	12,522,595	367,155	367,155
<b>Excluded Revenue</b>									
6180 EGAS/ESA/ASA Title I	386	402.82	402.82	421,646	701,001	421,646	701,001	279,355	279,355
8190 ESEA Title II/ Math & Science	24,000	26,09	26,09	21,500	24,097	21,500	24,097	2,597	2,597
8210 Douglas/Johnson Fund (Title II)	2.89	2.78	2.78	5,783	4,713	5,783	4,713	(1,070)	(1,070)
8220 Child Nutrition Program				146,824	151,112	146,824	151,112	4,288	4,288
8290 Title III (Limited English Proficiency)				8,316	11,154	8,316	11,154	2,838	2,838
8290 Title III Federal Income (Innovative Programs Title III)				6,615	8,952	6,615	8,952	2,337	2,337
Total Excluded Income	3,200	3,14	3,14	528,881	824,702	528,881	824,702	295,832	295,832
<b>Other State Revenue</b>									
8331 Special Ed. Waiver Plan Current Year	423	441.16	441.16	1,031,946	1,027,483	1,031,946	1,027,483	(4,463)	(4,463)
8390 State Lottery Income	123	148.00	148.00	545,000	517,174	545,000	517,174	(27,826)	(27,826)
8394 In Lieu of Economic Impact Aid	115	122	122	1,110,000	1,133,333	1,110,000	1,133,333	23,333	23,333
8534 Charitable Block Grant 9-12	287	400	400	600,000	882,286	600,000	882,286	282,286	282,286
Total Other State Revenue	981,000	981,000	981,000	3,898,000	5,910,000	3,898,000	5,910,000	2,012,000	2,012,000
<b>Other Local Revenue</b>									
8834 Food Service Sales		5%	5%	278,978	284,288	278,978	284,288	5,310	5,310
8830 Lunch and Rentals		3.5%	3.5%	40,000	42,000	40,000	42,000	2,000	2,000
8830 Interest		1.242	1.242	22,500	420,184	22,500	420,184	397,684	397,684
8720 From District - In Lieu of Property Taxes				872,500	1,183,033	872,500	1,183,033	310,533	310,533
8700 Other Local Revenue				10,000	10,000	10,000	10,000		
Total Other Local Revenue				1,583,228	3,179,222	1,583,228	3,179,222	1,596,222	1,596,222
<b>TOTAL REVENUE</b>		7,139	7,139	18,897,268	18,904,881	18,897,268	18,904,881	7,113	7,113

