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**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS**
Minutes of July 18, 2006 Meeting

OPEN SESSION

I. WELCOME

A. *Call to order – Minh Ha Ngo*

B. *Roll call – Minh Ha Ngo*

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

C. *Approval of Minutes*
Minutes from June 20th were approved unanimously by all present with corrections. See final version of approved minutes on palihigh.org website.

II. PUBLIC SPEAKERS (some opted to speak during the agenda items):

A. *Jeanne Jensen (President of Alumni Association):*
The Alumni Association used to be under the umbrella of the Booster Club's non-profit status. Because that option is no longer available, they are investigating whether it would be possible to file with PCHS or file on their own. They may need guidance from the school. If there are any news or projects that we would like to communicate to alumni, please email to PaliAlumniAssoc@aol.com. The Alumni Association is also offering to send out a newsletter if they can use a bulk rate.

- B. *Monica Iannessa (teacher):*
Ms. Iannessa expressed concerns about decisions made by ad hoc committees during the summer months when input is limited. She inquired about how committees are created, how people are contacted, the number of committees, and expertise required for a committee. She was also disappointed about the bad decorum in some of these meetings.
- C. *Linda Burgess (teacher):*
Ms. Burgess expressed concerns about the possibility of relocating rooms used for special education classes. Her statement is attached at the end of the minutes.
- D. *Libby Butler (AVID coordinator/teacher):*
Mrs. Butler urged the Board to approve the request for hotel reimbursement for teachers attending the AVID conference in San Diego. PCHS must send a site team in order for the school to earn certification, so teachers are being requested to attend by the school. There is money earmarked for AVID in the approved budget, so this would only be a formality to get Board approval to reimburse conference housing expenses.
- E. *Marilyn Haese Cereghino (parent):*
Ms. Haese Cereghino provided an update on acquiring the bungalows and the roadblocks we are facing at the district level. She is concerned that efforts to relocate administrative offices may distract focus from the bungalow project.
- F. *Aileen Scibetta (college counselor):*
Ms. Scibetta also expressed concerns about the work of some ad hoc committees over the summer, especially with regard to relocating offices.

(Some items were moved to the top of the agenda to accommodate visitors.)

- A. DISCUSSION AND POSSIBLE ACTION ON CONTRACTS FOR NEW BUNGALOW INSTALLATION
Mr. Jamie Cullin has been working with PCHS on trying to get the new bungalows installed on campus. He completed a feasibility study for the project. Initially, if we could have gotten the bungalows on campus by July 15th, we would have them in place by September 4th. There have been delays at the district including getting the electric plans for the site. The school needs to apply pressure for the district to cooperate in a timely manner. The bungalows may not be available for use until October now.
- ⇒ **Jim Suhr will be the Board representative on the project. He will work with Charlotte Atlas, Amy Held, Rick Mills, Greg Wood, Marilyn Haese, and our contractor. The Board unanimously approved the the contract for the Cornelius Group as our contractor. Jim Suhr will follow up with any other services that we may want to include in the contract.**

- B. DISCUSSION AND ACTION ON OPEN ASSISTANT PRINCIPAL POSITION
An ad hoc committee has examined the duties and responsibilities of Dr. Moran's former position. Mr. Rauschuber presented their recommendations for restructuring the administration, call for setting SMART goals, and the proposal to eliminate the position and reallocate the duties to other administrators, coordinators, administrative assistants, or NBC teachers. He states, "While Palisades Charter High School has changed on paper via gained autonomy as result of the charter, the administrative support structure has changed little relying on the old LAUSD model. Furthermore, this existing antiquated administrative support structure has created a power vacuum. The committee also raised concern over the fact that PCHS has spent over \$50 million over the last several years and has yet to implement an accountability plan at all levels within the school. Consequently, Pali's desire and potential for public school reform has been stifled to some degree." Dr. Moran vehemently opposed the recommendation because of the burden it would place on the school and the administrative staff. The committee underestimated the scope of the position and the amount of time each assigned task required. If duties could be reassigned, she contends that it would allow her successor to do a better job with the important tasks. She had offered to join the committee, but was not invited to participate. Discussion revolved around the need and ideal time for restructuring the administration, the feasibility of accomplishing our goals with one less administrative personnel, and the possibility of a temporary position.

