



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

Minutes of March 13, 2007

I. WELCOME:

A. CALL TO ORDER 6:00 PM – Bud Kling

B. ROLL CALL – Bud Kling

Members Present:

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

Patrice Fisher
Amy Dresser Held
James Paleno
John Riley (left @ 8:00 pm returned @ 10:00 pm)
Eileen Savage

Ex-officio Members:

Gloria Martinez
Patrick Kim (student
6:30 pm)
Greg Wood

C. APPROVAL OF MINUTES

Minutes of February 20, 2007 were approved with corrections. See final approved versions at www.palihigh.org.

II. PUBLIC COMMENTS:

- ◆ Ms. Christine Bolant – (parent) Her son, William Saleebey, is an 8th grade student attending Paul Revere and he received a rejection letter from PCHS. The family moved to Westchester last year, her son grew up in the Palisades and all of his friends are in the Palisades.
- ◆ Ms. Held addressed the confusion stating that 155 letters went out to families attending Paul Revere, including Magnet non-traveling non-residential, last week notifying them that they were not accepted at this time.
- ◆ Ms. Gwen Tanguay – (parent) She too has an 8th grade student at Revere. She is also the coordinator that gives tours at Paul Revere and has been informing families that if they attend Revere they will get into Pali. At this moment that information seems to be wrong and that is a big problem. How were the 155 chosen?
- ◆ Ms. Held stated that part of the problem is that Revere has an 8th grade class of 655 students and Pali’s freshmen class has only 700 seats. 267 residents applied and out of that number 134 are coming from Revere. There are 193 traveling students coming from Revere and 76 of those seats are set aside due to LAUSD and will be released May 15th. There are also, 35 seats for siblings, 30 seats for family of staff, 123 for Magnet and then the 52 seats that will be publicly drawn on Thursday night. (267 + 193 + 35 + 30 + 123 + 52 = 700).
- ◆ Ms. Eileen Savage apologized for the order things have been done and she wishes the acceptance letters had been issued first.

- ◆ Ms. Karen Kornneich – (parent) She has a 6th grade daughter that she pulled out of private school to go to Paul Revere. She turned down all acceptance into private schools in preparation to go to Pali.
- ◆ Ms. Darcy Stamler – (parent) She has an 8th grader at Revere due to the implied agreement that her child would be coming to Pali.
- ◆ Ms. Joan Kincaid – (parent) Pulled her son out of private school because she was told that Paul Revere students would matriculate into Pali. She cited the current Pali student handbook that states Paul Revere students will matriculate to Pali.
- ◆ Ms. Held once again apologized and stated that we received over 900 applications to fill only 700 seats. Due to the fact that Revere has such a large 8th grade class not to mention the local schools that feed into Pali, it has all created a bottle neck effect.
- ◆ Ms. Margaret Evans stated that Magnet students have to apply through LAUSD.
- ◆ Ms. Gwen Tanguay – (parent) Stated that Paul Revere has a “can do” attitude.
- ◆ Ms. Mary Red Clay – Assured her that we at Pali also have a “can do” attitude and that we are doing everything possible to ensure that we get as many students in as possible.
- ◆ Ms. Eileen Savage – Stated that we should include in our acceptance letters a specific time frame in which families have to respond as to whether or not they are still interested in attending Pali.
- ◆ Mr. Nick Morshed – Stated that SCCR along with Ms. Red Clay meet every Thursday during lunch in room A201. The topics of discussion are; AP psychology, SAT prep and drivers education.
 - They would like to improve Life Skills and Integrated Science. Maybe Life Skills should be eliminated. Give the incoming 9th graders the option of which science class to start with by using the same Integrated Science test used for testing out.
 - Establish a better student complaint system with a way to complain anonymously.
 - Library improvements have been discussed.

III. CLOSED SESSION:

A. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

The board voted 10 to 1 not to reelect teacher number 0607315.

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. Ms. Victoria Francis moved for the Board to approve and Mr. James Paleno seconded the motion.