**PALISADES CHARTER HIGH SCHOOL  
2006-2007 BUDGET PROPOSAL**

Expenditures	RATE		2005-2006 Approved Budget	2006-2007 Proposition	Recommended 2006-2007 Budget Proposal	Approved 2005- 2007 Budget	Comments for Recommended Budget
	2005-2006 Rate	2006-2007					
<b>Expenditures</b>							
<b>Certified Salaries</b>							
1100 Teacher Salaries	4.5%	4.5%	6,434,379	8,084,364	8,235,028	8,235,028	Increased 1000 State & Minimum to 2005-6 Proposition (2006) Budget
1100 NBC Teacher Differentials (12)	4.5%	4.5%	95,534			194,000	444,000 Placeholder for Certificates / Classified Salaries
1100 Auxiliaries	4.5%	4.5%	554,528				
<b>Additional Salaries Requested</b>							
1160 Substitute Teacher Salaries	4.5%	4.5%	324,116	122,500	224,480	224,480	
1200 School Administrators Salaries-Principal & Educ. Director	4.5%	4.5%	244,428		293,627	277,577	1 Year Step; EA Min. 4444(24,000)
1200 School Administrators- Assistant/Principal (19)	4.5%	4.5%	282,344		48,339	235,877	Exec. Director 11 incl.
1200 Principals/PTA 2-Term (Summer)	4.5%	4.5%	17,593		44,616	34,783	
1200 Special Education Coordinator	4.5%	4.5%	61,600		64,616	61,600	
1400 Librarian Salaries	4.5%	4.5%	72,118	72,118		75,363	
1600 Asst. Pres. See Counseling Services	4.5%	4.5%	97,119		101,382	98,302	
1600 Counselor Secondary (8)	4.5%	4.5%	405,523		428,062	424,048	
1600 Other Certificated Salaries: Nurse	4.5%	4.5%	64,428		68,046	69,544	
1600 Staff Development Supp. Cash/line P/CLPD	4.5%	4.5%	108,022	108,022		142,718	NO P/CLPD Day 2006-2007
1600 Certificated Differential	4.5%	4.5%	117,748				
<b>Total Certificated Salaries</b>			<b>8,507,882</b>	<b>9,128,331</b>	<b>9,792,158</b>	<b>10,248,593</b>	Approximately \$1,000,000 added in Salary Increases for existing staff
<b>Classified Salaries</b>							
2100 Instructional Aides	5.0%	5.0%	54,101	44,628	39,198	50,158	
2100 Sp Ed Assistants	5.0%	5.0%	314,048	44,628	430,218	430,218	
2200 Office Admin Assistants	4.5%	4.5%	42,278	44,190	46,146	46,146	
2200 Phone Dept. 2 half	4.0%	4.0%	159,778	187,500	172,252	172,252	
2300 Office Staff	5.0%	5.0%	871,448	708,473	575,272	575,272	
2400 Counselor OT	4.5%	4.5%	0	53,491	45,071	52,071	Just Tech Aide added 2006
2400 Computer/Electronics/Office Machine Repairs	5.0%	5.0%	45,872		47,585	47,585	
2400 Technology/Computer	5.0%	5.0%	43,000		44,380	44,380	
2500 Food Service Salaries (13)	5.0%	5.0%	182,077	183,006	218,393	218,393	
2500 Additional Salaries to Proposal			0		20,000	20,000	Placeholder for 457 Classified Salaries of (proposed incov)
2600 Additional 2 Steps on Salary Scale			0		20,000	20,000	Approved by Board Subject to Local Contingency
2600 Other Classified Salaries			0		20,000	20,000	
<b>Total Classified Salaries</b>			<b>1,870,535</b>	<b>1,888,658</b>	<b>2,082,210</b>	<b>2,082,210</b>	\$130,000 added in Salary Increases for existing salaries 7000 of \$69,000 added for Potential New Salaries
<b>Employee Benefits</b>							
3100 - TL STRS	8.25%	8.25%	912,441	740,276	607,695	648,281	No change in Rate for 2006-2007
3200 - TL PERS	5.85%	5.12%	1,468,818	1,168,284	1,438,999	1,971,094	Sign PERS SGA Increase per LACOE to 8.12% for 2006-2007
3300 OASDI - Regular Non-Instructional	6.20%	6.20%	89,639	116,590	129,108	129,683	
3300 - TL Medicare	1.45%	1.45%	152,438	138,985	172,102	178,830	No change in Rate for 2006-2007
3300 - TL OASDI	6.20%	6.20%	58,833		129,108	129,683	
3410 Health & Welfare Benefits Instructional	7.21%	7.21%	858,337		947,862	971,586	
3420 Health & Welfare Benefits Non-Instructional	7.21%	7.21%	387,268	1,295,001	1,302,449	1,438,225	0% Medical Increase Budgeted
3400 - TL Health & Welfare Salaries	7.21%	7.21%	68,311	8,825	18,709	61,616	
3500 - TL Unemployment Insurance	0.85%	0.85%	328,159	292,026	198,709	207,628	Student cont. from Finance are down 1.5% and P/CLPD is down 1.5%
3600 - TL Other Employee Lifetime Benefits/cont	4.18%	4.18%	0	20,000	20,000	20,000	\$20,000 of 2005-06 to Lifetime Benefits Fund
3900 Other CUSD Refers Change	3.87%	3.87%	284,427	284,427	284,427	284,427	0% Referrals to Financial Resources
<b>Total Employee Benefits</b>			<b>3,476,572</b>	<b>3,154,334</b>	<b>3,582,381</b>	<b>3,765,592</b>	