⇒ **The Board will take the committee's recommendations to set SMART goals. The Board decided to fill the assistant principal position with the caveat that the duties and responsibilities may change after the restructuring process. All of the assistant principals (including Dr. Moran), the academic principal, executive director, and the committee will work together to modify the proposal.**
(YES: Fisher, Francis, Ngo, Rodman, Wolf,
NO: Kling, Miller, Red Clay, Suhr)

- A. UPDATE ON ADMINISTRATIVE OFFICES LOCATION RECOMMENDATIONS
An ad hoc committee investigated the possibilities of relocating offices on campus. Mrs. Atlas presented the proposal for relocating offices in the A-building, library and textbook room, and J-building rooms to accommodate the executive director, new counselor, and new dean. The proposal did not depend on the new bungalows, but requires preparing the space for the new purpose.

Richard Simon (teacher):

Mr. Simon urged the Board to approve the proposal for the relocation of offices.

Simon Santana (teacher/career center):

Mr. Santana outlined reasons why combining the Study Center and the Library would not be a good idea.

⇒ **The Board appreciates all of the work and thought that has been put into the proposal. While much of it seems feasible, there is still more to work to be done. The Board requests that the committee determine the cost**

and timeline for relocation and include input from all of the affected personnel. Ms. Amy Held will become involved with the project as it involves facilities. Her office will be housed in the Library in the meantime. She will work with the committee to find (temporary) space for the new counselor and dean as soon as possible.

III. ACTION ITEMS:

C. DISCUSSION AND ACTION TO APPROVE HUMAN RESOURCES RECOMMENDATIONS FOR 06-07 BUDGET

The Human Resources Committee has vetted the personnel proposals and has submitted recommendations to the Board (see attachment). Some items were actually continuing items from last year and are already budgeted and not considered new costs. The committee will revisit these recommendations again in light of this. Because positions need to be filled before the beginning of school, the Board approved the recommendation to hire a new counselor and security aide.

HR recommends allowing the College Center access to ASB funds that they collected to offset their requested costs. The College Center is appealing the decision to not grant the extra hours beyond these costs.

⇒ **The Board unanimously approved allowing the College Center to create a fund within the school account instead of ASB to provide access to collected monies. This fund can cover the extra hours involved in running their programs. To accommodate the need for extra hours during peak times, we will investigate changing the restrictions on the number of hours worked per week for the College Center staff. This proposal will be vetted at a later meeting.**

The committee also recommended hiring the school psychologist as a fulltime PCHS employee who will be responsible for all of the special education testing. Because the employee would no longer be an LAUSD employee, she would have more time to devote to PCHS. Mrs. Ruth Mills spoke on behalf of the school psychologist to recommend hiring someone on a part-time basis just for the special education testing. Logs of the amount of time special education testing requires were not available.

⇒ **The Board unanimously approved the hiring of a fulltime school psychologist who will be responsible for all of the special education testing. The position will be reviewed at the end of the school year to assess whether there is ample time for the psychologist to do all of the special education testing or not.**

D. DISCUSSION AND POSSIBLE ACTION TO APPROVE OPERATIONS/FACILITIES AND TECHNOLOGY RECOMMENDATIONS FOR 06-07 BUDGET

Mr. Dan Warren presented the Technology Capital Project budget items for 06-07 (see attachment). It is within the budgeted placeholder amount.

⇒ **The Board unanimously approved the technology budget.**

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

Input from the faculty and staff has not been collected, so this item was tabled.

