

Approval Draft

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS
Regular Meeting of April 19, 2005**

OPEN SESSION

7:15 pm Welcome and Roll Call

Dr. Jonathan Fielding, Board Chair

Members Present:

Dr. Jonathan Fielding
Dr. Jack Sutton
Gay Chambers
Bud Kling
Tina Lee
Harriet Leva

Minh Ha Ngo
Ruth Simeon
Jim Suhr
Jack Sutton
Edward Kim (ex-officio)
Gloria Martinez (ex-officio)

Approval of Minutes from the March 15, 2005 meeting

- Approved as amended
 - Change Parent Board Member election motion to read: “A mailing will be sent to all parents to solicit nominee names and feedback. Responses/nominations must be received by Wednesday, April 6th. A ballot will be mailed to all parents with a return date such that the elected candidate can be seated at the April 19th Board Meeting.”
 - Change “Jim Suhr – parent/student ~~contact~~” changed to read “contract”
 - Omit “...and the committee is fully seated.” From first line in Policy Committee report
 - Change “25 Calculus students will visit Big Bear...” to read “held a review session in”

New Parent Board Member

- New Parent Board Member will be seated at the May 17th meeting.

Public Speakers

- Cheryl Onoye thanked the Board Members on behalf of the MESA students who went on the College Visit during Spring Break. She also presented the Board with a thank you note from the students (see attached). Students visited American University, George Washington, Georgetown, Cooper Union and Columbia.

Updates

Parent Involvement Update/Parent Advisory Committee

Sarah Greenstein

- First Parent Expectations Support Achievement (PESA) meeting was held at the Baldwin Hills Library on April 18th
- In addition to 6 parents and Sarah Greenstein, Jim Suhr, Ruth Simeon and Jack Sutton attended.
- Interest and concerns were raised about the intent of sessions
- Identified the need to identify issues and prioritize
- Improving communications was identified as a key concern
- The Board was reminded that Helix High School has contracts for teachers, parents and students.

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Student Report

Edward Kim

- First annual carnival will be June 18th
- Hip Hop and Rock concert scheduled for June 18th
- Student Talent Show (Pali Palooza) will be Friday, April 22nd after school (minimum day)
- Students need an opportunity to add to the website
- Leadership has been discussing the student disturbance and relations with Renaissance Academy. Leadership will be contacting the Renaissance Academy Leadership class.
- The question was asked about weekend activities prior to final exams and Edward explained that schedule conflicts prevented earlier times.

Academic Principal's Report

Dr. Gloria Martinez

- Facilities survey was returned by 78 teachers (summary attached) with space/building and phones in classrooms most critical
- Design Days for the summer bridge Dolphin Days as held April 6th and 7th with Helix staff
 - Plan is for 150 incoming 9th graders to participate
 - Students must decide between summer school and Dolphin Days
 - Three 10-day programs
 - Two teachers per session with teachers applying
- California Distinguished School
 - May 20th Ceremony
 - Board letter to teachers (Jack)
 - Board letter to parents (Jack)

Chief Business Officer's Report

Greg Wood

- Greg Wood explained the 2005-06 budget creation process
 - Departments, committees and administrators are submitting budget proposals for the Budget and Finance Committee to assess
 - Budget and Finance Committee will meet on Monday, May 9th for first assessment of requests
 - Plan is to come to the Board with preliminary presentation and final budget to Board at June meeting
- April 15th P2 (average daily attendance report to the state) showed down 2% (2,464)
 - If hold we will receive an additional \$250,000
 - TIIG (integration funding) will yield \$350,000 (we initially budgeted \$180,000)
- There are no updates regarding facilities and special education
- We are continuing with the actuarial study as background information for lifetime health benefits for PCHS retirees. A representative from the actuary spoke at the last negotiations session. The request has been made to engage a second actuary to provide a second point of view since the present actuary is also the LAUSD actuary.
- **ACTION:** The Board approved up to \$10,000 for a second actuarial study.
- The state is doing an audit of the cafeteria
- Bank of America has honored Greg Wood and PCHS. Greg will be attending a luncheon.

