



**BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, September 16, 2008
5:00 PM, LIBRARY**

I. PRELIMINARY:

A. CALL TO ORDER – Mrs. Rene Rodman – 5:10 p.m.

B. ROLL CALL – Mrs. Rene Rodman

Members Present:

Amy Dresser Held

Darcy Stamler

Dave Suarez

Eileen Savage

James Paleno

John Riley

Michael Rogers

Rene Rodman

Steve Klima

Torino Johnson

Victoria Francis

John P. Callas (alternate)

Ex-officio

Greg Wood

Martin Griffin

Ramin Badiyan

C. APPROVAL OF MINUTES FROM BOARD MEETING ON AUGUST 19 AND SEPTEMBER 2, 2008. See final approved version at www.palihigh.org.

- Dr. John Riley moved that the Board approve the August 19th Minutes with changes noted. Mrs. Darcy Stamler seconded the motion

BOARD ACTION:

7 – yes (Mrs. Amy Dresser Held, Mrs. Darcy Stamler, Mr. Dave Suarez, Mr. James Paleno, Dr. John Riley, Mrs. Rene Rodman, and Mr. Torino Johnson)

4 – abstain (Mrs. Eileen Savage, Mr. Michael Rogers, Mr. Steve Klima, and Ms. Victoria Francis)

- Dr. John Riley moved that the Board approve the September 2nd Minutes with changes noted. Mrs. Darcy Stamler seconded the motion

BOARD ACTION:

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

1 – abstain (Mr. Michael Rogers)

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.

III. ACTION ITEMS:

A. DISCUSSION AND ACTION ON RECOMMENDATIONS FOR COMMITTEE ELECTION PROCESS / TIMING

- It was agreed that the committees need a clear process in member selection. The Board decided that a comprehensive look at how people join committees should take place during the charter renewal process and that the committee chairs should be engaged in this process and submit their recommendations to the charter renewal taskforce. For this year the committees will follow their existing processes for elections.

B. DISCUSSION AND ACTION ON EMPLOYMENT CONTRACTS:

Title: Principal 2008-2009

Title: Director of Instruction 2008-2009

Title: Director of Academic Planning and Guidance Services 2008-2009

Title: Director of Student Services 2008-2009

Title: Operations Manager 2008-2009

Title: Chief Business Officer 2008-2009

Title: Human Resources Director 2008-2009

Title: Technology Coordinator 2008-2009

Title: Finance/ASB Manager 2008-2009

Title: Community Service Coordinator 2008-2009

Title: Security Supervisor 2008-2009

Title: College Advisors 2008-2009

Title: Executive Administrative Assistant 2008-2009

- Mrs. Darcy Stamler moved for the Board to approve both the hourly and management employee contract templates allowing the Executive Director leeway to make minor edits and or addition of attachments as necessary in each contracted position. Ms. Vicky Francis seconded the motion.

BOARD ACTION:

11 – yes (Mrs. Amy Dresser Held, Mrs. 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)

- Mrs. Darcy Stamler moved for the Board to approve the terms of employment for the individual Palisades Charter High School employees under contract as per stipulations depicted during the last meeting. Ms. Vicky Francis seconded the motion.

BOARD ACTION:

11 – yes (Mrs. Amy Dresser Held, Mrs. 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. DISCUSSION AND ACTION ON COMMITTEE RECOMMENDATION TO FUND \$30,000 TO IMPLEMENT VILLAGE NATION PROGRAM TO HELP CLOSE THE ACHIEVEMENT GAP

- Representatives for the Village Nation Program gave a presentation to the Board, which sparked an extensive discussion. Please find attached the proposal to bring the program to the school.

- Mr. James Paleno recommended for the Board to bring the Village Nation Program to PCHS and for the Board to approve the funding for the first year at a cost of \$30,000 with the caveat that administration review all academic program budgets to identify sources of funding. Mr. Michael Rogers seconded the motion.

BOARD ACTION:

11 – yes (Mrs. Amy Dresser Held, Mrs. 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. DISCUSSION AND ACTION ON EXECUTIVE DIRECTOR EXPENSE REPORTS (STANDING ITEM)

- No expenses reported at this time.

