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Election Procedures Committee Notes:

Present: Monica Iannessa, Chris Lee, Darcy Stamler, Vicky Francis, Alex Shuhgalter ,  
Christin Herrmann

I. Composition of Election Committee

A. Stakeholders: 9

1 parent, 1 student, 5 teachers, 1 Administrator, 1 Clerical

B. Application Process

Each stakeholder group selects members for respective seats. These members could volunteer, apply, or be elected by each group. Election candidates cannot be members of the election committee.

C. Frequency of Meetings- as needed

II. Roles of the Election Committee

A. Prepare for elections

1. review bylaws, guidelines, set timelines, advertise, create ballots. Past publications for communications have been the Pali Post, Tideline, Craigslist, Santa Monica Mirror, Pali Website.

B. Interaction with Candidates

1. obtaining nominations, checking eligibility, creating bios, editing candidate statements, running candidate forums.

C. Communication of elections and candidate forms

- 1. informing stakeholders of meetings, forums, elections
- 2. moderating/hosting forums
- 3. collecting questions for the candidates (some preset, some taken from audience members by 3x5 card)

D. Overseeing the election

1. Creating ballots, monitoring the election, ballot security, run-offs

In the case of a run-off, the Board will vote to decide winner if the seat is a non-staff seat. If the seat is a PCHS staff seat, the stakeholder group will revote.

E. Tabulation and Reporting Results

Election Committee will contact all candidates with the results, then publicize the results by email, website, Pali Post, Tideline, PA announcements.

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Election Committee

Working Timeline for Fall 2009 Election:

(1 Parent seat, 2 Community seats, 1 Faculty seat, 1 Classified Seat)

Week of September 7:

Letters are delivered home through the students to notify parent stakeholders of nominations for seats on Board. A ConnectEd blast and a parent email blast will follow to notify parents of the content of letter sent home.

October 1: Nominations are advertised and collected on Back to School Night

October 9: Nominations are closed

Week of October 12:

Ballots are printed and mailed to stakeholders. The committee recommends 1 ballot per household.

Week of October 19:

Candidate Forums/Meetings occur. Ballots can be collected on Forum nights, in the main office, or mailed in.

October 30: final date for accepting ballots.

November 2: ballots counted, election results tabulated.

Week of November 2: Results will be reported by both tally and percentage.

November 17: New Board members are seated

## 2009 SSC School District and County Office Financial Projection Dashboard ABX4 1 Budget Version (Updated August 10, 2009)

This version of SSC's Financial Projection Dashboard is based on the 2009-10 ABX4 1 State Budget revision. We have updated the COLA, CPI, and ten-year T-bill factors per the latest economic forecasts, and this resulted in changes to virtually every factor for 2008-09 and thereafter. We rely on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are, at best, general guidelines.

Factor	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Statutory COLA (use for K-12 and COE Revenue Limits)	5.66%	4.25%	0.50% <sup>1</sup>	2.30% <sup>1</sup>	2.50%	3.00%
Revenue Limit Deficits:						
Eliminates COLA	.94643	.90785	.90785	.90785	.90785	.90785
Further RL Cut	.97372	.89932	.89932	.89932	.89932	.89932
Total Deficit %	7.844%	18.355%	18.355%	18.355%	18.355%	18.355%
Net Revenue Limit Change: K-12	-2.63%	-7.64%	0.50%	2.30%	2.50%	3.00%
Revenue Limit Deficits - COEs:						
Eliminates COLA	.94643	.90785	.90785	.90785	.90785	.90785
Further RL Cut	.97377	.89639	.89639	.89639	.89639	.89639
Total Deficit %	7.839%	18.621%	18.621%	18.621%	18.621%	18.621%
Net Revenue Limit Change: COEs	-2.62%	-7.95%	0.50%	2.30%	2.50%	3.00%
Other Revenue Limit Adjustments <sup>2</sup>	-	-\$250 per ADA	-	-	-	-
Special Education COLA (on state and local share only)	0.00%	0.00%	0.50%	2.30%	2.50%	3.00%
State Categorical Funding (including adult education and ROC/P) <sup>3</sup>						
Tier I	0.00%	0.00%	0.50%	2.30%	2.50%	3.00%
Tier II	-15.38%	-4.46%	0.50%	2.30%	2.50%	3.00%
Tier III	-15.38%	-4.46%	0.50%	2.30%	2.50%	3.00%
California CPI	1.20%	0.50%	1.90%	2.20%	2.70%	3.00%
California Lottery <sup>4</sup>						
Base	\$109.50	\$111.00	\$111.00	\$111.50	\$111.50	\$111.50
Proposition 20	\$11.50	\$13.25	\$13.25	\$13.50	\$13.50	\$13.50
Interest Rate for Ten-Year Treasuries	3.10%	3.60%	4.10%	4.40%	4.70%	4.90%