- F. DISCUSSION AND POSSIBLE ACTION TO APPROVE CONFERENCE ATTENDANCE EXPENSES

- **AVID**

The AVID coordinator is requesting payment for the hotel rooms needed for the AVID conference that is being held in San Diego (closest available conference). We are required as a certified AVID school to send a site team each year. There are funds specifically for AVID in the budget.

⇒ **The Board unanimously approved the request for hotel reimbursement for the AVID conference.**

- **Strategic Management For Charter School Leaders**

Dr. Martinez, Amy Held, and Minh Ha Ngo were accepted to the Strategic Management for Charter School Leaders at Harvard University. This is an opportunity for the Executive Director, Academic Principal, and the Board Chairperson to learn how to effectively lead the school. They are requesting approval from the Board for reimbursement of conference expenses.

⇒ **The Board approved sending the school leadership team and the Board Chairperson to the institute. The team will share the information and train the Board when they return.**

(YES: Fisher, Francis, Kling, Miller, Rodman, Suhr, Wolf

ABSTENTION: Ngo, Red Clay)

- G. DISCUSSION AND POSSIBLE ACTION ON CONTRACTS FOR NEW BUNGALOW INSTALLATION

(moved item to top of agenda)

See above.

- H. DISCUSSION AND ACTION ON OPEN ASSISTANT PRINCIPAL POSITION
(moved item to top of agenda)

See above.

- I. DISCUSSION AND POSSIBLE ACTION ON WHETHER TO REPLACE EXECUTIVE DIRECTOR SEAT ON THE BOARD WITH AN ADMINISTRATOR SEAT

The faculty has not been surveyed yet, so this item was tabled.

IV. DISCUSSION/INFORMATION ITEMS:

- A. UPDATE ON ADMINISTRATIVE OFFICES LOCATION RECOMMENDATIONS
(moved item to top of agenda)
See above.
- B. UPDATE ON ENROLLMENT FOR 06-07 SCHOOL YEAR
The school has reached its maximum enrollment and has a waiting list. There are approximately 75 neighborhood students on the waiting list. Students will be referred to the district for an alternate school.
⇒ **Unless space becomes available, we will NOT be able to accommodate any new students since the school is at capacity.**
- C. PARENT INVOLVEMENT POLICY FROM CONSOLIDATED APPLICATION
The policy is a new requirement to qualify for some federal funds. The PCHS Parent Involvement Policy will abide by the requirements specified in the Consolidated Application.
⇒ **Patrice Fisher, Rosalind Wolf, and Gloria Martinez will collaborate on the policy.**
- D. SCHEDULED MEETING
The next regular meeting will be on August 22, 2006 from 6-9 pm. *Please note the change of date.*

V. ORGANIZATIONAL REPORTS:

- A. *FACULTY REPORT*
Faculty Senate has passed motions that they would like the Board to act on (see attachment). The motions have either been accomplished or are already being followed by the Board.
- B. *ACADEMIC PRINCIPAL'S REPORT*
Dolphin Days has begun with approximately 29 students in the first session. There will be three 2-week sessions. Dolphin Days runs from 7/10-8/18.
- C. *CHIEF BUSINESS OFFICER'S REPORT*
(see attached CBO report)

VI. ADJOURNMENT

Open session ended at 11:08 pm. Board entered closed session.

VII. OPEN SESSION (report out from closed session)
No action was taken in closed session.

MY NAME IS LINDA BURGESS AND I AM A SPECIAL EDUCATION TEACHER HERE AT PALISADES CHARTER HIGH. I AM HERE TO SPEAK TO THE BOARD TONIGHT RE AN OFFICE RELOCATION PROPOSAL I SAW - BY ACCIDENT- AT 2:00 pm LAST FRIDAY. THE OFFICE RELOCATION PROPOSAL HAD MY CLASSROOM ALONG WITH 5-6 OTHER SPECIAL EDUCATION CLASS ROOMS TEMPORARILY RE-LOCATED TO THE STUDY CENTER FOR SIX MONTHS. THE PROPOSAL HAS SINCE BEEN CHANGED. AS I WAS TOLD TODAY, TUESDAY, THE SPECIAL EDUCATION CLASSES WOULD NOT BE MOVED BUT I WOULD LIKE TO ADDRESS THE ISSUE OF ALLOCATION AND RELOCATION OF SPECIAL EDUCATION CLASSES FOR ANY CONSIDERATION NOW OR IN THE FUTURE HERE AT PALISADES.