**PALMSADES CHARTER HIGH SCHOOL  
2006-2007 BUDGET PROPOSAL**

Palmsades Charter High School	RATE		2006-2007	2006-2007	2006-2007	2006-2007	Comments for Recommended Budget
	2005-2006 Rate	2006-2007 Rate					
<b>Books and Supplies</b>							
4100 Textbooks			10%	275,000	192,572	205,000	200,000
4310 Instructional Materials and Supplies			10%	250,000	213,800	312,000	312,000
4500 Other Supplies			5%	500,000	197,028	218,400	312,000
4700 Food Service Supplies			4%	304,500	314,704	321,172	321,172
<b>Total Books and Supplies</b>				<b>1,327,500</b>	<b>912,904</b>	<b>1,056,572</b>	<b>1,056,572</b>
<b>Other Operational Expenses</b>							
9100 Services of Instructional Consultants, Lecturers, etc			5%	25,000	59,361	59,116	59,116
9200 Travel and Conferences			2%	34,000	40,178	52,000	52,000
9300 Dues and Memberships			2%	10,200	14,624	13,120	13,120
9400 Insurance			-2%	218,570	183,886	164,989	164,989
9500 Utilities & Housekeeping			5%	157,500	142,723	183,375	183,375
9600 Rentals, Leases, and Repairs (equipment & 11 line)			10%	175,000	169,675	192,500	192,500
9700 Transportation (Autobuses)			5%	105,000	109,672	142,650	142,650
9800 Services (Legal, Audit, Other)			10%	62,000	68,598	71,200	71,200
9900 Services (State CIP Dues and Legibility, Athletics)			5%	1,575	6,419	71,000	71,000
9910 Services of Noninstructional Consultants			5%	167,000	158,852	175,350	175,350
9980 Other Services and Operating Expenditures (i.e. county fees)				40,250	39,448	48,992	48,992
<b>Total Other Operating Expenses</b>				<b>1,111,584</b>	<b>1,097,710</b>	<b>1,284,997</b>	<b>1,284,997</b>
<b>Capital Outlay</b>							
6100 Sales and Improvements of Site			New	50,000	44,400	50,000	50,000
6200 Buildings and Improvements of Buildings			New	50,000	44,400	50,000	50,000
6300 Buildings and Improvements of Buildings			New	50,000	44,400	50,000	50,000
6400 Equipment -Technology			0%	255,000	248,906	300,000	300,000
6500 Equipment -Technology			0%	90,000	26,900	40,000	40,000
6900 Other (Furniture)			New	30,000	28,961	50,000	50,000
<b>Total Capital Outlay</b>				<b>905,000</b>	<b>793,432</b>	<b>1,150,000</b>	<b>1,150,000</b>
<b>Direct Support / Indirect Costs</b>							
7350 Plant Manager	69,844		11%	76,688	85,101	85,101	85,101
7350 Asst Plant Manager	49,720		11%	55,349	61,439	61,439	61,439
7350 Building & Garden Workers	39,839		6%	43,828	48,285	48,285	48,285
7350 Sc. Gardner	61,738		5%	64,823	64,727	64,727	64,727
7350 Gardner	80,893		5%	86,719	90,627	90,627	90,627
7350 Custodial OT	1,445		11%	1,604	1,785	1,785	1,785
7350 School Police	65,800		10%	100,416	110,457	110,457	110,457
7350 District District Maintenance Four/Fifths Use	2,500		5%	2,735	2,922	2,922	2,922
7350 District District Maintenance Four/Fifths Use	0.75		5%	100,461	144,098	144,098	144,098
7350 School Psychologist	4,096		0.75%	0	0	0	0
7350 ALLIANCE Student	4,096		3.00%	0	0	0	0
7350 District Oversight Fee	3,000			0	0	0	0
<b>Total Direct Support / Indirect Costs</b>				<b>521,842</b>	<b>624,037</b>	<b>679,059</b>	<b>679,059</b>
<b>TOTAL EXPENDITURES</b>				<b>1,418,984</b>	<b>1,588,994</b>	<b>1,830,799</b>	<b>1,830,799</b>
Contingency for Unknowns (1% of total Expenditures)							
<b>SUB-NET INCREASE IN FUND BALANCE</b>				<b>18,500,198</b>	<b>18,342,119</b>	<b>20,091,803</b>	<b>21,196,293</b>
<b>BEING FUND BALANCE</b>				<b>67,198</b>	<b>679,214</b>	<b>151,607</b>	<b>434,833</b>
<b>ENDING FUND BALANCE</b>				<b>2,179,792</b>	<b>2,378,152</b>	<b>3,056,063</b>	<b>3,066,092</b>
				<b>2,465,961</b>	<b>2,858,093</b>	<b>3,209,670</b>	<b>2,812,181</b>

