



**Palisades Charter High School**  
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**PALISADES CHARTER HIGH SCHOOL  
 BOARD OF DIRECTORS**  
 Minutes of September 19, 2006 Meeting

**I. WELCOME**

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

Members Present:

Patrice Fisher  
 Victoria Francis  
 Amy Dresser-Held  
 Bud Kling  
 Gretchen Miller

Minh Ha Ngo  
 Mary Red Clay  
 John Riley  
 Rene Rodman  
 Jim Suhr

Ex-Officio Members Present:

Gloria Martinez  
 Genevieve Fox

The Board welcomed Mr. John Riley to the Board of Directors. Mr. Riley was the alternate community member and replaces Mr. Dick Held whose resignation was effective August 1, 2006.

- C. *Approval of Minutes*  
 Minutes from August 22, 2006 were approved with corrections. See final version of approved minutes on palihigh.org website.  
 (ABSTENTION: Riley)

**II. PUBLIC SPEAKERS:**

- A. *Aileen Scibetta (college counselor):*  
 Ms. Scibetta informed the Board that the HR Committee had decided not to fill Ms. Kunkel's position if she temporarily fills the full-time college counselor position. She submitted a letter from Ms. Kunkel (see letter). Because no full-time college counselor has been hired, the contingency plan was for Ms. Kunkel to assume the responsibilities of the full-time college counselor temporarily and to

## DRAFT FOR APPROVAL

post and hire someone for Ms. Kunkel's present position. Mrs. Red Clay explained that the HR Committee thought that the position was a new position.

⇒ **The Board clarified that there would continue to be four paid positions in the College Center: 1 full-time college counselor (temporarily filled by Ms. Kunkel, 1 part-time college counselor (Mrs. Scibetta), and 2 assistants (Ms. Grubb and Ms. Kunkel's former position). Ms. Kunkel's former position will be posted, and potential candidates will be interviewed as soon as possible. We will continue to advertise and look for a permanent full-time college counselor. Ms. Dresser-Held and Mrs. Davenport will be responsible for recruiting and hiring staff for the College Center. The Board was unanimously in agreement.**

### III. ACTION ITEMS:

- A. DISCUSSION AND ACTION ON NOMINATING COMMITTEE FOR BOARD ELECTIONS AND ALIGNING COMMITTEE ELECTIONS AND BY-LAWS
- There is one open teacher seat and one parent seat on the Board of Directors. Mr. Riley is finishing Mr. Held's term in the community seat. The Board has appointed the Nominating Committee. The Nominating Committee will consist of Mrs. Evans (administrator), Ms. Burgess (teacher), Ms. Iannessa (teacher), and Mr. Kling (teacher), Ms. Donna Wheeler (parent), Ms. Carolin Herrmann (parent), and a student from the Leadership class. They will solicit nominations and conduct the elections. The committee may use mailing services to facilitate communication before Back-to-School Night when it would be ideal for parents to meet the parent candidates. The new Board members should be seated at the October 17<sup>th</sup> Board meeting.

There have been concerns about committee elections and bylaws not being consistent. One suggestion is to have elections for committees and the Board at the same time (in the spring or the fall) so that openings can be publicized at once. Eligibility and terms of members also need to be specified. For now, any openings on committees can be publicized with the Board elections.

⇒ **Ms. Dresser-Held and Ms. Wolf will review the committees' bylaws and make recommendations to align the committees and the Board by February.**

- B. DISCUSSION AND POSSIBLE ACTION TO ENGAGE HUMAN RESOURCES EXPERTISE  
(See below – discussed in conjunction with Administrative Restructuring)

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- C. **RECOGNITION OF DONATIONS FOR BASEBALL LIGHTS**  
The lights are finally installed on the baseball field and are ready for use! We would like to thank and recognize the generous donations from AYSO and Mr. and Mrs. Held. The field is available for community use. Organizations that would like to rent or lease the space should contact the school.