Public law 94-142...

ADDITIONALLY , THERE ARE STATE SQUARE FOOTAGE REQUIREMENTS FOR ALL SPECIAL EDUCATION CLASSES ALONG WITH CEILING, VENTILATION, FIRE CODES, ETC ETC THAT WOULD HAVE TO BE CONSIDERED...DISTRICT FORMS, SIGNATURES ETC AS THE DISTRICT IS OUR SELPA AND SO ON AND SO FORTH. THIS IS NOT A POPULATION OF STUDENTS THAT CAN BE MOVED EASILY AND I WOULD ALWAYS RECOMMEND CAUTION WHEN CONSIDERING MOVING EVEN ONE SPECIAL EDUCATION STUDENT. RESPECTFULLY

IV. GUIDELINES FOR SELECTION OF A CLASSROOM

- A. Public Law 94-142 and the California Education Code, sections 56001(g), 56031 and 56364 provide that (1) districts shall ensure that special education services are offered in the least restrictive environment and that (2) maximum interaction between the handicapped and non-handicapped shall be promoted in a manner appropriate to the needs of both.

To that end, special education students shall not be isolated or segregated on the school campus. Rather, they shall be located so as to provide maximum interaction with the regular school population.

- B. Pre-primary age classes shall have access to a bathroom, either in the classroom or adjacent, and two exits.
- C. Primary grades shall be on the ground level.

V. SQUARE FOOTAGE REQUIREMENTS

The square footage for special day classrooms shall meet state requirements. These vary for different programs and age spans. The following special day classes for the severely handicapped are housed in general classrooms of 690 square feet or more:

HR Committee Minutes
June 21, 2006

Visitors—Helene Kunkel and Ruth Grubb

Committee Members—Mary Redclay, Sophia Chock, Cheryl Kling, Aaron Castro, Susan Curren, Linda Ello, James Paleno, Ginger Emerson

The College Center made a presentation requesting that the HR Committee recommend that approximately \$8,900 be appropriated for the 2006-2007 school year to cover additional hours for the classified staff members working in the Center to cover the extra hours involved for programs like the PSAT, SAT, College Fair and AP exams. In the presentation we learned that approximately \$5,000 is money that has been collected by the College Center for work done during the PSAT and AP exams. This \$5,000 is currently a part of Student Body funds and the College Center does not have access to the money.

The HR Committee is recommending that the Board of Directors give direction to Mr. Braithwaite to find a way for the College Center to access the funds that they have collected. The HR Committee did not recommend that they receive the other \$3,000 in their request. The committee said that during a normal school year everyone must put in extra hours to complete certain programs and it is just a part of their normal responsibilities. The College Center will also have an extra part-time College Counselor who can assist with the College Fair, PSAT and AP exams.

Bella McGowan made a request to the HR Committee that we consider making her a full-time Counseling Psychologist and hire a part-time school psychologist to do the necessary testing for the Special Education Program. Our psychologist is currently an employee of LAUSD and therefore must be available to help out in crisis at other LAUSD schools. She would like to become a Charter School employee.

A committee member checked with Granada Hills High School and found out that they have a full-time school psychologist who handles their testing. The job description for a school psychologist indicates that Special Education testing is a part of the job responsibilities.

HR is recommending that Bella McGowan become a full-time employee of Palisades Charter High School so she can spend all of her time assisting our students. We do not recommend that a part-time testing psychologist be hired to handle Special Education testing. Using a part-time psychologist for testing makes it very difficult for the Special Education Coordinator and teachers to set up IEP meetings and to hold the meetings in a timely manner. Since Bella would no longer be required to help out at other LAUSD

schools, she would have the time to help counsel our students and still be able to complete the necessary testing.

