



“One of America’s Best High Schools” – Newsweek 2006
A California Nonprofit Public Benefit Corporation
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BOARD OF DIRECTORS

Minutes of February 20, 2007

I. WELCOME:

A. CALL TO ORDER – Rene Rodman

B. ROLL CALL – Rene Rodman

Members Present:

Mary Red Clay
Victoria Francis (absent)
Bud Kling (7:40 pm)
Maisha Cole Perri
Rene Rodman
Rosalind Wolf

Patrice Fisher
Amy Dresser Held
James Paleno (absent)
John Riley
Eileen Savage

Ex-officio Members:

Gloria Martinez
Patrick Kim (student)
Greg Wood

C. APPROVAL OF MINUTES

Minutes of January 16, 2007 were approval with corrections and minutes of January 30, 2007 were approved. See final approved versions at www.palihigh.org .

II. PUBLIC COMMENTS:

- ◆ Anna Armstrong – (parent) Concerned about the intervention process. She has a student that is failing and she is not having any luck communicating with the teacher. Parent will follow-up with Ms. Davenport.
- ◆ Stephen Klima – (teacher) Spoke in regards to the Faculty Petition in regards to the calendar change. He again asked that the Board reconsider its decision to go ahead with the calendar change for the 2007 – 2008 school year.
- ◆ Darlene Mims – (parent) Tabled her concerns.
- ◆ Ann Mims – (parent) Tabled her concerns.
- ◆ Lisa Saxon – (teacher) Urged the board not to reverse their decision to go with the calendar change/early-start schedule. She pointed out that while there is no empirical evidence that proves a schedule change will increase student achievement, there is data that proves many of our students we serve, are not successful. Many of these students live outside the 310 area code, and their voices and the voices of their parents have not been heard in the ongoing debate about the proposed schedule change. In another issue, Ms. Saxon has sent an email to the local councilman’s office requesting information on how to initiate a proposal for a no U-turn sign on Bowdoin Street in front of the school.
Ms. Held addressed this and stated the councilman’s office has been in contact with the school in regards to the matter.
- ◆ Cheryl Onoye – (teacher) She thinks enough has been said about the calendar change. She feels the committee did its best to consider all aspects of the issue and they acted in the best interest of the students.

III. CLOSED SESSION:

A. CONFERENCE WITH LABOR NEGOTIATOR

PCHS Negotiator: Mrs. Amy Dresser Held, Executive Director

EMPLOYEE ORGANIZATION: UTLA-PCHS

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

C. PUBLIC EMPLOYMENT

TITLE: Special Education Coordinator

IV. ACTION ITEMS:

A. BOARD CONSIDERATION/ADOPTION OF RESOLUTION ON CLASSIFIED EMPLOYEES' RIGHTS AND BENEFITS

- ◆ Gay Chambers – (classified staff) Believes that unionizing is not the best thing, but said we do need to be united as one and when the certificated staff get a raise the classified should receive a “me too” as well.
- ◆ Ms Held stated that the resolution will be at 4% or more. She agrees we do need to be united as a whole staff and not as certificated v. classified or un-represented verses represented. This discussion will be tabled for the March meeting.
- ◆ Mr. Riley stated his view from the UCLA stand point, that the staff is rewarded based on who deserves it.
- ◆ This item was briefly discussed and then postponed for action at the March 13th meeting.

B. DISCUSSION AND ACTION ON THE WELLNESS POLICY

- ◆ Mrs. Held stated that Item 2 on the Wellness Policy needs to be amended to include competitive pricing to be an incentive to purchase healthier food and keeping the fitness center open after hours for school community use.
- ◆ Ms. Fisher added that there needs to be a dairy alternative offered.
- ◆ Ms. Perri asked about serving fries and pizzas and if there would be “policing”.
- ◆ Ms. Held stated that some of the foods will be reformulated and that milk and fruit may be added to a la carte offerings so they can be considered reimbursable meals and all students can access all food offerings.
- ◆ Mr. Riley suggested since we are always concerned about subsidizing, raise prices on “bad” food and reduce prices on “good” food may actually help the cafeteria budget.
- ◆ Ms. Held also stated that the doughnuts were being phased out at the end of the month.
- ◆ Ms. Fisher moved to approve the Wellness Policy with corrections, seconded by Ms. Wolf and voted on.

The Board unanimously approved the Wellness Policy with corrections.

C. DISCUSSION AND ACTION ON TRACK & FIELD RESURFACING PROJECT FINANCIAL MODEL – AUTHORIZATION TO NEGOTIATE AND ENTER INTO AGREEMENT TO PARTIALLY FINANCE PROJECT.

- ◆ This item was postponed pending further research by the CBO and the track and field project team.

