



**BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, October 21, 2008
4:00 PM –7:15 PM***

I. PRELIMINARY:

A. CALL TO ORDER

B. ROLL CALL

Members Present:

Amy Dresser Held

Darcy Stamler

Dave Suarez (5:00pm)

Eileen Savage

James Paleno

John Riley

Michael Rogers

Rene Rodman

Steve Klima

Torino Johnson

Victoria Francis

John P. Callas (alternate) (5:15pm)

Ex-officio

Greg Wood

Martin Griffin

Ramin Badiyan (absent)

Dexter O'Connel (alt.)

C. APPROVAL OF MINUTES FROM BOARD MEETING ON SEPTEMBER 16, 2008. See final approved version at www.palihigh.org.

- Mr. Michael Rogers moved that the Board approve the September 16th Minutes with changes noted. Ms. Vicky Francis seconded the motion

BOARD ACTION:

11 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mrs. Eileen Savage, Mr. James Paleno, Dr. John Riley, Mr. Michael Rogers, Mrs. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, and Ms. Victoria Francis)

II. PUBLIC COMMENTS:

Non-agenda items: No individual presentation shall be for more than two (2) minutes and the total time for this purpose shall not exceed sixteen (16) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. Use of names of individuals should be avoided when referring to accusations or wrongdoing (names should be presented to the Executive Director for follow-up action). Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

- Mrs. Julia O'Grady simply read Attachment "A" as a representative of the Classified Staff.

III. ACTION ITEMS:

A. BOARD DISCUSSION AND ACTION TO CERTIFY INSTRUCTIONAL MATERIAL SUFFICIENCY PER THE WILLIAMS SETTLEMENT.

- Ms. Grace La Tegola presented information stating that there is a shortage of textbooks for English in grades 9 and 11 (different books such as class sets are used for these classes) and that the school would need to take action to rectify this by November 30, 2008. Action could include adopting the books that 9th and 11th grade English classes are currently using as the adopted curriculum or purchasing additional textbooks.

- Dr. John Riley moved that the Board accept this resolution, CECSC 60119, with the exception that the final sentence be modified as follows: The English Department will meet to identify the course textbook titles and / or instructional materials to be acquired, if necessary, and submit Purchase Orders for the same, no later than November 30, 2008. Mr. James Paleno seconded the motion

BOARD ACTION:

11 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mrs. Eileen Savage, Mr. James Paleno, Dr. John Riley, Mr. Michael Rogers, Mrs. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, and Ms. Victoria Francis)

B. BOARD DISCUSSION AND ACTION TO ADD CALIFORNIA CREDIT UNION TO THE LIST OF APPROVED PCHS BANKS AND TO TRANSFER \$250,000 (NEW FDIC INSURED LIMIT) TO THE CALIFORNIA CREDIT UNION.

- Mr. Greg Wood asked that the Board approve adding California Credit Union to the list of approved PCHS banks and transferring \$250,000 to this bank. This is to ensure that PCHS assets are spread over several banks to minimize risks associated with the current problems in the financial sector. It is important to note that most of PCHS assets are kept with the LA County Treasury.
- Dr. Riley moved that the Board approve adding California Credit Union to the list of approved PCHS banks and transfer \$250,000 (New FDIC insured limit) to the California Credit Union. Mr. Paleno seconded the motion.

BOARD ACTION:

11 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mrs. Eileen Savage, Mr. James Paleno, Dr. John Riley, Mr. Michael Rogers, Mrs. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, and Ms. Victoria Francis)

C. BOARD DISCUSSION AND ACTION ON PROPOSAL TO REGISTER ALL STAFF FOR CALIFORNIA CHARTER SCHOOLS ASSOCIATION CONFERENCE IN LONG BEACH IN MARCH 2009

- Mrs. Amy Dresser Held asked the Board to authorize funding to enable all staff (certificated and classified) to attend the March, 2009 California Charter Schools Association conference (50% one day and 50% another day) in Long Beach, CA. She noted that she would ask the staff members to let her know by Friday morning if they would like to attend. This is a great conference with more than 2,000 participants and schools from all over the state. The conference has over 100 breakout sessions on every instructional topic imaginable as well as sessions on governance, finance, facilities, fundraising, and human resources. There are sessions specifically targeted for classified staff as well. All are welcome, invited and encouraged to attend. Please email Angie (agee@palihigh.org) by Friday at 10am if you would like to attend.
- Dr. Riley moved that the Board expend up to \$25,000 on all staff that are committed and want to go to the California Charter Schools Association Conference in Long Beach in March 2009. Mrs. Eileen Savage seconded the motion.