TO: Faculty and Staff  
FROM: Gloria M. Martine ~~MSW~~  
RE: Pyramid of Intervention Steps  
DATE: May 30, 2006

Attached you will find a copy of the Pyramid of Intervention Steps. This is in DRAFT format. We are in need of your input to complete the process. Please take the time to review and return the sheets to my box with any suggestions you have for improvement.

The Pyramid of Intervention Committee consisting of Paul Mittelbach, Minh Ha Ngo, John Rauschuber and I, have been meeting to create a system to help students who are struggling academically. This plan was designed to provide "steps" for teachers to take throughout the semester. The steps were created to answer the question, "What do we do to help students academically?" If you notice, the steps allow a student to be plugged into the system as the semester progresses. The various communications will allow the parent, student and school to work together to support the student academically.

As you can see, we already have many resources in place such as Teleparent, weekly progress reports and FREE tutoring. The additional steps will involve more school-to-home communication to inform parents of student fails and the tutoring service available and required. Some teachers already provide a credit point or two for students who attend tutoring. I am asking all teachers to provide some type of credit for students who attend tutoring to reinforce the positive behavior and good "habits of mind" being established.

We realize there are other issues that interfere with students' academic performance. For that reason we have attached a list of support personnel to the end of this packet for your future reference. This page provides a reference for you to address the needs of students with socio-emotional issues.

Finally, in an effort to provide positive experiences for students that don't often experience academic success, an assembly at the end of the semester will celebrate the improved effort of all students in the Pyramid of Intervention Steps.

I look forward to hearing your comments about the Pyramid of Intervention Steps.



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# PALISSADES CHARTER SCHOOL

## Intervention Steps

Individualized Education Plan (IEP)	If necessary
Student Success Team (SST)	When necessary
Repeat course with a different teacher Mandatory enrollment in intervention classes or in summer school	Intervention/ Remediation
Parent Notification - FAIL on Report Card, Intervention Meeting	20-Wk. Report Card
TeleParent Required tutoring	Week 15-20
Parent Notification - FAIL on Progress Report Intervention Meeting or Disciplinary Meeting/Contract	15-Wk. Progress Report
TeleParent Required tutoring - 1 session for each FAIL	Week 10-15
Parent Notification - FAIL on Progress Report Academic Probation Letter and/or Academic Probation Meeting	10-Wk. Progress Report
TeleParent Mandatory Weekly Progress Report, Voluntary tutoring	Week 5-10
Parent Notification - FAIL on Progress Report First Intervention Letter	5-Wk. Progress Report
TeleParent Recommended tutoring, Voluntary weekly progress report	Week 3-5
TeleParent Individual teacher interventions	Week 1-3
Cumulative Records, Placement Testing, Orientations, Dolphin Days, Support/Intervention Classes, AVID, MESA, Study Center	Identification Placement Support/Enrichment

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<b>Prior to Enrollment</b>	Cumulative Records, Placement Testing, Orientations, Dolphin Days
<b>Support/Enrichment</b>	Support/Intervention Classes, AVID, MESA, Study Center, SAS
<b>Week 1-3</b>	Teacher: Teleparent Individual Teacher Interventions
<b>Week 3-5</b>	Teacher: Teleparent Recommended tutoring and weekly progress report to student Individual Teacher Interventions
<b>5 Week Progress Report</b>	Teacher: Teleparent Notifies Counseling Office of Fail through Report Card  Counseling Office: For a student with one or more Fails the counseling office will send home the "First Intervention Letter" informing parent of 1) Mandatory Weekly Progress Reporting and 2) Voluntary Tutoring that is offered
<b>Week 5-10</b>	Student: Mandatory Weekly Progress Report Voluntary Tutoring  Teacher: Teleparent Individual Teacher Interventions
<b>10 Week Progress Report</b>	Teacher: Notifies Parent and Counseling Office of Fail through Progress Report  Counseling Office: Cross references students with one or more fails with their success in following through with the Mandatory Progress Report. Students will then be broken into two groups.  GROUP A: One or more Fails, yet met Mandatory Progress Reporting. Students will be sent an "Academic Probation Letter" from the Principal requiring the student to continue the