The Board’s vote for adoption of resolution on Classified Employee’s Rights and Benefits was as follows:

10 – yes (Ms. Patrice Fisher, Ms. Mary Red Clay, Mr. Bud Kling, Ms. Amy Dresser Held, Ms. Rosalind Wolf, Mr. John Riley, Ms. Rene Rodman, Mr. James Paleno, Ms. Victoria Francis, & Ms. Eileen Savage)

1 – abstention (Ms. Maisha Cole Perri)

Mr. John Riley (absent)

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

- ◆ Ms. O’Grady inquired about staph infections and what is being done to prevent them.
- ◆ Mr. Bailey stated that they are investigating a sanitizing process for the field.
- ◆ Mr. Jeffers passed out an update on the financial aspects of the project.
- ◆ Ms. Rodman asked about the deal with AYSO and how long it was for.
- ◆ Mr. Paleno addressed this stating is for five years.
- ◆ Ms. Perri questioned how we are separating ties with the district.
- ◆ Ms. Held responded
- ◆ Ms. Savage clarified that the home games for the upcoming season will play away and that the turf will not need to be re-carpeted for another 10 to 15 years.
- ◆ Mr. Wood noted that the project is moving forward contingent on getting commitment letters and signed contracts.
- ◆ Ms. Rodman asked about security during the project and was re-assured by the committee that there would be adequate during construction.
- ◆ Ms. Francis moved for the Board to approve that the Track and Field committee, with the involvement of the CBO, Mr. Wood, be authorized to negotiate and enter into an agreement to partially finance up to \$550k the resurfacing project, seconded by Ms. Savage and voted on.

The Board unanimously approved the Track and Field committee, with the involvement of the CBO, Mr. Wood, be authorized to negotiate and enter into an agreement to partially finance the resurfacing project.

C. 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

- ◆ Dr. Martinez addressed the changes that were added.
- ◆ Ms. Savage requested that the Program Adjustment and the school’s Customer Service be more proactive.
- ◆ Ms. Davenport stated that it is very hard to implement deadlines, but agreed customer service with follow through should be practiced.
- ◆ In regards to a “Mark Appeal” Ms. Fisher asked to include a written notice be sent home if the appeal was denied or if the process extended beyond a reasonable time, around a month.
- ◆ Ms. Fisher moved for the Board to approve the Policy Guidelines in regards to; Diploma Requirements, Graduation Ceremony Participation Requirements, Mark Appeal Procedures, Class Change Policy, Drop/Fail Policy, Mid-Year Senior Transfer Student Enrollment Policy with corrections, seconded by Ms. Perri and voted on.

The Board unanimously approved the Policy Guidelines in regards to; Diploma Requirements, Graduation Ceremony Participation Requirements, Mark Appeal

Procedures, Class Change Policy, Drop/Fail Policy, Mid-Year Senior Transfer Student Enrollment Policy with corrections.

D. DISCUSSION AND ACTION ON PROPOSAL TO INSTALL NEW SPEAKER / PUBLIC ADDRESS SYSTEM FOR STADIUM

- ◆ The Booster Club has agreed to pay 50% of the cost for new speakers / public address system for the stadium.
- ◆ Ms. Francis stated that the rental for last years sound equipment for graduation was \$2,420.
- ◆ Ms. Perri requested the technology staff be involved before a final discussion is made and it was agreed to.
- ◆ Ms. Red Clay agreed that technology staff and committee should be involved.
- ◆ Ms. Held reiterated the importance to get new equipment to bring the stadium up to date along with the resurfacing.
- ◆ Ms. Savage asked if we couldn't include the cost in the budget.
- ◆ Ms. Rodman moved for the Board to approve up to \$19,000, seconded by Mr. Paleno and voted on.

The Board unanimously approved action to install new speaker / public address system for the stadium at a cost up to \$19,000.

E. DISCUSSION AND AUTHORIZATION TO CONSIDER MULTIPLE OPTIONS FOR ADDRESSING HUMAN RESOURCES MANAGEMENT NEEDS INCLUDING ENGAGING A CONSULTANT OR FULL-TIME PROFESSIONAL

- ◆ Ms. Rodman said the things that need to be considered are: What are our Human Resources needs? How do we meet them? Do we go with a consulting firm? We are looking for possibly a one year contract between \$70,000 and \$90,000 plus benefits.
- ◆ Mr. Paleno asked if we were going to reconstruct the HR committee to review proposals and set up interviews.
- ◆ Mr. Davenport stressed concern as to what do we do with the position once things are done and in place?
- ◆ Ms. Rodman answered by saying that we could hire them out as a consultant. She indicated that a place the size of Pali could utilize a part-time if not a full-time Human Resource person.
- ◆ Ms. Fisher moved for the Board to approve, it was seconded and voted on.
- ◆ Ms. Wolf requested an amendment to the motion to state that the Human Resource salary would be derived from anticipated cost savings from Human Resource duties currently performed by management, Assistant Principal, legal counsel and negotiator.
- ◆ Ms. Perri moved for the Board to approve the motion with amendment, seconded by Ms. Francis.