BOARD ACTION:

11 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mrs. Eileen Savage, Mr. James Paleno, Dr. John Riley, Mr. Michael Rogers, Mrs. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, and Ms. Victoria Francis)

D. BOARD DISCUSSION AND ACTION TO CLARIFY 8/19/08 BOARD VOTE TO DEFAULT TO THE CHARTER FOR THE BOARD ELECTION PROCEDURES FOR THE 2008-2009 SCHOOL YEAR. (SPECIFICALLY TIME OF YEAR FOR HOLDING ELECTIONS AND SEATS THAT ARE UP FOR ELECTION)

- In light of conflicting language within the charter and between the charter and the bylaws, Mrs. Held recommended to the Board to hold the elections in the fall to have the new board seated at the November board meeting which is customary and to suspend the election for the classified

and student elected faculty board seats for one year. Other issues regarding who votes on the community members on the board and who is eligible to run for the classified seat also surfaced and were referred to the charter renewal taskforce for follow up.

- Ms. Darcy Stamler moved that the Board hold elections for the open Board seats so that the New Board members can be seated in November and that the Board suspend the election of the student-elected faculty representative and the classified representative for one year. Mr. Paleno seconded the motion.

BOARD ACTION:

9 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mrs. Eileen Savage, Mr. James Paleno, Dr. John Riley, Mr. Michael Rogers, Mrs. Rene Rodman, and Ms. Victoria Francis)

2 – abstain (Mr. Steve Klima & Mr. Torino Johnson)

E. DISCUSSION AND ACTION ON EXECUTIVE DIRECTOR EXPENSE REPORTS (STANDING ITEM)

- An expense report for a subscription to the Pali Post, attendance at a collective bargaining conference and reimbursement for parking was turned in by the Executive Director.
- Mrs. Savage moved that the Board approve the Executive Director's expenses of \$312. Ms. Francis seconded the motion.

BOARD ACTION:

10– yes (Ms. Darcy Stamler, Mr. Dave Suarez, Mrs. Eileen Savage, Mr. James Paleno, Dr. John Riley, Mr. Michael Rogers, Mrs. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, and Ms. Victoria Francis)

1 – abstain (Mrs. Amy Dresser Held)

IV. DISCUSSION/INFORMATION ITEMS:

A. PRESENTATION AND DISCUSSION ON THE UPDATED EMPLOYEE HANDBOOK

- Ms. Colleen McCarthy made a presentation of the updated employee handbook which is a compilation of HR policies and is derived from the previous faculty handbook, the LAUSD classified handbook, the collective bargaining agreements, other school districts and colleges as well as input from legal. The draft handbook will be available for review online and will come to the board for action in November.

B. CONFIRMATION OF NEXT MEETING FOR NOVEMBER 18, 2008 FROM 400-8:00PM

V. ORGANIZATIONAL REPORTS:

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

A. Student Report – Dexter O'Connell

- Price of Cafeteria Food too high
- Students complaining that too many security guards are checking their I.D. cards when going to lunch
- The PAC card system is flawed during football games. The cards are punched during the J.V. game and then during the break between the games, if the student leaves they are not allowed back into the Varsity game.
- Never enough paper towels.
- Concerned that administrators should be a part of the Student Senate Meetings.
- A/C needed on the buses.

B. Parent Report – Julia O'Grady

- Parent Liaison –
 - The new Pali e-mail server, after a bumpy start, is now working well. I am receiving very few bounce backs. However, the process of sending the e-mails out is still quite slow,

taking 45 min.- 1 hour to send 1 e-mail to the entire Pali parent body, because of the Mail Merge Toolkit patch which had to be installed on the computer. Without the patch my computer freezes up within 5 minutes of the process. Also, I am not able to open other files on the computer while the MS Outlook Mail Merge process is taking place or the computer tends to freeze up.