### IV. DISCUSSION/INFORMATION ITEMS:

- A. **UPDATE ON ADMINISTRATION RESTRUCTURING PROCESS and DISCUSSION AND POSSIBLE ACTION TO ENGAGE HUMAN RESOURCES EXPERTISE**  
Since an assistant principal has not been hired yet to replace Dr. Moran, the administration has met and reassigned some of her duties temporarily. Some teachers have taken on additional responsibilities as well. The administration is also in the process of reviewing the Administration Restructuring Committee's proposal presented at the July board meeting and redistributing duties and responsibilities to streamline and align tasks. It was suggested that we hire a HR consultant or outsource HR services. This person would assume responsibilities from each assistant principal and free them to focus on instruction and take the burden off the HR Committee. It is still unclear exactly what this person would do, if this would necessitate a full-time position, if this person would replace an administrator permanently, and what HR duties the Executive Director and Academic Principal should be responsible for. Bea Robles (an HR consultant from the Charter Association) could be a resource.  
⇒ **Ms. Rodman, Ms. Dresser-Held, and Dr. Martinez will work with the HR Committee to investigate the possibility of engaging an HR consultant. The Administration Restructuring process should consider this option as well.**
- B. **UPDATE ON BUNGALOWS PROJECT**  
Two of the moved bungalows will be ready for classroom use tomorrow. One of the classrooms had to be destroyed and rendered useless because it was on a gas line. Phase 2 (installations of the 14 new bungalows) can commence. Because of additional LAUSD requirements and delays, there will be additional costs. Measure R can offset some of the costs. The anticipated completion date is near Thanksgiving. With school personnel input, Ms. Dresser-Held and Mrs. Davenport will devise a plan to use the new bungalows to reduce teacher traveling.
- C. **SCHEDULED MEETING**  
The next regular meeting will be on October 17, 2006 from 6-9 pm. New Board members will be seated at this meeting.

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### V. ORGANIZATIONAL REPORTS:

#### A. *STUDENT REPORT*

- Students are concerned about how senior activities will be affected by Dr. Moran's absence. Seniors will not be affected at all since Mr. Klima has assumed all senior activities responsibilities.
- Students inquired about when the track and field project would break ground. The anticipated date is next summer.

#### B. *PARENT REPORT*

- There will be an All Parents Meeting on October 17<sup>th</sup> before the Board meeting.
- The Parent Liaison position has been submitted to the Human Resources Committee.
- For the new school year, we are trying to update and get parents' email address to facilitate communication.
- The Parent Advisory Committee will be introduced at Back-to-School Night.

#### C. *FACULTY REPORT*

- The Faculty Senate has requested that the Board provide rationale for restructuring the administration, an explanation of the process and how it will involve stakeholders, and a timeline for completion.
- The Board would like to know if faculty and staff would like to change the Executive Director seat on the Board to one for an administrator. A poll will be conducted to assess the will of the school.

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

- PCHS raised its API score by 9 points.
- A letter was distributed to parents about the API scores, change of class deadline, and warnings about bringing electronics to school.
- The school has implemented ISIS for attendance.
- The administration has met to discuss restructuring (see above).
- The deadline to submit items for the first newsletter is September 28<sup>th</sup>.
- There will be a faculty meeting on September 26<sup>th</sup> to discuss the Pyramid of Interventions.
- Parents are collecting teacher-requested school supplies as a part of the S.O.S. (Send Over Supplies) program.
- The Booster Club is sponsoring the faculty/staff dinner on Back-to-School Night.

#### E. *EXECUTIVE DIRECTOR'S REPORT*

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(see attached ED report)

- Portables Project Update
- Other Facilities Projects
- College Center Contingency Staffing Plan
- Administrative Restructuring Update

### F. *CHIEF BUSINESS OFFICER'S REPORT*

(see attached CBO report)

- Measure R
- Mandated Costs Reimbursement from CA
- IC-LA Involvement
- LACOE Charges

### G. *STANDING COMMITTEE REPORTS*

1. Policy Committee
  - A Wellness Policy will be adopted by December.
  - The committee is still gathering information for the Calendar Change proposal.
2. Educational Programming
  - The committee is compiling course descriptions to publicize and post.
  - Options for vocational education or alternate programs are being explored.

## VI. ADJOURNMENT

- A. The Board has investigated and responded to Mr. Shuhgalter's letter (distributed at the June 20<sup>th</sup> Board meeting. The response is available to everyone by request.
- B. Open session ended at 6:05 pm. Board entered closed session.

## VII. OPEN SESSION (report out from closed session)

No action was taken in closed session.