	<p>Progress Reporting and now must seek mandatory tutoring. (1 session for each Fail and "Verification Form" signed by Tutor and Parent)</p> <p>GROUP B: One or more Fails and did not meet Mandatory Progress Reporting. These students will be sent an "Academic Probation Letter" from the Principal requiring the student and parent to attend a Principal's Meeting. Also, the student must continue the Progress Reporting and now must attend mandatory tutoring. (1 session for each Fail and Verification Form signed by Tutor and Parent)</p>
<b>Week 10-15</b>	<p>Student:</p> <p>Mandatory/Voluntary attendance at Principal's Meeting Mandatory Weekly Progress Report Mandatory Tutoring</p> <p>Teacher:</p> <p>Teleparent Individual Teacher Interventions</p>
<b>15 Week Progress Report</b>	<p>Teacher:</p> <p>Notifies Counseling Office of Fails through Report Card</p> <p>Counseling Office:</p> <p>Cross References Students with one or more fails with their success in following through with the Mandatory Progress Report and Mandatory Tutoring. Students will then be broken into two groups.</p> <p>GROUP A: One or more Fails yet met Mandatory Progress Reporting and required tutoring. A Pre-intervention Meeting will be arranged with parent, counselor, and teacher(s) that student has a fail in to develop a detailed action plan for the next five weeks.</p> <p>GROUP B: One or more Fails and did not meet Mandatory Progress Reporting AND required tutoring. These students will be sent a "Second Intervention Letter" from the Principal. This letter will state that the student will be placed on a Disciplinary Contract and a meeting will be scheduled with the Dean and Counselor. Also, the student must continue the Progress Reporting and now must attend mandatory tutoring. (1 session for each Fail and Verification Form signed by Tutor and Parent)</p>

<b>Weeks 15-20</b>	<p><b>Student:</b>  Mandatory/Voluntary attendance at Principal's Meeting  Mandatory Weekly Progress Report  Mandatory Tutoring  Discipline Contract</p> <p><b>Teacher:</b>  Teleparent  Individual Teacher Interventions</p>
<b>20 Week Progress Report</b>	<p><b>Teacher:</b>  Notifies Parent and Counseling Office of Fail through Progress Report</p> <p><b>Counseling Office:</b>  Cross References Students with one or more fails with their success in following through with the Mandatory Progress Report and Mandatory Tutoring. Students will then be broken into two groups.</p> <p><b>GROUP A:</b> One or more Fails yet met Mandatory Progress Reporting and required tutoring has continued since the 15 week. SST Meeting will take place with parent, counselor, and teacher(s). We will also recommend the following  √ Repeat course with a different teacher  √ Recommended enrollment in intervention class  √ Recommended enrollment in summer school</p> <p><b>GROUP B:</b> One or more Fails and did not met Mandatory Progress Reporting AND required tutoring. These students will be required:  √ Repeat course with a different teacher  √ Mandatory enrollment in intervention class  √ Mandatory enrollment in summer school</p> <p><b>GROUP C:</b> This group decreased the number of fails from the 10 week to the 20 week. This group will be acknowledged for their improvement in a lunchtime ceremony celebrating their success.</p>
<b>2nd Semester</b>	<b>Repeat Intervention Steps</b>