- The *Pali News*, Oct. 2008 edition, was mailed home to all Pali families and was quite well-received. The Nov. edition will be e-mailed to all Staff and parents on Nov. 1 (or so).
- Parent Advisory Committee –
 - September 2008 – “A Conversation With...Pali’s Leadership Team” was a great success and well-attended. A recap of the meeting was just sent out via e-mail to all Pali Staff and parents.
 - The October meeting is being held on Thurs., Oct. 23, at 6:30 PM, in the Library. The meeting-Math at Pali: How to Survive and Thrive - “A Conversation With...Cheryl Onoye, Math Dept. Chair” – will feature Ms. Onoye and members of the Math Department. Mrs. Davenport will also participate to answer counseling-related questions. A recap of the evenings’ conversation will be sent out soon afterwards.
- PTSA –
 - The Book Fair, Food and Bake sales held on Back-To-School Night have netted enough to fund 2-\$500 scholarships for graduating seniors. Applications for the scholarships must be received by the College Center by April 21, 2009. Applicants must be PTSA members.
 - The Richard Cohen parenting seminars are continuing at the PTSA monthly meetings. “When Teens Shut Down; Setting Appropriate Limits” will be discussed on Nov. 6, 2008 at 8:30 AM, in the Library. Parenting articles are available can be found on the PTSA website.
 - The PTA National Reflections Competition runs from Oct. 17-Dec. 15, 2008. Entry forms are in the Main Office
- BOOSTER CLUB –
 - Booster Club has launched its direct donation fundraising campaign, its main fundraising tool. Letters were sent to all Pali families with informational material about how Booster Club distributes the monies raised in ways that benefit all students.
 - An e-mail was sent out to all parents explaining the benefits to Pali that come with their registration of their Ralph’s Rewards Cards on the Ralph’s site and credit card on E-scrip. Included were instructions on how to register at each site.
 - Please SAVE THE DATE – FEB. 20, 2009, for “WILD FOR PALI” Silent Auction and Dinner Dance.
 - Booster Club website needs help. Any suggestions or volunteers?
 - Next meeting is Tues, Oct. 28, 6:30 PM, Library, followed by Nov. 18 meeting/Phon-A-Thon.

C. Faculty Report – **James Paleno/Dave Suarez**

- Mr. Torino Johnson asked for clarification in regards to the Board seat.

D. Academic Principal’s Report – **Martin Griffin**

- We had a very successful Back to School Night. We had good attendance and feedback from those in attendance.
- Our first Progress reports have been sent out. A number of teachers are scheduling meetings with parents around student progress. Though many avenues exist to offer support for struggling students, we are still working over this year to redefine and promulgate a comprehensive triangle of intervention. A comprehensive triangle of intervention seeks to involve the student, parents, and school (teacher, counselor, other school support providers, and administration) in solutions that will scaffold student acceleration.
- We had 26 students from all grades and representing Pali’s diversity, faculty, staff, administration and parents participate in the Ojai Foundation “Council” Retreat, October 10-12. The program retreat was meant to build leadership among “Council” members to benefit all students in the development of a more cohesiveness, and a supportive climate here at Palisades Charter HS among students and caring adults. Steve and Harriet Henry have a foundation in honor of their son Dillon Henry which funded our participation in this retreat. Bella McGowan, our school psychologist, Heather Deweese, a counselor, and Monica Iannessa are all major site

- level moderators of our local Council group.
 - Today we began the process of gaining consensus and buy-in for a vision statement for Palisades Charter High School to be included in the Charter renewal document.
 - Our School Newspaper the *Tideline* received a Gold Medal from the Columbia Scholastic Press Association, for excellence in student journalism.
 - Last week we completed our Magnet Program Compliance Review. Our evaluator was impressed with our program, especially the feeling of our Magnet students of total inclusion in the school program. We have two areas of compliance: we must address Magnet class size (34.5:1 with no more than 25 percent of total being non-Magnet students) and offering more sections of Magnet designated courses to equate with the number of students enrolled in our Magnet program (68 to 85 sections).
- E. Executive Director's Report – **Amy Held**
- Roundtable this Friday during lunch in Rm A201 – all are invited – bring your lunch, I'll provide dessert. This is a great casual forum to share what is on your mind and your ideas for how to improve Pali.
 - Charter renewal work is going full steam ahead. Paul, Rich, Ruth, Grace, Martin and I have had a couple of marathon sessions to integrate your input and finalize Element I on the mission, vision and educational program. The updates to Element IV on governance have been approved by the taskforce and need to be integrated in to the language. The point people on the different elements are finalizing their review and submitting any proposed changes to the existing language or new boilerplate from LAUSD. I am working behind the scenes to influence new charter policy being developed by LAUSD relating to everything from renewal criteria to facilities, retiree benefits and admissions.
 - The master planning work is also progressing. Thank you to all who have been meeting and providing input on the design of a student center for Pali that would serve as a hub for students to meet. This space would house services for students from counseling, tutoring, college and career advising and community service opportunities to copying/printing and the student store. It would also contain meeting space and display space for student work, student clubs, student government and student activities. There would also be space for a parent center as well as secure storage space for the student and parent groups and staff on campus who travel. The combination of the student center and the visual and performing arts complex along with the upgrading of science classrooms would solve the majority of space needs at Pali including reducing class size and traveling, providing state of the art performance space, meeting space and secure storage for traveling or itinerant staff. I know some of you have given me more input (such as the desire for additional tennis courts, the need for a quiet work space for traveling teachers, etc.) and please keep it coming. Your input is essential to this process. The master plan will not ultimately be able to meet every individual request but it will attempt to accommodate the vast majority of them. The master planners will likely be on campus before winter break to present two or three different scenarios of how we could proceed with our master plan from which the school community can choose.
 - Fundraising – We have several grant applications in for a myriad of items from more wireless laptop carts to support for the pool construction and I am working with LAUSD to be able to access state modernization monies that Pali is eligible for to help complete the projects in the master plan.
- F. Chief Business Officer's Report – **Greg Wood**
- Enrollment
 - PCHS enrollment has been reported for the first month of the school year. PCHS had 2,736 students enrolled and attending classes. The enrollment by grade level was: 869 students-9th; 652 students-10th; 674 students-11th and 541 students-12th. As a point of reference, enrollment after the first full month of school for the last three years was: 2,699 students (2007-2008), 2,703 students (2006-2007) & 2,746 students (2005-2006). The ADA, which determines our level of funding, at the end of the first month of school was 2,662 or 97.3%