D. DISCUSSION AND ACTION ON PCHS POLICY GUIDELINES: DIPLOMA REQUIREMENTS, GRADUATION CEREMONY PARTICIPATION REQUIREMENTS, MARK APPEAL PROCEDURE, CLASS CHANGE POLICY, DROP/FAIL POLICY, MID-YEAR SENIOR TRANSFER STUDENT ENROLLMENT POLICY

- ◆ Ms. Davenport handed out the current policy guidelines that the school is following.
- ◆ More defined wording was brought for a few of the policies.
- ◆ Ms. Fisher motioned all feedback will be sent to Ms. Davenport/Dr. Martinez and an updated version will be distributed for review prior to the next meeting.
- ◆ Board members will give any input they have on the existing policies to Dr. Martinez by February 28th for incorporation and adoption at the March 13 meeting.

E. DISCUSSION AND ACTION ON PROPOSAL TO PARTICIPATE IN THE MIDDLE & HIGH SCHOOL SUPPLEMENTAL COUNSELING PROGRAM

- ◆ This is an on going program funding through the state for Counselors, in which Ms. Davenport will be in charge of.
- ◆ Ms. Savage moved to approve proposal to participate in the Middle & High School supplemental counseling program, seconded by Ms. Red Clay and voted on.

The Board unanimously approved action to apply for state funds to expand the number of counselors, reducing the counseling load.

F. AUTHORIZATION TO ENTER INTO MEMORANDUM OF UNDERSTANDING (MOU) WITH LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD) REGARDING ADMISSIONS

- ◆ Ms. Held passed out the proposed Memorandum of Understanding for the Board to review. This is a departure from the charter only in the timeline for LAUSD to release unused seats and to collaborate with PCHS and Revere Middle School to ensure smooth matriculation.
- ◆ Mr. Riley moved to authorize the Executive Director to enter into MOU with LAUSD regarding admissions, seconded by Ms. Perri and voted on.

The Board unanimously approved the Executive Director to negotiate and enter into an MOU with LAUSD regarding admission.

G. DISCUSSION AND ACTION ON EXECUTIVE DIRECTOR/PRINCIPAL EXPENSE REPORTS (STANDING ITEM)

- ◆ Dr. Martinez had no expenses to report.
- ◆ Ms. Held had a few expenses from the Track & Field project as well as from the Pool Project to be reimbursed for a total amount of \$465.48.
- ◆ Mr. Riley moved to approve the Executive Director's expenses used for the Track & Field Project as well as the Pool Project, seconded by Ms. Red Clay and voted on.

The Board unanimously approved to reimburse the Executive Director's expenses accrued for the Track & Field project as well as the Pool project.

V. DISCUSSION/INFORMATION ITEMS:

A. PROFESSIONAL LEARNING COMMUNITY (PLC) UPDATE (REPORT ON STUDENT DATA)

- ◆ Ms. Maggie Nance and Mr. John Rauschuber, Mastery Manager Data Coordinators, gave a comprehensive presentation and update on the progress of the Professional Learning Communities (PLC's) and the use of data to evaluate programs at Pali.
- ◆ Many of the academic subjects such as; Social Studies, Science, Math and English were discussed and the levels that our incoming 9th graders are at compared to where they should be.
- ◆ A key observation was that 77% of students are reading at or above grade level so poor reading skills (basic academic preparation/foundation) isn't the reason the majority of underperforming students across the content areas are struggling.
- ◆ The coordinators mentioned that there are no state standards for foreign languages at the moment.
- ◆ They then talked about the common assessments used by the PLC's and how important it is for them to meet with uninterrupted time to discuss their assessments used.
- ◆ Data compiled to evaluate the impact of multiple school programs including SLCs, Dolphin Days, Guided Study and the Pyramid of Intervention was reviewed. Some of the key issues/challenges identified with evaluating/assessing the effectiveness of programs included the need for a clear definition of the purpose of the program, the expected outcome and the means for measuring the impact of the program.
- ◆ The Small Learning Communities (SLC's) were mentioned and how their goals are still unclear. It is designed for the same grade teachers to come together and come up with a "why" and what do you want to accomplish.
- ◆ Statistics on how many students have one or more fails was mentioned and the challenges of making the Pyramid of Intervention work consistently. Dr. Martinez said we are trying to hit all levels, not only those that are failing, but also those who need more challenges.
- ◆ Whether or not Dolphin Days is beneficial to the incoming 9th graders and the statistics for the last two summers of how many participated and the dropout rate comparison was discussed.
- ◆ The benefits of having a 7th period guided study for those students identified as at risk with a "c" or below as a junior high student was discussed.
- ◆ Having a strong Literacy Connection focusing on two different levels depending on individual student needs. One being "strategic", tackling reading comprehension and two "intensive", working on phonemic deficiencies.
- ◆ A handout on the benefits of allowing the educators to have a designated time to collaborate and share with each other teaching strategies was passed out and discussed.