The HR Committee looked at the proposal for an Intervention Coordinator who would help track those students who are failing several classes. The committee said no to this proposal because a recommendation is being made to add another counselor. The addition of a 6th counselor would reduce the number of students per counselor from approximately 525 students to 425 students. The counselors would have additional time to do intervention with those students who are struggling academically.

A place holder should have been included in the budget for the following positions because they had previously been approved by the Budget Committee and the Board of Directors:

Full-Time Athletic Director	\$60,000
Additional Dean	60,000
Choral Teacher	60,000
One period of Dance	10,000
Parent Liaison	20,000

The HR Committee is recommending the following personnel requests for the 2006-2007 school years. The items are in the following priority order:

1. New Counselor	\$60,000
2. Tutoring Center	29,000
3. Data Manager	60,000
4. AVID	55,000
5. Professional Development	67,600
6. One new Security Aide	30,000
7. Small Learning Communities	20,000
8. Literary Coordinator	1,500
9. Testing	2,600
10. Input Clerk Attendance Office	7,000
11. Overtime for Attendance Office	1,000
12. Magnet Office	1,500

Our total is approximately \$45,000 above the cap given to us by the Board of Directors. The HR Committee hopes that you view our list favorably and fund all of the items listed.

Capital Budget 2006-07 for all Depts

			Amount	Approved Capital		
			Total Approved	Apprv.	Technology	Comments
3	200	Math Department Total	12,700.00	0.00	3,000.00	
		Smart Pad 2 @ 500.00	1,000.00	X	1,000.00	
		Mimio Xi Interactive Whiteboard	2,000.00	X	2,000.00	Amt changed to \$2000 for stand-alone unit
7	700	Technical Education	13,525.00	0.00	10,700.00	
		Tech Up-date Uyeno(2 Elec Babies, Embroidery machine)	8,700.00	X	8,700.00	
		Technical Update Simon	2,000.00		2,000.00	Computer Room update transferred to School-Wide category. \$2000 for Interactive White board remains
8	800	Visual & Performing Arts	7,984.00	0.00	1,809.00	
		2 Drawing Tablets@ 614.00	1,230.00	X	1,230.00	
		1Epson Printer	80.00	X	80.00	
		Digital Camera	499.00	X	499.00	
10	1000	Special Education	8,300.00		1,000.00	
		12 Floppy Disc Drives for Mac	1,000.00	X	1,000.00	
17	1400	Student Information System	36,500.00		36,500.00	\$75000 orig amt, less \$2600 for Att Off Printers, \$29200 for Admin Computers, and \$6700 for Admin Printers. Result is \$36500.
31		College Center	5,000.00	0.00	3,000.00	
		Software	3,000.00	X	3,000.00	Revised amount is \$3000 (not \$2000)
42		Data Management	4,000.00	X	4,000.00	
49		Technology Coordinator	232,088.00		232,088.00	See Technology Capital Projects for Detail
		Dept Total			60,009.00	
		Grand Total	738,022.00	0.00	292,097.00	