IV. DISCUSSION/INFORMATION ITEMS:

A. ACHIEVEMENT DATA PRESENTATION

- Ms. Grace La Tegola and Mr. Martin Griffin gave a brief presentation of Pali's achievement data updating the board on the most recent CST scores and the school's progress on API, AYP, and CAHSEE.

B. CONFIRMATION OF NEXT MEETING ON OCTOBER 21, 2008 AT 4:00PM.

V. ORGANIZATIONAL REPORTS:

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

A. Student Report – Ramin Badiyan

- Students would like clarification of the Hat Policy.
- Clearly define the Community Service requirements and provide a list of acceptable / unacceptable services.

B. Parent Report – Julia O'Grady

- Parent Liaison –
 - PARENT E-MAIL LISTS – I am continuously updating the Parent E-mail Lists, by whole group and by grade level. Starting with the incoming 9th Grade class, I have followed up on bounced back e-mail addresses with phone calls in an effort to have the most complete class e-mail list to date. Unfortunately, I do not have Excel spreadsheet sheets for the 10th-12th grades to follow up on e-mail bounce backs.
 - *PALI NEWS* – I am working with Principal Griffin on the inaugural edition of the *Pali News*, Pali's new newsletter. It will include the Executive Director's and Principal's letter to the parents, articles about upcoming events etc. submitted by department and standing committee chairs, as well as updates on PAC, Booster Club and PTSA. The first issue will be mailed home in time for Back-To-School Night.
 - BOARD OF DIRECTORS ELECTIONS – I am assisting Monica Iannessa in planning the upcoming Board of Directors elections.
- Parent Advisory Committee –
 - "A Conversation With...Pali's Administrative Team" - The Parent Advisory Committee's first general meeting will be held on Thursday, September 25, 2008, at 6:30 PM, in the Library entitled "A Conversation With...Pali's Administrative Team. The featured panel will include: Executive Director Amy Dresser Held, Principal Martin Griffin, Director of Students Services Monica Iannessa, Director of Instruction Grace La Tegola, Director of Counseling Ann Davenport, Director of Special Education Mary Bush and Athletic Director Rich McKeon.
 - Topics covered will include: which administrator is in charge of which areas of student services, the top priorities of each department for the 2008-2009 school year, the greatest challenges facing Pali, and how the administrative team will ensure excellence among all teachers.
- PTSA –

- “Keeping Your Teen on Track; Class, Home, Dating, Stress” - The first in a series of parenting seminars featuring Richard Cohen will be held on September 18, 2008, at 8:30 AM, in the Library.
 - Book Fair - PTSA is sponsoring a Book Fair, during the week of Back-To-School Night, September 29 – October 2, 2008, in the Library. Proceeds will go towards scholarships for graduating seniors.
 - “Parenting Styles & Their Effects on Teens” - October 16, 2008, is next general meeting date. The meeting will feature Richard Cohen, who will speak at 8:30 AM, in the Library.
 - PTSA National Reflection Competition will accept entries October 17 - December 15, 2008. This year’s Theme is “WOW”.
- BOOSTER CLUB –
- BC will be holding a fundraising Phone-a-Thon on November 3, 2008.
 - “Wild For Pali” Silent Auction: The “Wild For Pali” Silent Auction Party is set for Friday February 20, 2009 at UCLA Commons.
 - Approval was given for the Booster Club to pledge \$50,000 to the pool project for 2008-2009 school year. This pledge is contingent upon the raising of the budgeted funds from the Silent Auction. (The Booster Club has donated for 2 lanes, \$50,000, previously.)
 - The next meeting will be held on Sept. 23, 2008, in the Faculty/Staff cafeteria, at 6:30 PM. Dinner will be served. Subsequent meeting dates are: Tuesday, September 23; Tuesday, October 28; Tuesday, November 18; and the Holiday Party on Tuesday, December 9, at Bud and Cheryl Kling’s house.

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

- A few things the faculty are discussing are the pool, basketball courts, bungalow landscaping and discipline.