B. PORTABLES UPDATE

- ◆ Ms. Held gave an update on the portables project and interactions with LAUSD. Completion of construction on the portables has been delayed.

C. REVIEW OF THE 9TH GRADE CURRICULUM

- ◆ Administration will return to the April meeting with information on the 9th grade curriculum including Integrated Science, Life Skills, etc.

D. CONFIRMATION OF NEXT MEETING FOR MARCH 20, 2007 FROM 6:00-9:00PM

- ◆ The next meeting has been moved to March 13, 2007 at 6:00 to 9:00 PM

VI. ORGANIZATIONAL REPORTS:

This is a presentation of information concerning non-confidential matters which have occurred since the previous Board meeting.

A. STUDEENT REPORT – Mr. Greg Wood for Patrick Kim

- ◆ Pali Idol Auditions started this week. There was a great show up today at lunch and the auditions will go on for two more days.
- ◆ Semi Finals for students will be next week.
- ◆ Final Night will be March 9th at 7:00 PM in Mercer Hall. Leadership invites the Board Members to attend.
- ◆ There will be a Sadie Hawkins on St. Patrick's Day (March 17th) at Magic Mountain for about 500 students. The price will be \$38 & \$43 without pac.
- ◆ Working on a Casino Night for April and the theme will be the 70's.
- ◆ Due to student concerns a reformation committee was formed. Ms. Red Clay stated that this is a voice for both education and academics to listen to what the students want.

B. PARENT REPORT – Ms. Julia O'Grady

- ◆ Booster Club News: The Silent Auction was a huge hit. \$80,000 was raised.
- ◆ PAC News: The next general meeting will be held Feb. 26, 2007, from 6:00 -7:30 p.m., in the Library.
 - The subject of the meeting will be:
 - (1) "What Teenage Issues Are Impacting Pali Students" - Bella McGowan, speaker.
 - (2) "Everything You Need to Know About the Community Service Requirement" -Gretchen Miller, speaker.
 - At the January general meeting Dr. Martinez spoke with the parents (about 50 present) about her areas of responsibility at Pali. She also addressed parent-teacher communication and related issues. The first four Pali Positive Employees of the month are: Mr. Woodward, Mr. Klima, Ms. Benke, and Ms. Duarte.
- ◆ PTSA News: PTSA and Booster are sponsoring motivational speaker, Jesse Billauer, Feb. 23 and 26, 10:30 - 11:30, in the gym.
 - There are 2 more parent seminars featuring Dr. Richard Cohen. "Out of Control Teens", Sat. March 3, and "Avoiding Power Struggles", Sat. April 14. Both are 10:00 - 11:30 am in room B101
 - PTSA meetings are every 2nd Thurs. of the month, 8-9 a.m., in the Teachers' Cafeteria.
- ◆ A big Thank You goes out to our students who participated in the Annual "Reflections Program". There were 89 entries, 29 of which were sent to the 10th District for consideration.
- ◆ The Teenline representative is to give presentations to all English classes in B101 on February 27th & 28th.

C. FACULTY REPORT – Mr. Bud Kling

D. ACADEMIC PRINCIPAL’S REPORT – Dr. Gloria Martinez

- ◆ The Booster Club raised over \$80,000.00 at the Silent Auction held on February 9th and they are asking teachers and administrators to submit requests to fund special projects or needs for the classrooms or departments.
- ◆ The Pyramid of Intervention is still continuing and there has been a 9.2% decrease in the number of students with one or more F’s at the end of the first semester this year compared to the number of students with one or more F’s at the end of the first semester last year. Dr. Martinez extended her gratitude to all those who are working hard to help each of our students succeed.
- ◆ Dr. Martinez is looking for someone to help Ms. Monica Iannessa temporarily with the Student of the Month Program this semester due to Ms. Tylene DeVine being out on maternity leave.
- ◆ Dr. Martinez extended her thanks to Libby Butler, Julia O’Grady, our new parent liaison and Luz Arteaga, an AVID tutor, for spending the last two Saturdays providing information to parents on how to navigate the educational system at Pali and to provide support to their children at home. A big thank you to Sandra Martin, who earlier in the semester provided the same information to about 13 of our Spanish speaking parents. On Thursday, March 8th, Pali will host a presentation by Dr. Pamela Carlton on eating disorders as well as on Saturday, March 17th, we will host a presentation on how to monitor your child’s technology. Please plan to attend both as they will be very enlightening.
- ◆ The Steering Committee is generating information for Pali’s future. The next Steering Committee meeting will be Monday, March 12th at 3:15 in the Teacher’s Cafeteria.
- ◆ On April 12th and 13th LAUSD Charter Schools Division will be on campus to visit classrooms, conduct a walk-through of the school site and document the findings in a review.