September 19, 2006

To: Palisades Charter High School Board of Directors

At the start of the school year, I assumed the duties of the full-time College Counselor position due to a good faith belief that the College Center would be staffed at the level approved by this Board last spring. Despite this Board's approval of four paid positions in the College Center, we are now operating at a staff level below that of June '06. The Human Resources Committee ruled at its September 18, 2006 meeting that the Board-approved fourth position should not be filled. I did not attend this meeting and will defer to Amy Held to apprise the Board of the details. At this time, my job in the College Center is vacant.

Aileen Scibetta has assumed the approved half-time College Counselor position. I am fulfilling the duties of the full-time College Counselor position (with no contract) as no comprehensive effort to fill the position was made after the Board's approval in Spring 2006. I have filled the full-time position since the start of the school year, while still carrying on the duties of my 20 hour per week position.

We submitted a proposal for temporary staffing until a full-time College Counselor can be hired, and Aileen Scibetta, Ruth Grubb and I met with Ann Davenport, Amy Held and Gloria Martinez last week, at which time all parties agreed that we would go forward with the proposal and that my job would be filled on a temporary basis while I work in the capacity of full-time College Counselor. We indicated that we have identified an ideal candidate for this temporary position. We agreed that this job description would be posted, so that any current school employee interested in this temporary position could apply for it. I prepared a job description and submitted it to Ann Davenport last week.

I request the following:

- that this Board affirm its approval of four paid positions in the College Center;
- that the vacant position be posted by Friday, September 22, and that this Board identify the individual responsible for doing so; and
- that interviews with the identified candidate and any interested current school employee be scheduled by Thursday, September 28, and that this Board identify the individual responsible for doing so.

I will depart on Friday, September 29 to attend the NACAC Convention. Eight Senior College Planning Workshops are scheduled for Tuesday, Wednesday, Thursday, Friday and Saturday of this week. As of this date, I have worked substantially more than the 80 hours for which I will be compensated for the month of September. I will conduct the Senior Meetings listed above, but will not work additional hours this month until the above requests are addressed.

I remain optimistic that an agreement can be reached, but I am unable to adequately perform the duties required of me under the current circumstances.

Thank you,

Helene Kunkel

cc: Ann Davenport, APSCS  
Gloria Martinez, Principal  
Aileen Scibetta

Amy Dresser Held, Executive Director  
Linda Ello, Chair, HR Committee  
Ruth Grubb



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 Academic Principal  
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September 11, 2006

Dear Parents and Guardians:

Well, we are off and running into the 2006-2007 school year. There are a few things I would like to take the time to bring to your attention.

First, congratulations to everyone at the Palisades Charter High School Community. Our Academic Performance Index (API) for the 2005-2006 school year shows continued growth. The following chart shows the improvement our students have made over the years. I am very proud of our students and our committed faculty, staff members and administrators. The scores are a result of a concerted effort by all.

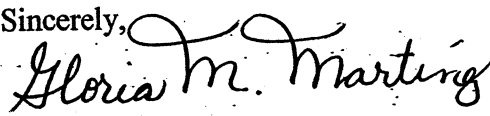
School Year	2002	2003	2004	2005	2006
Pali's API Score	721	737	756	766	775

Thank you, parents, for sending your students to school well-rested and energized by a good breakfast each day.

Second, the last day to submit the form for class changes is Monday, September 18, 2006. Please remember Palisades Charter High School does not have a drop class policy and classes are assigned for the entire semester.

And finally, please encourage your child to leave personal electronic equipment at home. According to the Los Angeles School Police Department, robberies and thefts of personal electronic items such as iPods, cell phones, MP3 players and other small electronic devices are on the rise around the Los Angeles area. It is not worth the risk of someone's safety or the chance of getting their property stolen, to bring these items to school. Remember Palisades Charter High School is not responsible for lost or stolen items. Thank you for your support in keeping our students safe and out of harm's way.

I wish everyone a very productive year.