**Technology
Capital Projects**

Item(s)	Description	Unit Cost	Nbr Units	Ext Cost	Tax	Shipping	Total
Campus-Wide Classroom Refresh	E101	1,450.00	20	\$29,000.00	\$2,392.50	\$0.00	\$31,392.50
	J108	1,450.00	32	\$46,400.00	\$3,828.00	\$0.00	\$50,228.00
	D202	1,450.00	30	\$43,500.00	\$3,588.75	\$0.00	\$47,088.75
NEC LT245	Digital projectors	1,500.00	16	\$24,000.00	\$1,980.00	\$182.56	\$26,162.56
Installation of projectors	Classroom installs	1,325.00	16	\$21,200.00	\$1,749.00	\$0.00	\$22,949.00
Installation of existing projectors	Classroom installs	1,325.00	10	\$13,250.00	\$1,093.13	\$0.00	\$14,343.13
Win Server	Active Directory	2,400.00	1	\$2,400.00	\$198.00	\$0.00	\$2,598.00
Dell Optiplex 520 computer for MDF	Workstation	1,400.00	1	\$1,400.00		\$0.00	\$1,400.00
Campus-Wide Printers	Classroom Color Laser Printers	699.00	2	\$1,398.00	\$115.34	\$0.00	\$1,513.34
	Classroom B&W Printers	310.00	10	\$3,100.00	\$255.75	\$0.00	\$3,355.75
	Admin LD B&W Printers	310.00	2	\$620.00	\$51.15	\$0.00	\$671.15
	Admin MD B&W Printers	560.00	7	\$3,920.00	\$323.40	\$0.00	\$4,243.40
	Admin HD B&W Printers	1,300.00	3	\$3,900.00	\$321.75	\$0.00	\$4,221.75
Campus-Wide Computers	Classroom Computers-Laptop	2,100.00	1	\$2,100.00	\$173.25	\$0.00	\$2,273.25
	Classroom Computers-Other	1,450.00	10	\$14,500.00	\$1,196.25	\$0.00	\$15,696.25
Barracuda Model 400	Anti-Spam Appliance	3,650.00	1	\$3,650.00	\$301.13	\$0.00	\$3,951.13
				\$0.00	\$0.00	\$0.00	\$0.00
Totals				\$214,338.00	\$17,567.39	\$182.56	\$232,087.95

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PALISADES CHARTER HIGH SCHOOL
Chief Business Officer's Report
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Attendance & ADA

The final P-3 Attendance Report was submitted to the State June 2006. ADA The current enrollment of 2,613 and ADA of 2,518.46 was sent to State. Need to change # of days with LAUSD to comply with minimum # of Minutes for the State.

Consolidated Application

The application for the 2006-2007 School Year was filed. An updated Parent policy will need to be approved and an ESL parent committee member approved the Title III plans.

2005-2006 Audit

The auditors started work on the 2005-2006 Audit last week. No significant issues were commuted during the course of this work. We also discussed and will look at the controls and procedures surrounding the ASB fund. The ASB manager has sent files to our auditors. "Unaudited Actuals" Financial Report for 2005-6 will be prepared and sent to the CDE (via LAUSD). This report will be done by August 4th, 2006.

IC-LA Involvement

The ICLA has asked for PCHS assistance in a White Paper that will provide a basis for all current and future charters with a consensus on their rights and LAUSD obligations to charter schools. This task force will be meeting over the summer with the goal of having a draft to present to the greater charter community by the beginning of the fall.

Actuary Work

The process is continuing. We have sent data and they are accumulating some assumptions on medical costs and have looked at the LAUSD work to ensure that we have parallels to our study. We will have a conference call this week to update our progress on a few pieces of information needed (Employee start dates- Pre-Charter). Will provide an update at next Board Meeting

PERS Interest Refund

I am still compiling the eligibility information and recalculating the potential interest on the PERS refund from the 2003-4 School Year. I plan on completing this work by the August Board Meeting.

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LAUSD

ISIS

Continue to ask for cost of ISIS with Charter office. No information has been forthcoming. They advice contacting LAUSD ITD directly now.

Measure R

Our attorney's have asked for a meeting with LAUSD on August 8th to review our application and reasons for non-funding. Marlene Canter is also interested in attending this meeting.

LACOE Charges

I have attended 2 different meetings with LACOE and worked with the CCSA on a counter proposal to LACOE on their charges for their services to charter schools. We will meet with LACOE on July 25th to present our proposal for all charter schools and recommend that fees be reduced (PCHS proposed fee would be \$28,000 vs. latest LACOE fee of \$54,000)

Form 700 Compliance

Reminder: The Conflict of Interest Forms (Form 700) handed out at the last board meeting is still not in for all of the Board members. Ann, Mary, Bud & Gretchen should see me.