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

- Academic progress and growth is occurring among our students. I proud to be able to announce that our school’s API scores have increased significantly. Palisades Charter High School now has an API of **797!** Our school target was 786. We made a growth of 16 points. This is due to the efforts of your students and the direction and teaching being given by our faculty. Our Goal and Motto for this year will be **“Pali High School Shooting for 3!”** If we meet that magic number of an API of 800, we will be free of another pressure and worry. We hope to continue to improve and challenge our students beyond mediocrity to academic excellence.
- Our beginning of the school year Staff Development Days went well. We developed professional meeting norms/agreements to be honored at all faculty/staff meetings. We focused on looking at our school CST performance data. We did work on improving our PLC functioning and setting instructional and performance goals for the year.
- The opening days went well. We worked on issues of over enrollment and waiting lists. Our enrollment, as of September 16 is 2743. We still have a significant number on the waiting list. The final stages of schedule adjusting and class load balancing is occurring this week. For the most part students are in classes and instruction and learning is happening.
- We have been focusing in on creating a culture of good stewardship with regard to campus cleanliness. Students are being encouraged and expected to take greater responsible for keeping our campus clean by placing trash in trash cans, especially during nutrition and lunch. We are ordering some new trash can containers and more trash cans to place around campus.
- I am working with Colleen McCarthy to organize the evaluation lists, cycle, and evaluation tool that will be used for Teacher evaluations. Those to be evaluated will be notified soon. There will be a pre-observation conference between the evaluator and the teacher to be evaluated. There will be a minimum of 2 classroom visits to the teacher before a formal written evaluation will be shared and signed. UTLA contract calls for

teacher evaluations to occur annually for probationary teachers every other year for tenured teachers. The contract allows us to extend the evaluation period of tenured and highly qualified teachers to every 3, 4, or 5 years. I will be moving towards a evaluation cycle of every 3 years for all tenured teachers.

- A Professional Develop occurred today. It was focused on the reporting on the Charter Renewal Document and getting faculty input. We also went over the APS survey which will guide the development of Palisades' Single Site Plan for Student Achievement (SSP).

E. Executive Director's Report – **Amy Held**

➤ Charter Renewal

- Draft of Element I authored by Olivia Castro and Paul Mittelbach available for viewing online
- Next meeting 9/17/08 at 2:15pm - the focus will be completing Element I and Element IV
- Faculty weighed in on the Pyramid of Intervention for Element I at 9/16 faculty meeting
- Amy and Paul attending mandatory district workshop on renewal 9/18
- Leadership team reviewing their sections and submitting revisions to Paul and Olivia
- Goal is submission by winter break

➤ Fundraising and Communications:

- Met with Mayor Riordan about potential partnership opportunities
- Submitted wireless laptop grant application to Riordan Foundation
- Have weekly conference calls scheduled with the Palisadian Post to improve communications

➤ Liaison with district, charter community, etc.

- Senior staff commencing regular meetings with conversion charters about common issues
- Attending CCSA meeting tomorrow re: facilities use agreement negotiations with LAUSD

➤ Pool Project:

- DSA approval is still pending – an architect with DSA expertise is on board to expedite it.
- Fundraising efforts continuing with a merchants' challenge on 10/10 from 5-8pm selected businesses will be donating 10-20% of their profits to the pool project; additional efforts include house parties, mailings, grant applications, etc.

➤ Pali Facilities Projects:

- DeVere Claus, new Operations Manager is now on board and taking over daily management of facilities and operations issues.
- 3rd bungalow is complete and has been cleared for classroom use – should be furnished by end of month
- Bungalow landscaping – designs being modified to stay within budget

➤ District Facilities Projects:

- New AC project U101-104 is scheduled
- The work adjacent to the faculty parking lot is an effort to identify and repair broken pipes underground that have begun leaking with the installation of the new boilers.
- Gym repipe is mostly done –no water for first couple months of school – because of ADA component needing to be completed
- Elevator – done just awaiting DSA approval of fire sprinkler
- Ramp in parking lot being redone yet again
- Fire alarm – mostly complete – will pull underground wire this weekend, final devices being installed – 1mth more
- Dimmers for B101 being done right now