The Board approved the motion with the amendment to include proceeding with advertising, interviewing and hiring either a consultant or full-time professional Human Resource Director with a salary to start at \$70k and to be commensurate with experience plus benefits was as follows:

9 – yes (Ms. Patrice Fisher, Mr. Bud Kling, Ms. Amy Dresser Held, Ms. Rosalind Wolf, Ms. Maisha Cole Perri, Ms. Rene Rodman, Mr. James Paleno, Ms. Victoria Francis, Mr.

John Riley, & Ms. Eileen Savage)
1 – opposed (Ms. Mary Red Clay)

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

- ◆ Dr. Martinez had a few expenses for the Principal's meeting, food for PESA, mileage, and gift cards to be reimbursed for a total amount of **\$984.51**.
- ◆ Ms. Fisher moved for the Board to approve the Principal's expenses, seconded by Ms. Savage and voted on.
- ◆ Ms. Held had an expense for the new welcoming packets to be reimbursed for a total amount of \$1,704.45
- ◆ Ms. Savage moved for the Board to approve the Executive Director's expenses, seconded by Ms. Rodman and voted on.

The Board unanimously approved to reimburse both the Principal and the Executive Director for their expenses incurred for the Principal's meeting, food for PESA, mileage, gift cards, and welcoming packets.

V. DISCUSSION/INFORMATION ITEMS:

A. PORTABLES UPDATE

- ◆ Ms. Held gave an update on the portables project and interactions with LAUSD and stated we were scheduled for inspection on Friday, March 16, 2007.

B. CONFIRMATION OF NEXT MEETING FOR APRIL 17, 2007 FROM 3:30-7:00PM

VI. ORGANIZATIONAL REPORTS:

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

A. STUDENT REPORT – Patrick Kim

- ◆ March 9th was Pali Idol. There were 11 contestants and the winner was 9th grade, Elena Loper. There were many great singers and the event was a huge success with about 350 tickets sold.
- ◆ Tomorrow the 14th is 70's day, with a disco dance off and 70's dress up style.
- ◆ Next large event leadship is planning is casino night. April 20th. We've secured funds (Booster Club is writing us a large check) and now working on some legal matters.
- ◆ This Saturday is Sadie Hawkins Dance at Magic Mountain. Park will open at 10:00 AM, dance will start at 6:30 PM and the park closes at 10:00 PM. Since it is March 17th, it will have a St. Patrick's Day theme.

B. PARENT REPORT – Ms. Julia O'Grady

- ◆ On Thursday, March 8, 2007, Dr. Pamela Carlton, an eating disorder specialist and founder and director of the Adolescent Eating Disorder Parent Education and Support Program at Stanford University, spoke to a group of Pali parents and community members about eating disorders. Her lecture covered topics from who is most likely to have an eating disorder to why people have eating disorders. She also went over sign of eating disorders, ways teens (and others) try to hide eating disorders, and what parents

should do if they suspect there is an eating disorder issue with their child. Dr. Carlton also provided information on how to create a safe haven at home and, in general, how to promote a healthy attitude about food.

- ◆ On Saturday, March 17, 2007, Jonathon Fishman from Ben's Ranch will give a parent lecture titled "Everything Your Child Knows About Technology and Doesn't Want You To Know". He will be speaking on issues of interest to parents including Internet safety, protecting your privacy and making an acceptable use policy in your home. He will also discuss My Space, Instant Messaging, You Tube and other sites your student may be visiting on the Internet. The lecture will be held in Mercer Hall from 10 am – 12 pm.
- ◆ The Teacher Appreciation Day Luncheon will be held on March 27, 2007, from 12:00 – 1:00 pm, in the Faculty Cafeteria.
- ◆ The Founder's Day Luncheon will be held on May 29, 2007 at the Tivoli Café in Pacific Palisades from 11:45 am – 1:00 pm.
- ◆ The annual elections for PTSA Officers positions will be held on April 12, 2007, at 8:00 am, in the Faculty Cafeteria. All PTSA members of 30 or more days can vote for the 2007-2008 school year officers.
- ◆ The March 22, 2007, PAC General Meeting will be held from 5:45 – 6:45 pm in the Library. The meeting's title is "Pali's Academic Programs.: Beyond the Basics". AVID, MESA, GATE, Academic Decathlon, and ROP will be discussed.
- ◆ The April 19, 2007, PAC General Meeting will be held from 6:00 – 7:30 pm in the Library. The topic will be "Math at Pali – How To Survive and Thrive!".
- ◆ Monica Iannessa thanked the Booster Club for its support and reminded us to attend the student directed short plays – Medieval Nights – Robin Hood Men In Tights and The Princess Bride on March 2, 3, and 10 at 7 PM. There is a matinee on March 9, at 3 PM.
- ◆ Parent Debra Meiers reported that Jesse Billauer's motivational speeches were very well received and appreciated by Pali students.
- ◆ Gail Wirth spoke to the Booster Club about schoolpop.com, a program that works in the same way as eScript. She encouraged all the BC members to check it out – this is an easy way to make money for PCHS.
- ◆ Great Taste of Brentwood date for next year is October 7. Maria Hiatt volunteered to be the parent liaison for Pali High. Thanks for stepping up, Maria!
- ◆ PAC member, Carolin Herrmann, requested that any information for the Pali E-News should be sent to her.