## Palisades Charter High School Support Personnel

<b>Issues</b>	<b>Refer to:</b>
Academic	Counselors
Alcohol and Drug	Counselors, Bella McGowan
Anxiety, Panic Attacks	Nurse, Counselors, Bella McGowan
Bullying, Teasing	Russel Howard, Charlotte Atlas, Holly Korbonski, Kelly Loftus, Counselors, Bella McGowan
Child Abuse	Report to DCS and file with Margaret Evans, Nurse, Counselors, Bella McGowan
Condoms	Nurse, Counselors, Bella McGowan, Kelly Loftus, Susan Ackerman
Conflicts with other students	Russel Howard, Charlotte Atlas, Holly Korbonski, Kelly Loftus, Counselors, Bella McGowan
Cutting	Nurse, Counselors, Bella McGowan
Depression, Psychological	Counselors, Bella McGowan
Eating Disorders	Nurse, Counselors, Bella McGowan
Gang-Related	Russel Howard, Charlotte Atlas, Officer Abalos
Gay, Lesbian, and Bisexual Students	Counselors, Bella McGowan
Grief, Loss	Counselors, Bella McGowan
Parent and Family Problems	Counselors, Bella McGowan
Pregnancy	Nurse, Counselors, Bella McGowan
Rape and Sexual Abuse	Nurse, Counselors, Bella McGowan
Sexual Harrassment	Margaret Evans, Charlotte Atlas, Russel Howard
Suicide	Counselors, Bella McGowan
Threats, Safety Issues	Officer Abalos, Charlotte Atlas, Russel Howard

**Teeline: 800-TLC-TEEN**

**Palisades Charter High School  
Support Personnel**

**Counselors**

Linda Eilo-Kay	A-Ed
Mark Snyder	Eg-Ki
Ginger Emerson	Magnet, Ki-Le
Heather Pymale- Mallory	Li-Re
Jennifer Peeks	Rh-Z

**School Psychologist**

Bella McGowan

**Nurse**

Ellen Neiman

**School Police**

Officer Abalos

**Discipline**

Charlotte Atlas - Assistant Principal

Russel Howard - Dean

Tom Seyler

Mickey Borofsky

## FOCUS ON LEARNING UPDATE

For the past two years we have devoted time on Tuesday afternoons to work in our Professional Learning Communities (PLCs). We have worked in our groups to establish common standards to answer the question, "what do we expect students to learn?" In order to answer the next question, "how will we know students have learned the standards?" we created common formative and summative exams.

Many PLCs are moving along in the process and have administered the assessments to their classes as well as submitted their exams to the data analysis coordinators for review. (See the progress reports attached labeled Total Number of Assessments Administered). Although many PLCs have participated in the data analysis process, not ALL PLCs have. Our goal is for each PLC to submit their exams for analysis so that we may move to the next step.

The next major question for us to answer is "what do we do (differently) when students don't learn the standards?" Once we receive feedback from the data and determine which standards students are not mastering, what do we do to re-teach the information or to adjust instruction in the future?

According to the information we provided in the WASC report, seven PLCs identified their group in the "Initiation" stage while thirteen PLCs placed their PLC in the "Developing" stage. Only one PLC was identified as "Sustaining" (See the attached FOL: Progress on Professional Learning Communities chart).

**Most PLCs have met the following expectations:**

- Established 8-10 essential outcomes aligned with state standards
- Created formative exams
- Administered formative exams
- Submitted formative exams to be scored and analyzed