of the enrolled students. The budgeted level of ADA for the full school year is 2,600.

➤ 2008-2009 Budget Update

- The 2008-2009 State of California Budget was finally passed and signed after a record 85 days into the new school year. The current budget news is better than what we approved in the 2008-9 Budget in June. In some cases, we received a Funding increase of 0.68%. As it currently stands, our net revenues are currently expected to increase by \$320,000 if we achieve the 2,600 in Budgeted ADA.
- I attended at Charter Business Managers meeting last week that alerted us to the likelihood of a mid-year budget cut if the State financial picture continues to struggle as has recently been publicized. The State has acted to defer 50% of our General Purpose entitlement in February 2009 (14% normally) to April 2009. Given the uncertainty of the current budget and new expenses being identified by LAUSD, I urge caution when considering this additional funding for allocation.
- A Summary of PCHS' 2007-2008 Unaudited Actuals Financial Report and the 2008-2009 Board Approved Budget and Updated Budget Information is attached. The Budget and Finance Committee will be reviewing this report in detail at the next scheduled meeting.

➤ Cafeteria

- Free & Reduced Applications remains a major focus of the School Cafeteria. We have set a goal of 30% student participation in the Free & Reduced program. To date, we have been working with students and parents to ensure that this benefit is made available to all who are eligible. The State has a deadline to receive the new applications this week. Students who are operating under last year's applications are being summoned to provide them with the forms required to continue to receive this service.

➤ ASB

- The Student Body has been improving its look in the new school year with new signage outside the Student Store and added gear available for purchase. The web site is in the process of adding pictures of items available for purchase and other enhanced features. A Discount Card drive was started this year and had resulted in approx. \$20,000 in fundraising for the athletic teams on campus. Don't forget the Homecoming game on November 7th followed by the Dance at Westin-Bonaventure on the 8th.

G. Technology – **Maisha-Cole Perri** - Please see attachment.

H. Human Resources – **Colleen McCarthy**

- Discussed the updated employee handbook and its effect on both the certificated and classified staff. Please see attachment.

I. Standing Committee Reports on roster of members and goals for the year as well as ratification of standing committee ACTION items:

➤ Communications – **Monica Iannessa**

- The Communications Committee agreed that the By-Laws, Section 1 – Purpose, needed to be rewritten, because the 2005 Purpose no longer made sense today (2008). The advent of the Pali website alleviated the need for the Communications Committee to be the entity which disseminated information from the Board of Directors to the various stakeholders and conversely conveyed to the Board of Directors a summary of what each Standing Committee discussed at its last meeting.
- The new By-Laws, Section 1 – Purpose now reads:
 - The purpose of the Palisades Charter High School Communications Committee is to define and promote effective communication to all stakeholders. The Committee will provide guidelines and feedback for constructive Pali communications.
- The Committee changed and expanded the Pali Positives program. Some of the new proposals are:
 - Each month, each nominee receives a pin and a card which states the stakeholder group that nominated that winner and a summary of what the nominator said about the nominee.
 - There will be just one Pali Positive each month. That person will also receive the pin

and card (above), but will also get to park in the (to be created) Pali Positive Parking Space for the month.

- The winner will be introduced at the monthly All-Staff meeting so that all employees can participate in the ceremony.