E. EXECUTIVE DIRECTOR’S REPORT – Ms. Amy Held

- ◆ Ms. Held’s report has been covered through prior discussions tonight. She will begin working on the upcoming election processes for Board openings and Committees.

F. CHIEF BUSINESS OFFICER’S REPORT – Mr. Greg Wood

- ◆ Mr. Wood gave the 2006-2007 funding update stating that PCHS has applied for Cafeteria Funding grant in the amount of \$15,000 to purchase an updated POS system that will remove the use of cash transactions on campus. PCHS has also applied for funding in the amount of \$150,000 for the ROP & CTE programs through LAUSD. This money will help purchase new computers for the Study Center & our 2 ROP classes. Thank you to Mr. Simon Santana for assisting on this application.
- ◆ Attendance and ADA is slightly up from last year.
- ◆ The Second Interim Financial Report for PCHS (reporting financial results and full-year projections as of January 31, 2007) will be filed with the State at the beginning of March. A full report with projections will be available at the March 2007 Board meeting.
- ◆ PCHS tax returns both Federal and State have been completed for the past tax year.
- ◆ The Advisory Board of the Independent Charters of Los Angeles has decided on using PCHS as the host site for the 106 Charter Schools in Los Angeles on April 28th. A fundraising event Run/Walk will highlight this event.

- ◆ Mr. Wood has been asked to serve on the Board of Directors of the Pacific Palisades Chamber of Commerce. It is a two year term and begins in July 2007.
- ◆ PCHS's Auditor's Vicenti, Lloyd & Stutzman have finalized their ASB review and copies were provided for the Board Members review.
- ◆ The Lifetime Benefits Survey was sent out to all benefits eligible employees (approx. 180) with completed surveys being returned to the Actuary by the end of February. The goal of this survey is to have results of the survey to the employees by late March or early April.
- ◆ The annual State of California Form 700 Statement of Economic Interests for 2006 is now available either on-line at <http://www.fppc.ca.gov/forms/700-06-07/Form700-06-07.pdf> or from the CBO's office. Mr. Wood would like to have the completed forms back by the March 2007 Board Meeting. You may contact him for any assistance you may need.

Standing Committee Reports and Ratification of Standing Committee ACTION items:

G. ASSESSMENT AND ACCOUNTABILITY

- ◆ Met with a UCLA graduate student about assisting with program evaluation for all academic watch programs.

H. COMMUNICATIONS

- ◆ A subgroup is working on upgrading the design and structure of Pali's website.
- ◆ Launch of Pali's Positives employee recognition program is underway.
- ◆ Need to integrate new logo and look into all materials was discussed.
- ◆ Potentially switching from Squirrel mail to Outlook is being explored.

I. EDUCATION PROGRAM

- ◆ Entrepreneurship/career programming/business institute – explore SAGE, community college options, virtual courses, Project Echo, etc.
- ◆ Literacy Academy
- ◆ Updates on Pyramid of Intervention; Online course manual, GATE, CAHSEE

J. FINANCE AND BUDGET

- ◆ Budget process for this year – the calendar was shared, the desire for more training for department heads was discussed; CBO Greg Wood met with Curriculum Council and will be presenting at the 2/5/07 Professional Development Day
- ◆ New categorical funds from state – some one time, some ongoing – administrators are advising the relevant departments to get a needs assessment and develop a plan to allocate the funds.
- ◆ Measure R rejection – LAUSD notified PCHS that they rejected our Measure R application for \$1m in capital funds because we are not expanding enrollment. Some of the new state funds that are discretionary will be used to fund the Measure R items – department heads will prioritize their list of needs.
- ◆ Reimbursement policy – the need to establish a reimbursement policy was discussed.
- ◆ Ms. Duarte, Mr. Wood and Ms. Held will work with Curriculum Council to develop a policy that is workable for teachers and protects PCHS from potential fraud.
- ◆ Lifetime Health Benefits – the taskforce on this subject is collaborating with the Actuary to develop a survey to go out to all employees to refine the data and help in the development of a comprehensive plan for Pali to self fund these benefits.

K. OPERATIONS, FACILITIES, TECHNOLOGY AND TASK FORCE

- ◆ Status of portables and other projects on campus (gym restrooms, Mercer sound tiles, elevator, HVAC, etc.)
- ◆ Technology master plan being updated; recruitment for additional staffer will begin as soon as possible.

L. POLICY

- ◆ Review of draft policies from Mrs. Davenport regarding class changes, grade appeals, drop/fail procedures, and graduation requirements. These were approved for recommendation to the board to adopt.
- ◆ Policies on university research and evaluation as well as a potential change in finals schedules are still in development

VII. PUBLIC SESSION:

IF REQUIRED, PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION
(includes the vote or abstention of every member present).

VIII. ADJOURNMENT:

MEETING ADJOURNED AT 10:00 PM