**What we need to focus on now is:**

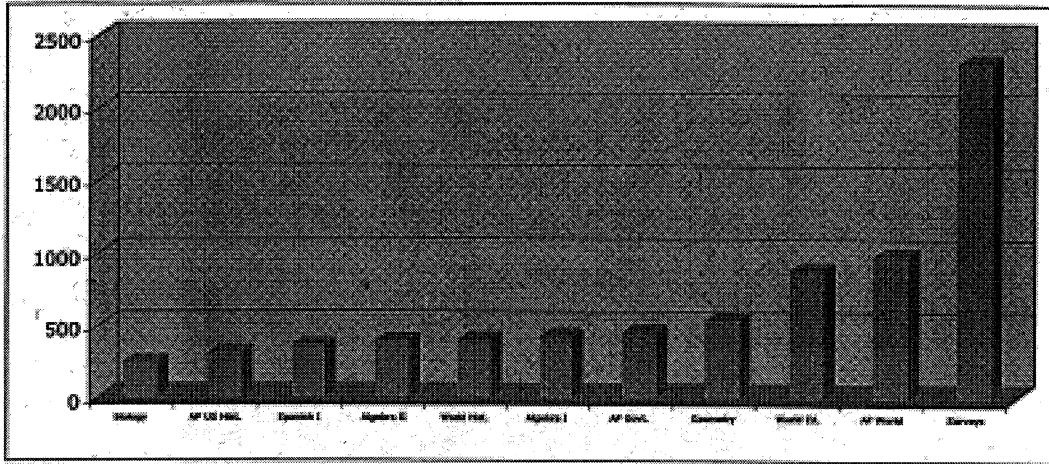
- Review student performance in PLCs from Mastery Manager
- Discuss and create interventions to help students improve final outcome (on summative exam)
- Implement interventions
- Create summative exams
- Administer final/summative exams
- Score exams
- Analyze final results from Mastery Manager to determine outcome: Did students get it/learn it?

Remember the purpose of the Focus on Learning Process is to improve instruction and student outcome.

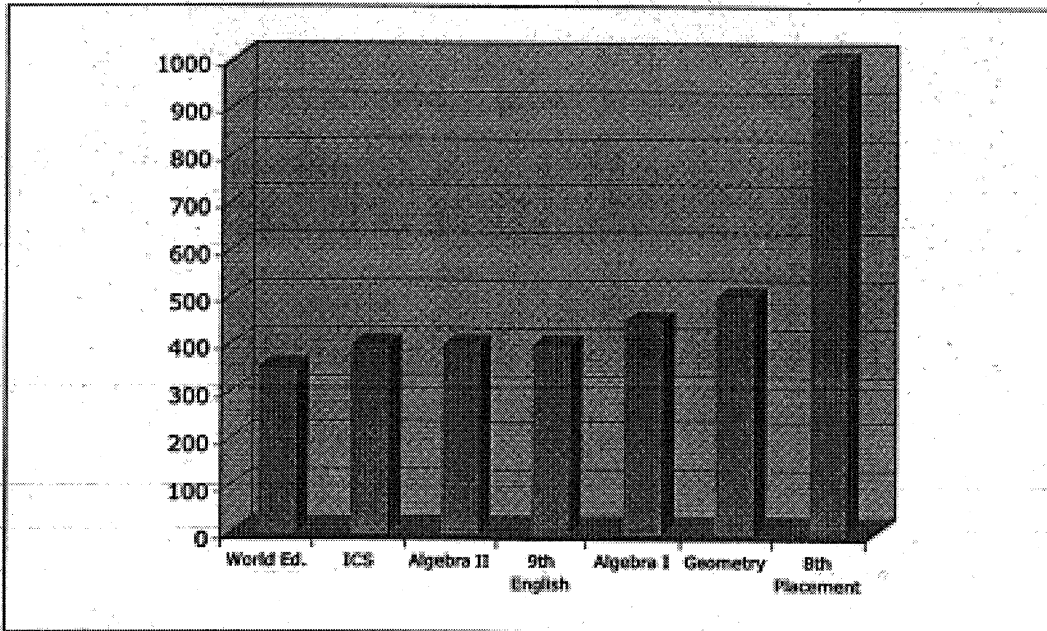
**NEXT STEPS:**

1. Each PLC will report out on progress and provide feedback to department members so that other PLCs may learn from their progress.
2. PLCs will be asked to share what is working with the faculty.
3. PLCs will share how delivery of instruction has changed or improved.
4. PLCs will share what they are doing if students don't get it.
5. It is through the collaboration within the PLCs that we expect to see improvement of student achievement. We may discover we need more common meeting time.
6. Additional professional development in differentiated instruction and multiple intelligences will provide more tools to draw from. In addition, incorporating the interactive white boards in the classroom to bring the standards alive will also be beneficial.
7. We have received approval for more teachers to attend the Rick DuFour Focus on Learning conference in August. More teachers are encouraged to attend, especially first and second year teachers.