➤ **Education Program – Melinda Meinen**

- Mrs. Melinda Meinen was unanimously elected chair of the Educational Programs Committee.
- Andrew Simnegar and Ramin Badiyan were unanimously elected student representatives of the Educational Programs Committee.
- Regarding committee election process, it was discussed that the Board of Directors would like to see all committees hold elections every October in order to have consistency among all committees. It was suggested that all current EPC members will need to meet with their respective department/group to discuss upcoming seat openings on the EPC committee and report their results at the June 2009 meeting.
- PSAT Testing for 9-11 Grade Students update by Ms. Davenport. The counseling office was informed there is no budget for PSAT testing for this academic year. The approximate cost \$20,000.
- Regarding the Charter Renewal Element 1, EPC members felt they needed more time before the November meeting to meet, review and discuss with their departments/groups in order to provide feedback on the document.
- Regarding the Athletic Advisor Proposal – several members were concerned that the college advisor service is actually an employee position that does not fall under the domain of the EPC. Consequently, a motion was made, seconded and passed unanimously to support the concept of an athletic advisor, but if the budget committee is asking us to evaluate this as a program, we need additional information from the proponents of the program. For example, smart goals and evaluation guidelines to assess if the program is meeting those goals.

➤ **Finance and Budget – Greg Wood**

- Please see attachment

➤ **Operations/Facilities / Technology Committee – Maisha-Cole Perri**

➤ **Policy – Julia O’Grady**

- The Committee discussed its election process for the 2008-2009 school year.
 - Policy committee members will hold current positions until elections in June. We filled open positions, as Ruth Mills has joined Communications Committee and Sherry Martin has joined Educational Programs (thank you both for your service to Policy Committee and the school): Valerie Ransom will be a teacher representative, Julie Benke will be a teacher alternate, and Tara Burfiend will be this year’s student representative.
 - Elections for the 2009-2010 school year will be held in June 2009, as stated in the Policy Committee By-Laws. Postings for the 2009-2010 school year elections will go out to all stakeholders in April 2009.
- The Policy Committee discussed Charter Renewal Element 1 - Educational Programs
 - Members felt that more discussion of new ideas in Element 1 is needed, especially the Senior Project, the Pyramid of Intervention, and Career Pathways. Departments need time to discuss Element 1. Each department needs discussion time in professional development meetings.
 - The Committee hopes that Paul Mittlebach will have a streamlined version of Element 1 (with all strike-out deleted) available as soon as possible. This will be easier to read, understand and discuss.
 - Revisions of language to the Element 1 Rationale were suggested:
 - We suggest that Ms. Lategola (Director of Instruction) ask that each department put Element 1 on their next department meeting agenda.

- We suggest that the Parent Liaison (Julia O’Grady) e-mail all parent-stakeholders, encouraging them to participate in Charter Renewal (so that they can contribute, without having to come to the meeting).
- We suggest that the Leadership Class also review the Charter to ensure that student input is included.
- The Committee discussed Charter Renewal Element 4 - Governance
 - We were informed of the revisions to Pali’s Board of Directors: The Executive Director seat will become ex-officio, and an Administrator seat will be created as a voting seat on the Board. The Principal and Chief Business Officer will remain ex-officio.
 - Discussion of the changes in Element 4
 - Who will be eligible for the new Administrator seat on the Board? Is it only the “academic” administrators, or does it involve all management positions?
 - What about Human Resources, Technology, Operations Manager, etc.?
 - What about length of terms for Board seats? The Charter is inconsistent, and, in addition, the Charter is not consistent with the By-Laws.
 - What about Custodial staff? Are they being asked to withdrawal from LAUSD? Can we do both – hire Charter/Pali High custodians and LAUSD custodians?
 - What about other staff positions hired through LAUSD (School Psychologist, Bella McGowan)?
- We suggest that any revisions to the Charter that involve custodians be fully vetted.

VI. CLOSED SESSION: 6:52 PM

A. PUBLIC EMPLOYMENT

- 1) Teacher
- 2) College Advisor

B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

- 1) Case No: Case No: BS108722
- 2) Potential Litigation

C. CONFERENCE WITH LABOR NEGOTIATOR PCHS Negotiator

EMPLOYEE ORGANIZATION: PESPU, UTLA.

VII. PUBLIC SESSION: - 7:30 PM

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

- Mrs. Rodman reported out for item VI.A.2 that Mr. Paleno moved that the Board accept the recommendation to provide benefits to a College Counselor. Mr. Rogers seconded the motion.

BOARD ACTION:

11 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mrs. Eileen Savage, Mr. James Paleno, Dr. John Riley, Mr. Michael Rogers, Mrs. Rene Rodman, Mr. Steve Klima, Mr. Torino Johnson, and Ms. Victoria Francis)

VIII. ADJOURNMENT: 7:32 PM

*** DINNER FOR OUT-GOING BOARD MEMBERS**

Attachment A

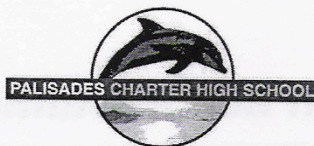
Good evening. I am representing the Classified staff at Palisades Charter High School. I would like to discuss the issue of who we would like to represent us on the Board. We have two different groups of non-teaching personnel on the classified staff: one group is the people who are in management positions, and the other group is non-managerial classified staff who works in the offices, cafeteria and classrooms.