C. FACULTY REPORT – Mr. Bud Kling

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

- ◆ Dr. Martinez stated on Thursday evening, March 8th, thirty parents and community members attended a presentation on eating disorders in Mercer Hall. Dr. Carlton, from Stanford University, talked about the causes and effects of eating disorders and what we can do to help teens struggling with this issue.
- ◆ The next parent seminar is Saturday, March 17th at 10:00 a.m. The title of the presentation is, "Everything Children Know About Technology and Don't Want You to Know".

- ◆ Dr. Martinez acknowledged that we are on schedule with the Pyramid of Intervention. Letters for students with Fails at the 5-week marking period are being sent out this week.
- ◆ Dr. Martinez met with the assistant principals, executive director, and CBO to discuss the current structure of the administrative staff and how to align the team with the Professional Learning Communities (PLCs) in place. We met from 2-5 on March 6th and realized we need more time to plan and finalize goals.
- ◆ Dr. Martinez and Ms. Held, PCHS Executive Director are meeting on a regular, monthly basis with UTLA chairpersons, Joi Tanita and Tim Henderson to talk about current school issues. This same group, with the addition of Assistant Principal, Ann Davenport, is part of the Class Size Reduction Taskforce which has convened to discuss various ways to decrease class size. This group has met twice as of today.
- ◆ Palisades Charter High School ACADEC team will participate in the state championship for ACADEC on Saturday at 5:00 p.m. in the Wooden Center at UCLA. The awards ceremony will take place at the LAX Marriott.

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

- ◆ Ms. Held is partnering with Ms. Rodman to develop a systematic approach to human resources at PCHS. Mr. Jim Young is consolidating the employee evaluation sections from multiple employee contracts to ensure consistency in supervision.
- ◆ UTLA negotiations are underway with proposals for revised Article 10 on evaluation and discipline, revised salary offer and calendar change.(?)
- ◆ Ms. Held stated we have interviewed and made an offer that has been tentatively accepted to a librarian, Ms. Andrea King.
- ◆ Ms. Held said we are moving to transfer one of the part-time cafeteria employees to be a part-time copy clerk. This will meet two goals; reducing overstaffing in the cafeteria and ensuring the needed support for teachers and the copy machines.
- ◆ Ms. Held noted that we have placed ads for a technology assistant and a purchasing assistant. Applications have been received and interview committees will be formed in the coming weeks.
- ◆ The installation of the overhead projectors and whiteboards has been slated to occur over spring break and thereafter.
- ◆ Ms. Held stated that Ms. Perri and Mr. Munda have created a preliminary technology budget and have offered assistance to teachers in developing their budgets. They have also received multiple letters of praise from teachers pleased with their level of service.
- ◆ Ms. Held and Mr. Wood have had an initial conversation with Alliance for Schools Cooperative Insurance Programs. (ASCIP) regarding options for self funding our lifetime health benefits.
- ◆ The Actuary is reviewing and refining data from a survey of employees.
- ◆ Ms. Held said the Master planning RFP is online and we are anticipating lots of interest and multiple submissions by the March 25th deadline.
- ◆ In regards to the Pool project, Ms. Held said the rendering from the architect and artists are now completed. Fundraising letters (135) were sent to foundations in the Palisades, Brentwood and Topanga last week and we are meeting with fundraising experts to assist in accelerating this effort.
- ◆ Ms. Gilbert has indicated a willingness to finance an upgrade to the library on contingent of hiring a librarian and solidification of a plan to upgrade.