F. Chief Business Officer's Report – **Greg Wood**

➤ Enrollment

- Mgmt and HR meetings re: clarification/updating of HR processes
- BTSA
- Updating coach hiring
- **ONGOING**
 - Employee Relations
 - Benefits management
 - LAUSD
 - Right of Return
 - 457 retirement plans

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**
- Education Program – **Melinda Meinen**
 - Howard Gould, community member, was unanimously elected for the Community Position. We still need to elect 1 additional student representative and 1 parent alternate.
 - The Village Nation Program Proposal, presented by Tami Christopher, was approved by the Committee pending fiscal oversight and approval by the Budget Committee. Vote: – 11-yes, 0-No, 1 abstention.
 - The Small Business Management Class, to bring the Project Echo program, presented by Simon Santana, Career Advisor, was approved by the Committee. Vote: 11 yes, 0-no, 1-abstention.
 - PSAT Testing for 9th, 10th and 11th Grade Students Proposal, presented by Ann Davenport, was approved by the Committee pending review by the Budget Committee. Vote: 12-yes, 0-no (passed unanimously).
- Finance and Budget – **Greg Wood**
 - See CBO Report above.
- Operations/Facilities / Technology Committee – **Maisha-Cole Perri**
- Policy – **Julia O’Grady**

VI. CLOSED SESSION:

- A. PUBLIC EMPLOYMENT – Executive Director
- B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
 - 1) Case No: BS108722
- C. CONFERENCE WITH LABOR NEGOTIATOR PCHS Negotiator
EMPLOYEE ORGANIZATION: PESPU, UTLA.

VII. PUBLIC SESSION:

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

VIII. ADJOURNMENT:

The Village Nation Proposal

I. Description of Program

a. Title: The Village Nation (TVN)

i. Program Objectives/Goals:

For African American Students:

1. Increase 2008-09 CST scores by 15 points
2. Increase the number of students taking A.P. and Honors classes for 2009-10 by 50%. Our African American (AA) students have low enrollment in higher level math and science than their white peers:
 - a. Algebra 2-2008 13% AA compared to 50% white enrollment
 - b. Summative-2008 0% AA compared to 50% white enrollment
 - c. Chemistry-2008 9% AA compared to 42% white enrollment
 - d. Biology-2008 35% AA compared to 72% white enrollment
3. Improve pride and value of Pali education based on the benchmark mark assessment supplied by TVN
4. We also expect to see improvements in the following areas but due the start of school, we were unable to get the base data:
 - a. Increase 2008-09 CAHSEE pass rate
 - b. Decrease 2008-09 classroom referrals
 - c. Decrease 2008-09 detentions

NOTE: The achievement gap is projected to increase by 12 points for the class of 2010

For Pali Staff:

5. Improve teachers perceptions of African American students based on the benchmark mark assessment supplied by TVN
6. Increase the number of teachers who encourage African American students to take A.P./Honors based on the benchmark mark assessment supplied by TVN
7. Increase the number of teachers who have a "personal" relationship with African American students

b. Rationale:

- i. Walk into the A-building from the quad and what's the first Schoolwide Goal? Answer: "Close Achievement Gap." According to recently presented data, the achievement gap between our highest performing students and African American students is increasing. Add to that African American students are underrepresented in higher level science and math classes and the rationale for implementing a strategy for change is undisputed. The Village Nation has a proven track record to affecting the change Pali is seeking.
- ii. The rationale for TVN program is perfectly aligned with Pali's WASC - Schoolwide Action Plan - Goal A and its rationale (p.143). Goal A is "To improve academic achievement and personal growth of all groups of students." The rationale states, "Although we have focused over the *past decade* on meeting the needs and improving the outcomes for all students, there still remains a persistent achievement gap for our under-performing sub-groups. We need to continue to developing our academic programs so that they better serve those groups that are not performing to their potential." We believe part of developing our academic programs must include developing students who are not only receptive to learning but eager to succeed.