Classified management, middle or upper level, should not represent the hourly classified staff for many reasons. Classified management negotiates a new contract at the end of their contract term. They negotiate wages, perks, bonuses, etc., which is negotiated on a one on one relationship. Each contract is separate and is negotiated with a specific individual performing that job. The hourly classified staff abides by their unions and is tied to a salary schedule for all employees. Salaries are for groups or classifications of employees. They do not negotiate for any individual as do management positions.

It would be a conflict of interest for anyone in a management position to represent non-managerial staff as the Classified Board member. Just as administrators would not represent teachers, and vice-versa, classified management should not represent hourly, classified employees. The classified representative is supposed to provide an independent voice for the people who are affected by management decision; otherwise there is no point in having such a position on the Board.

We feel that it is necessary to state in the Charter School contract that no one in the classified management group should represent the non-managerial classified staff. The classified staff position should be renamed and redefined from “non-certificated” to “hourly classified representative”.

On another note, if an elected member of the Board steps down from his or her position, we would like the person who ran against them not to be next in line to take over. The alternate who ran should get the position. If there was no alternate running, then a new election needs to be held. In our opinion, putting the runner up into the top position would be like putting McCain in if Obama is elected and decides to resign!



Ms. Maisha-Cole Perri
Technology Coordinator
(310) 230-7238 mcperry@palihigh.org

To: Board of Directors
From: Maisha-Cole Perri
Date: 10-21-08
Subject: Technology Department Update

- Created File Maker Pro Database for Attendance Office Admission Applications. (Please see reverse)
- Assisting with Pali High Alumni Association with data management
- Assessing Telecommunications Services and exploring fiscally better options.
- Continuous M.T.G. Teacher Assistance
- Continuous Teacher Web Teacher Assistance
- Remote Desktop Teacher Assistance
- Ongoing general trouble shooting
- Configuring and setting up computers
- Servicing Computers
- Salvaging Computers
- Library Printer/network trouble shoot
- Library training on Data Projector system
- Configuration/Deployment of donated PCs
- Training Stadium Mgr. for Field sound system
- Completion of Study Center Restoration and Expansion
- Set up additional wireless access points in parts of the school, will expand in the future
- Annual set-up of servers for Buse and Son
- Sharepoint training, trouble shooting and more training
- Updating emails and accounts
- Updating cafeteria server, set up new POS terminal
- Solved ongoing problem with donated computers (office startup/ attachment open errors)
- Data management - new printer, fixed scanner problems
- Continuous Improving website - donations, alumni, booster, ptsa, pac, school profile, school applications
- Karen Perkins National Board Certification Video Project Assistance and Support
- Various other minor trouble shooting around campus and software upgrades.
- THE BREAKER, awesome new way to spread information and PR for school to outside world!!!

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EMPLOYEE HANDBOOK

PALISADES CHARTER HIGH SCHOOL 2008 - 2009

11/14/2008

1

EMPLOYEE HANDBOOK: WHY

- 2005 – MOST RECENT FACULTY HANDBOOK; NO RECENT CLASSIFIED HANDBOOK
- RESOURCE FOR NEW AND EXISTING STAFF ON HR RELATED POLICIES
- LEGAL COMPLIANCE DOCUMENT TO:
 - OUTLINE NEW FEDERAL AND STATE MANDATES
 - NOTE CHANGES IN PREVIOUS MANDATES
- ESTABLISH ORGANIZATION “NORMS”
 - OUTLINE EXPECTATIONS: ELIMINATE SUBJECTIVE INTERPRETATIONS OF BEHAVIOR
 - PART OF CODIFYING HR PROGRAMS AT PALI

11/5/2008

2

EMPLOYEE HANDBOOK: WHO

- BASED ON PAST AND CURRENT HANDBOOKS
 - PALI HIGH
 - LAUSD
 - PALI AND LAUSD LABOR AGREEMENTS
 - OTHER SCHOOL DISTRICTS
 - PRIVATE SECTOR
 - IN-DEPTH REVIEW FROM ATTORNEYS (SMY&M)
 - PALI STAFF