- ◆ LAUSD has a new contractor working on completing and reopening the gymnasium bathrooms.
- ◆ The acoustic tiles are being replaced along with some ceiling lighting in Mercer Hall.
- ◆ The telephone system is to be upgraded from an analog to a digital system in late April. It will result in more phone capability and eliminate busy signals for people calling the school. LAUSD has indicated that they will be changing our main phone number as a result of this installation. We are trying to negotiate a change in this.
- ◆ The elevator, HVAC and fire alarm upgrades are all scheduled for this school year.
- ◆ Both KABC and Inside Edition came to Pali and did stories regarding Oscar winner Forest Whitaker's high school years here at Pali.
- ◆ The Pali web site is still undergoing redesign by a Communications subcommittee.

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

- ◆ Mr. Wood stated that attendance is slightly up from last year and ADA is slightly down.
- ◆ 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.
- ◆ We have been in contact with the ASCIP organization, which provides insurance benefits to over 117 School Districts (including Charters) in California. We will be reviewing our options in applying to become a member of this organization.
- ◆ Mr. Wood stated that the survey that was sent out to all benefits eligible employees (approx. 180) with a due date of being returned to the Actuary by the end of February, only 80 responses had been received through last week. The goal of the survey is to have results of the survey to employees in late March / early April. The task force will contact those who have not submitted to elicit their response.
- ◆ 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/formMs../700-06-07/Form700-06-07.pdf> or from the CBO's office. Mr. Wood would like to have received completed forms back by the March 2007 Board meeting.

Standing Committee Reports and Ratification of Standing Committee ACTION items:

G. ASSESSMENT AND ACCOUNTABILITY

H. COMMUNICATIONS

- ◆ After reviewing the submissions the Pali Positive winners were selected;
 - Sharon King, science teacher, nominated by a parent
 - Kathy Delaney, clerical assistant in Attendance Office, nominated by an administrator
 - Sissel Hawkes, English teacher, nominated by a student
 - Olivia Castro, English teacher, nominated by a student

* Winners will be announced in Faculty Cafeteria on March 16th at lunchtime.

* Winners' pictures will go up on posters by April 1st

- ◆ A complete inventory of supplies has begun but help is needed to finish the project.
- ◆ The Health Office is currently reviewing the expiration dates on supplies in the bins in their office. They are also listing the supplies that need to be added to the bins.
 - Margaret Evans said she will ask the school's Red Cross Club to help out.
 - Ellen Neiman said she will speak to Gretchen Miller about the students receiving Community Service hours for their help on this important school project.
 - Marci Crestani will speak to the PTSA about possibly helping with this project.
- ◆ Ellen Neiman volunteered to prepare a sample First Aid box. It was suggested that Steve Yusi could be tapped to help.
- ◆ Currently there are no Emergency Supply boxes in the classrooms.
- ◆ It was noted that LAUSD's prices are lower than Costco's on some items.
- ◆ Greg Wood noted that the cafeteria is loaded with food and water as back-up resources.
- ◆ It was also noted that PCHS is the meeting place for all displaced Palisades' residents in the event of a disaster. The new Home Page designed by Jill Canella was reviewed and it was noted that the school's new dolphin logo should appear on it to carry the branding all the way through.
 - A teacher rep is needed on the website redesign committee to help with that portion.
- ◆ After reviewing detailed price proposals from three companies, the committee voted to purchase the Hasler Mailing System through the Priority Mailing Systems company. The new system has folding, inserting, addressing and stamping capabilities. This company meets the school's needs for under the \$15,000 budgeted for this purchase.

I. EDUCATION PROGRAM

J. FINANCE AND BUDGET

K. OPERATIONS, FACILITIES, TECHNOLOGY AND TASK FORCE

L. POLICY

VII. CLOSED SESSION (continued):

B. CONFERENCE WITH LABOR NEGOTIATOR

PCHS Negotiator: Ms. Amy Dresser Held, Executive Director

EMPLOYEE ORGANIZATION: UTLA-PCHS

C. PUBLIC EMPLOYMENT

TITLE: Academic Principal

TITLE: Executive Director

VIII. PUBLIC SESSION:

IF REQUIRED, PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

(includes the vote or abstention of every member present).

IX. ADJOURNMENT:

MEETING ADJOURNED AT 12:00 AM