- iii. The Proposed Strategies/Tasks, states we will “Investigate and develop programs that help students attain the self-knowledge and skills needed to prepare for a successful career and personal life.” (#6 p.143)
- iv. Our school charter also echoes the heart of The Village Nation on page 4, when it states, “Continuing efforts to close the achievement gap for traveling pupils and underrepresented and socio-economically disadvantaged pupils through expansion of supports, including a Summer Bridge program, advisories, and culturally responsive pedagogy.” **Culturally responsive** is an element highly emphasized in TVN program of which Pali has placed little to no emphasis in past and current efforts to close the achievement gap.
- v. It is evident the methods employed by Pali over the *past decade*, have not been effective to our school’s satisfaction. The Village Nation program will be Pali’s first programmatic attempt to develop the self-knowledge and skills mentioned above in a context specific to its African American students, the lowest performing racial group.

c. Target:

- i. The composition of the program includes all African American students, grades 9-12, at all levels of academic achievement

II. Implementation Plan

a. Before Implementation

- i. Create a Core Leadership group to implement and maintain the on-going program
- ii. Get buy-in from administration
- iii. Create a larger supportive Team to call on as needed and provide the “Village Elders” and students support
- iv. Collect benchmark data
- v. Perform Pre Student and Teacher/Staff assessment
- vi. Get buy-in from department chairs

b. During Implementation

- i. The Village Nation consulting staff will guide implementation the first year
- ii. Revitalize the Black Students Union to serve as the student leadership within The Village Nation; Weekly leadership and bi-monthly membership meetings – September 2008 through July 2009
- iii. Provide three, two-hour Impact Assemblies for all African American students, one per semester, with an additional assembly for males only – (Dates TBD with administration)
- iv. Train Pali staff to conduct Impact Assemblies for next year – September 2008 through May 2009
- v. Sponsor two motivational speaker events (Fall semester/Spring semester)
- vi. Provide one or more field trip(s) (TBD)

c. After Implementation

- i. Pali stakeholders will run TVN
- ii. BSU students will play a key role in the on-going Village Nation program
- iii. TVN will become a part of the school budget, along with on-going fundraising by the students
- iv. Successful program elements will be replicated to impact the academic achievement of other student populations

- v. African American students will have an elevated sense of pride in Pali and Pali will have an elevated sense of pride for its African American students!

III. Resources

a. Resources for full implementation

- i. Parent/student mailings
- ii. Guest Speakers
- iii. Field Trips
- iv. Student recognitions & incentives
- v. Event/Meeting refreshments

b. Personnel for full implementation

- i. TVN Chairperson
- ii. Core Elders (3-5 stakeholders)
- iii. BSU Sponsor and Student Leadership Team
- iv. Village Nation Team (Staff, Parents/Guardians, & Community)
- v. Other Identified group sponsors (i.e. Latino/a, Special Ed., Athletes)

c. Budget

- i. Fund the program through school budget allocation, reallocation of funds from existing programs (i.e., Dolphin Days, Guided Study), BSU/student sponsored school activities and events, grant writing, donations, and more (On-going)
- ii. First Year
 - 1. \$30,000 - contract with The Village Nation program for initial implementation
- iii. Second Year and On-Going
 - 1. \$2,000 – Field Trips (2)
 - 2. \$ 450 – Mailings (2 x 470 - 17%)
 - 3. \$ 500 – Student/Staff/Community Meeting Refreshments
 - 4. \$1,000 – Student Recognitions & Incentives
 - 5. \$ 550 – Paper/Supplies/Miscellaneous
 - \$4,500
 - 6,000 – Staff Stipends (3)
 - \$10,500**

IV. Evaluation

a. Collection of Data

- i. The collection of the essential benchmark data will be collected from the following:
 - 1. School
 - 2. State Department of Education
 - 3. TVN Pre/Post Assessments
 - 4. Research being conducted by Elizabeth Butler of USC
 - 5. Student Evaluations

b. Presentation of Data

- i. Program data will be presented at the start of school Buy-Back Days August 2009 in conjunction with the standard statistical reporting
- ii. Data and program results will be presented at the first Educational Programs meeting of September 2009
- iii. Progress reports will be given to the Board of Directors as data becomes available during the 2009-10 school year