11/5/2008

3

EMPLOYEE HANDBOOK: DIFFERENCES

- ONE HANDBOOK FOR BOTH CERTIFICATED AND CLASSIFIED
- PREVIOUS FACULTY HANDBOOK MORE A PROCEDURES/HOW-TO GUIDE THAN POLICY HANDBOOK
- LAUSD'S CLASSIFIED DOCUMENT GOOD FOR A LARGE DISTRICT, NOT AS RELEVANT FOR A SINGLE-SITE SCHOOL

11/5/2008

4

EMPLOYEE HANDBOOK: NEXT STEPS

- BOARD AND MANAGEMENT STAFF TO REVIEW AND PROVIDE FEEDBACK
- C. McCARTHY TO FINALIZE
 - APPENDICES
 - TABLE OF CONTENTS
 - INPUT APPROPRIATE CHANGES (GIVING CONSIDERATION TO LEGAL/COLLECTIVE BARGAINING/MANAGEMENT CONSIDERATIONS)

11/5/2008

5

EMPLOYEE HANDBOOK: FINAL THOUGHTS

- PLEASE REVIEW FOR ACTION AT THE BOARD MEETING TUESDAY, NOVEMBER 18th
- QUESTIONS/COMMENTS TO COLLEEN McCARTHY BY MONDAY, NOVEMBER 10th:
 - cmccarthy@palihigh.org
 - 310-230-6623 X 5005

11/5/2008

6

BUDGET REPORT FOR OCTOBER 21, 2008 BOARD MEETING

Revenues (DETAILS)					COMMENTS	
	2007-2008 Forecast	2007-2008 Unaudited Actuals	2008-2009 Approved Budget	2008-2009 Updated Budget		
Revenue Limit Sources						
Apportionment At Risk of Retention Low STAR, Grades Supp or Remedial Prog						
Summer School - FY 2007/08 & 2008/2009	112,444	46,712	112,444	70,088		
General Purpose Fund - FY 2007/08 & FY 2008/2009	61,636	63,743	84,810	95,615		
State Lottery - FY 2007/08 & FY 2008/2009	13,948,816	14,033,893	13,948,816	14,454,128		
Federal Revenues						
NCLB:TV, Basic School Support	243,287	239,327	238,169	238,169		
NCLB:TV, Part A, Drug Free Schools	8,721	8,726	8,721	8,721		
NCLB:TII, Teacher Quality	20,537	25,811	18,578	18,578		
NCLB:TII, Enhancing Ed Thru Tech Formula Grls	2,330	4,852	0	0		
NCLB:TV, Innovative Ed Strategies	1,959	1,897	1,959	1,959		
NCLB:TII, Ld English Prof (LEP)	17,195	21,823	17,195	17,195		
Child Nutrition Program	240,359	256,768	240,359	261,281		
Other Federal Revenues:						
Federal Advanced Placement	9,078	9,078	8,097	0		
Other	0	10,192	0	0		
Other State Revenues						
Charter School Category 1 Block Grant - FY 2007/08	543,466	578,074	533,078	545,913		
Charter School Category 2 Block Grant - FY 2006/07 - PY adjustments	1,280,000	1,328,939	1,178,100	1,300,000		No change in funding from 2007-8
Mandated Costs Reimbursement	0	(4,328)	0	0		
State Lottery/Non Prop 20 - FY 2006/07 - PY adjustments	298,820	293,848	298,820	306,800		
State Lottery/Non Prop 20 - FY 2006/07 - PY adjustments	2,832	1,124	0	0		
Child Nutrition: School Programs	34,307	22,348	34,307	49,400		
State Lottery/Prop 20 Instructional Materials - FY 2007/08	48,510	40,883	48,510	0		
State Lottery/Prop 20 Instructional Materials - FY 2006/07 - PY adjustments	3,419	0	0	0		
Special Education - FY 2007/08	1,363,818	1,362,976	1,348,875	1,388,840		
Targeted Instructional Improvement Block Grant (TIIBG)	593,153	599,077	559,081	406,593		
Arts and Music Block Grant	45,515	55,852	45,515	45,515		
Supplemental School Counseling Program	327,113	192,092	180,000	180,000		
All other State Revenues:						
CAHSEE Intensive Instruction	44,004	44,004	44,004	35,000		
Other	0	875	0	0		
Other Local Revenues						
Food Service Sales	4,078,259	3,904,965	3,690,008	3,675,116		
Leases & Rentals	258,573	254,785	265,000	265,000		
Interest	149,060	143,460	155,022	155,022		
Other	302,237	314,220	262,237	262,237		
Other Local Revenues	3,019,372	3,257,751	3,019,372	3,259,672		
TOTAL REVENUES BEFORE ADA INCREASE/	1,361,488	1,745,973	12,000	12,000		
ADJUSTED REVENUE AFTER ADA INCREASE	5,090,740	5,716,189	3,713,831	3,953,931		
EXPENDITURES BY SUB-OBJECT						
Certified Salaries						
Certified Salaries	10,573,617	10,562,965	10,573,617	10,675,442		No Net Increase in Salaries Anticipated
Classified Salaries						
Classified Salaries	2,706,608	2,686,833	2,706,608	2,706,608		No Net Increase in Salaries Anticipated
Employee Benefits						
STRS - Certified	885,282	885,603	885,282	891,535		No Change in STRS Rate
Instruction	0	0	0	0		