Sincerely,  
  
 Gloria M. Martinez, Ed.D.  
 Principal

*The mission of Palisades Charter High School is to educate our diverse students by developing their skills and talents to make a positive contribution in our global society.*

**Executive Director's Report**  
**PCHS Board Meeting - 9/19/06**

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- I) Portables Project Update**
- a. Two portables reopened today to be occupied tomorrow
  - b. Meeting with LAUSD tomorrow to ensure Phase II is on track
  - c. Precedent for a master agreement potentially in the works
  - d. Outstanding issues
    - i. How to use 14 new portables next semester – to reduce traveling or class size or both
    - ii. Cost impact of additional LAUSD requirements and delays
- II) Other Facilities Projects**
- a. Master Planning – Developing an RFP to be let for an architect to assist with master planning on site. Rick Mills and the Facilities Task Force have been instrumental in this effort.
  - b. Pool Project – Contracted with ADG (Aquatic Design Group) to sketch out a couple of different options in terms of locations and pool configurations and create renderings to assist with fundraising. Working with LAUSD to ensure smooth execution of the project.
  - c. Track and Field – Researching financing options. Design developed and feedback received from LAUSD.
- III) College Center Contingency Staffing Plan**
- Update: At the direction of the Board, a College Center contingency staffing plan was developed. The college center staff met with Dr. Martinez, Mrs. Davenport and me. Some modifications were made to the plan based on input from that meeting. The plan was taken to the HR Committee on 9/18/06. H. Kunkel taking on the additional duties in the absence of a full time college counselor/advisor was approved with the bonus structure worked out by staff. R. Grubb working an additional five hours was approved. The hiring of a replacement for H. Kunkel for 20 hrs a week for the 6 month term of the contingency plan was tabled.
- IV) Administrative Restructuring Update**
- a. Administrators met with John Rauscher and Minh Ha Ngo to divvy up Dr. Moran's responsibilities in her absence.
  - b. Next steps - partner with the faculty to explore models of administration at other schools while the search for a new Assistant Principal continues. The goal is to further refine how responsibilities are divided to ensure administration can focus on instruction. The process of restructuring duties will continue concurrent with the search. The Magnet Coordinator and Dean have already assumed some of the responsibilities of Dr. Moran and we look forward to engaging NBC teachers in some of the other work that remains.



**PALISADES CHARTER HIGH SCHOOL**  
**Chief Business Officer's Report**  
**Board of Director's Meeting**  
**September 19, 2006**

**Measure R-**

PCHS has submitted our latest proposal for Measure R funding from LAUSD. The total proposal, including approximately \$242,000 requested for furnishings for the new modulars being added to campus, amounted to \$1,078,932. LAUSD will review our request and will contact PCHS to discuss the review of our application and a tentative award date of October 2006 has been established.

**Mandated Costs Reimbursements from California**

The State of California has not funded numerous Mandated Cost programs for 5 or more years due to shortfalls in the State Budget. It has come to our attention that Funding for a number of Mandated programs have now become available. We have contacted a Mandated Cost Consultant and will be meeting in early October to review the potential claims that will be available to PCHS. The consultant, who has submitted claims on behalf of other education institutions in California, estimated that PCHS may be able to submit claims in the range of \$400,000 per year. Some retroactive claims might also be available to PCHS. An update to this will be given at the next Board meeting.

**IC-LA Involvement**

The Independent Charters of Los Angeles (ICLA) has developed a task force to identify common practices and potential group needs or coalitions that can be formed. PCHS has been actively participating in the formation of this "White Paper" and an ICLA meeting is being held this Thursday to bring this matter to the full Charter group in Los Angeles.

**PERS Interest Refund**

The PERS refunds were processed to eligible employees on their September 18, 2006 pay checks.

**LACOE Charges**

I have been designated as the point person by CCSA to work with LACOE on their charges for their services to charter schools. Our meetings with LACOE have resulted in the fees being better allocated to Charters in Los Angeles County & reduced fees (PCHS proposed fee would be \$30,000 for 2006-7 vs. Budgeted 2006-7 fee of \$75,000).

**PALISADES CHARTER HIGH SCHOOL  
MEASURE R APPLICATION  
PROJECT SUMMARY**

**Attachment B 12**

<u>Project Area</u>	<u>Amount</u>
Furniture & Equipment for New Classrooms	\$ 241,570
Cafeteria	79,550
Library	76,850
Special Education	5,600
Student Lockers	50,000
G104	35,584
J108	6,000
J120	37,360
J121 Lab	42,000
VOIP	53,500
Class Printers	48,000
Class Projectors	33,000
Drama	152,821
Visual & Performing Arts	24,983
Math-Desks	57,156
White Boards	12,990
Science	40,200
Social Science	57,181
J121-Furniture	6,000
English Dept. Furniture	2,273
Foreign Language	4,763
Physical Education	11,550
<b>Total Funding Request</b>	<b>\$ 1,078,932</b>