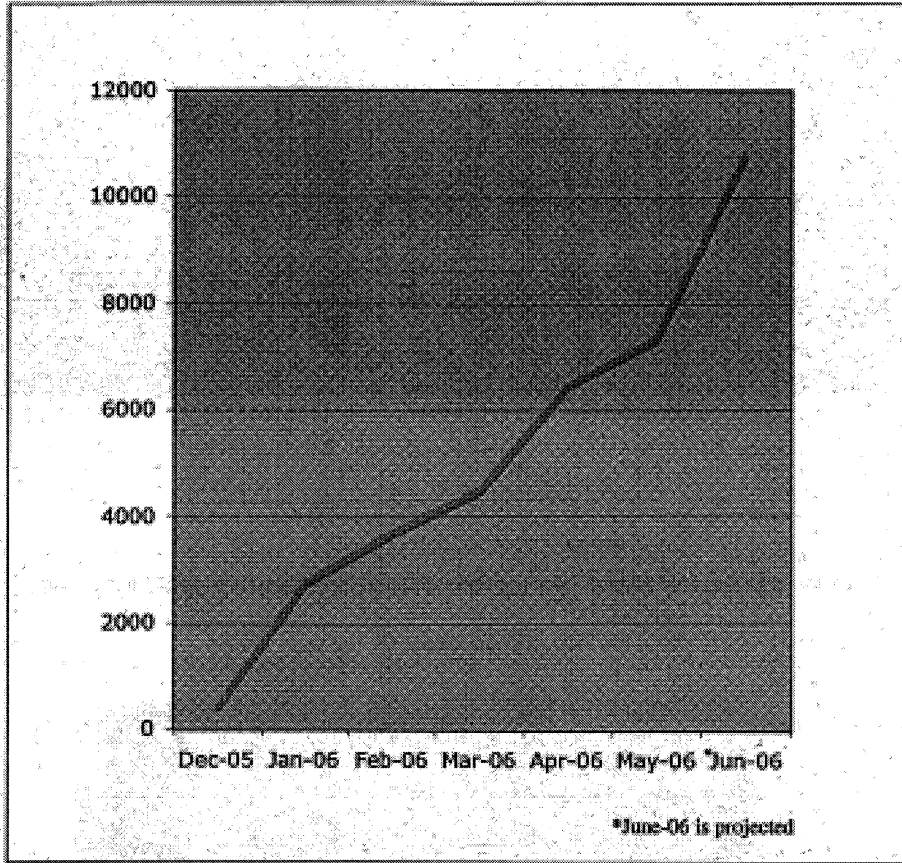
**Total Number of Assessments Administered by PLC January-May**



**Projected Total Number of Assessments Administered by PLC for June**



### Total Number of Assessments Administered





**FOCUS ON LEARNING:  
PROGRESS ON PROFESSIONAL LEARNING COMMUNITIES**

- Pre-Initiation:** The essential standards for the course have not been identified.
- Initiation:** Essential standards have been identified, but common assessments to measure progress toward the standards have not been completed. Improvement initiatives focus on projects or tasks to be completed rather than student achievements.
- Developing:** Common assessments have been created and administered by team members. Data are being collected and monitored by the team. Results of the analysis are shared with colleagues within the team and department.
- Sustaining:** Team members are hungry for information on results. Using a regular schedule of common formative and summative assessments, they gather relevant data and use these data to identify improvement goals, to modify instructional approaches and to develop interventions. They share their insights with colleagues, schoolwide and beyond the school.

The following chart summarizes the progress of the each PLC's analysis as they focused on results through assessment:

Professional Learning Community	Pre-Initiation	Initiation	Developing	Sustaining
Algebra I			X	
Algebra II			X	
Biological Science		X		
Chemistry			X	
English 9			X	
English 10			X	
English 11			X	
English 12		X		
Geometry			X	
Government		X		
Health Education and Life Skills			X	
Integrated Science			X	
Physical Education		X		
Physics				X
Social Studies 9		X		
Special Education			X	
Technical Education		X		
U.S. History			X	
Visual and Performing Arts			X	
World History		X		
World Languages			X	
<b>TOTAL</b>	<b>0</b>	<b>7</b>	<b>13</b>	<b>1</b>