	2007-2008 Forecast	2007-2008 Unaudited Actuals	2008-2009 Approved Budget	2008-2009 Updated Budget	COMMENTS
PER'S - Classified	205,472	221,798	208,165	208,165	0 Slight PERS Rate Anticipated
Instructional Supervision and Administration	0	0	0	0	
School Administration	205,472	0	0	0	
OASDI Regular - Certified	1,300	8,103	1,300	8,103	5,803
Instruction	1,300	0	0	0	
OASDI Regular - Classified	170,205	164,838	170,205	170,205	0
School Administration	170,205	0	0	0	
OASDI Medicare - Certified	155,595	146,305	155,595	155,595	0
Instruction	155,595	0	0	0	
OASDI Medicare - Classified	39,806	40,774	39,806	39,806	0
School Administration	39,806	0	0	0	
Health & Welfare Benefits - Certified	1,246,253	1,206,632	1,505,648	1,359,166	12 % Medical Rate Anticipated from PY Actuals
Instruction	1,246,253	0	0	0	
Health & Welfare Benefits - Classified	278,287	363,970	351,209	426,666	12 % Medical Rate Anticipated from PY Actuals
School Administration	278,287	0	0	0	
Unemployment Insurance - Certified	3,000	1,893	3,000	2,000	(1,000)
Instruction	3,000	0	0	0	
Unemployment Insurance - Classified	1,200	116	1,200	1,200	0
School Administration	1,200	0	0	0	
Workers Compensation - Certified	171,983	140,632	171,983	171,983	0
Instruction	171,983	0	0	0	
Workers Compensation - Classified	43,999	25,769	43,999	43,999	0
School Administration	43,999	0	0	0	
Other Employment Benefits - Certified	575,376	513,673	595,336	461,336	Lower Retirement Rates Charged by LAUSD
Instruction	575,376	0	0	0	
Other Employment Benefits - Classified	122,084	149,064	146,263	111,763	Lower Retirement Rates Charged by LAUSD
Instruction	0	0	0	0	
Instructional Supervision and Administration	122,084	0	0	0	
School Administration	0	0	0	0	
Employee Benefits	3,899,842	3,838,372	4,107,787	3,880,308	(227,479)
Books & Supplies	1,331,951	1,264,668	1,418,611	1,477,747	58,236
Services, Other Operating Exp	24,000	2,328	18,000	4,828	(13,171)
Personnel Services-Mileage	48,084	50,615	60,000	60,000	0
Travel/Conference	20,906	14,300	36,906	36,906	0
Due/Memberships	155,820	157,363	155,820	155,820	0
Insurance	252,696	252,696	252,696	252,696	0
Operation and Housekeeping Services	185,000	187,991	185,000	187,991	2,991
Rentals/Leases/Repairs/Noncapitalized Improvements	0	0	1,300,294	1,403,294	103,000
Consulting Services-LAUSD	1,589,183	1,908,983	477,920	477,920	0
Professional Consulting Services& Operating Exp	78,869	63,997	82,869	82,869	0
Communications	2,354,558	2,703,302	2,569,505	2,664,481	(13,472)
Services, Other Operating Exp	0	0	0	0	0
Capital Outlay	17,388,011	1,265,511	17,388,011	1,265,511	2,722,505

	2007-2008 Forecast	2007-2008 Unaudited Actuals	2008-2009 Approved Budget	2008-2009 Updated Budget	COMMENTS
Other Outgo					
Debt Service: RESTRICTED FUNDS-Track					
Interest	2,473,355	2,513,165	522,265	522,265	
Principal	40,000	54,938			
Direct Support/Indirect Costs/All Other Financing Uses	169,000	154,223			
Net Cost (to Charter School Superintendents only)	603,098	558,611	603,098	603,098	
TOTAL EXPENDITURES	24,762,028	24,366,989	22,601,390	22,523,949	
Adjust For-Restricted Fundraising Activities	(1,709,000)				
Net General Fund Addition/(Reduction)	30,835	(81,087)	(27,517)	270,824	