Executive Director's Report

Dr. Jack Sutton

- Charter Renewal Update
 - Revised draft has gone to LAUSD administrative offices via the Charter Office
 - Receiving feedback
 - Governance issues with faculty must be addressed

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- Major Areas of Concern for Next Year
 - Class size reduction
 - School policies (need to develop our own)
 - Special Education compliance
 - Discipline (another dean?)
 - Implementation of Charter re: small learning communities and academies
 - Non-learning students
 - Athletics
 - Title IX

Executive Director

- Strongly recommend full-time position (see attached responsibilities sheet)
- There was Board consensus supporting the idea

Board of Directors

- Three major issues were identified:
 - Roll of Executive Director (member or not)
 - Who elects teacher members and who elects community members
 - When elections are held
- Membership was discussed and the present membership and election formula (used when present 501(c)(3) Board was elected, was adopted by the Board for the upcoming election since it reflects a balance of stakeholder interests on the Board while allowing for teacher involvement in the election process
 - 2 teacher members elected by teachers (TT)
 - 1 teacher member elected by students (S)
 - 3 parent members elected by parents (PPP)
 - 1 classified member elected by classified staff (C)
 - 1 administrative member elected by administrators (A)
 - 2 community members elected by teachers, parents, classified and administrators (TTPPCA)
 - 1 community member elected by teachers (T)
 - 1 student ex-officio member selected by students
- Election procedures were discussed with
- Board membership on committees was discussed with the hope that there would be at least one Board Member on at least the Budget and Finance, Policy and Educational Planning committees.
- Proposal to alter meeting schedules to include at least one morning meeting, morning meetings on minimum days with school starting late, etc.

Negotiations

- Now in negotiations with all employees
- Closed session for details

Phase I of the Local Area Network (LAN) upgrade

- Still working on the bidding process. Need to expedite so can move to Phase II to be ready by September. Board approved an expenditure not to exceed \$100,000 to complete Phase I of the Local Area Network upgrade with one abstention (Ruth Simeon). Recognized that not enough detail was presented so specifics of the procurement process and eventual contract(s) will be reported to the Board.

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Standing Committee Reports

Budget and Finance – Greg Wood

- As reported by the CBO, the new budgeting process is proceeding
- A policy for non-routine budget requests is being developed

Human Resources – Mary Redclay

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Policy Committee

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Operations and Facilities – Rich Simon

- Have completed the evaluation of LED projectors
- CDWG has bid on the installation (electrical and connection to computer and cable system)
- Looking at long-term campus physical plan
- Looking at copier/printer problems and developing solutions (in budget process)
- Rose Gilbert has provided funding for a marquee sign on the quad (check with policy committee)
- Plans in process for large California Distinguished School sign to be painted on A Building

Communications – Dan Warren

- There will be a Student Commissioner of Communications next year
- Starting to populate the new website

Educational Programs –

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Assessment & Accountability – Rich Simon

- Still in process of deciding on assessment software
- Board indicated that this must be completed before the end of the year

PowerSchool/ISIS Update

- Met with LAUSD ITD staff to try to obtain assistance with data for PowerSchool
- Received big sell job to adopt ISIS. Agreed that we would leave the adoption of ISIS open but that we needed to be online with grade and attendance in September.
- Problem with ISIS is we would not go online until December 2005, ISIS may or may not be ready (full system not ready until December 2006 at earliest), and that we would not have control over our data and would not be able to modify the database with new fields.
- Presently running two simultaneous tracks (preparation for PowerSchool and ISIS) to ensure we are ready for September.

Board Meeting Guidelines

- It was proposed and adopted that Board meetings would begin at 6:00pm and end at 10:00pm with a decision made at 10:00pm about the next meeting. If agenda completed, then Board would meet at the next regularly scheduled time. If not completed, the Board would determine time and location for a special meeting to complete the agenda.

CLOSED SESSION:

- Personnel Issues
- Legal Issues
- Labor Negotiations
 - Classified negotiations (classified representative recused herself during this section of the closed session)
 - Certificated negotiations (teacher representatives recused themselves during this section of the closed session)

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OPEN SESSION:

- No actions were taken during the Closed Session