ESTIMATED STATEWIDE AVERAGE BASE REVENUE LIMITS PER ADA "UNDEFICITED"			
Year	Elementary	High School	Unified
2008-09 Statewide Average (est.)	\$5,882	\$7,069	\$6,150
2009-10 Inflation Increase (@ 4.25% COLA)	\$250	\$300	\$261
2009-10 Statewide Average (est.)	\$6,132	\$7,369	\$6,411

2009-10 BUDGET ACT ESTIMATED CHARTER SCHOOL RATES				
	K-3	4-6	7-8	9-12
General Purpose Block Grant (will change at each apportionment) <sup>2</sup>	\$4,778	\$4,855	\$5,003	\$5,845
Categorical Block Grant (est.) <sup>5</sup>	\$401	\$401	\$401	\$401
Total	\$5,179	\$5,256	\$5,404	\$6,246

<sup>1</sup> While a positive statutory COLA is projected for 2010-11, the state's ability to fund it is suspect. Districts should have a contingency plan should the state decide not to fund this COLA percentage.

<sup>2</sup> The 2009 Budget Revision did not include the 11.428% deficit for 2008-09, which was proposed in the May Revision. Instead, the Budget Revision requires school district, COEs, and charter schools to reduce revenue limits by \$250 per ADA (est.) on a one-time basis in 2009-10. The charter school general purpose rates displayed above include this one-time reduction.

<sup>3</sup> The categorical cut percentages are based on the amount of cuts from prior-year funding.

<sup>4</sup> The forecast for Lottery funding per ADA includes both base (unrestricted) funding and the amount restricted by Proposition 20 (2009) for instructional materials.

<sup>5</sup> The Charter School Categorical Block Grant rates do not include Economic Impact Aid funding, which is provided separately.

**PALISADES CHARTER HIGH SCHOOL  
TWO YEAR FUNDING LEVELS  
AUGUST 2009 BUDGET FUNDING ANALYSIS**

	<u>2008-2009 Projection</u>	<u>2009-2010 Budget</u>	<u>Two Year Funding Levels</u>
ADA Level	2,587	2,630	
Approved Budget (Per ADA)	\$ 6,325	\$ 6,119	\$ 12,444
	16,362,775	16,092,970	\$ 32,455,745
Funded Amount, Per 8.10.09 Funding-*	\$ 6,611	\$ 5,845	\$ 12,456
	17,102,657	15,372,350	\$ 32,475,007
Difference (Per Year)	<u>\$ 739,882</u>	<u>\$ (720,620)</u>	<u>\$ 19,262</u>

\*-2008-2009 Funding rates were approved by State of California and were calculated based upon CDE Certified P-2 Funding Report. School Services of California 2009 School District Dashboard (dated August 10,2009-attached) provided latest 2009-2010 funding information

# RENEWAL PETITION INTAKE FORM

III. C

The following renewal petition components were turned in:

Name of Charter School \_\_\_\_\_ Submission Date(s) \_\_\_\_\_

	COMPONENTS	Y	N	Comments
1	Title Page			
2	Table of Contents			
3	A Letter of Intent			
4	Charter Briefing Page			
5	Self Assessment (Narrative Page)			
6	The Initial Screening Checklist, (with page numbers filled in)			
7	Petition including <ul style="list-style-type: none"> <li>a. A reasonably comprehensive description of all <b>16 elements</b>;</li> <li>b. By-laws for the non-profit organization that is requesting the charter;</li> <li>c. Articles of Incorporation for the non-profit organization;</li> <li>d. Proposed charter school budget (start-up and three year budgets);</li> </ul>			
8	Resumes for lead petitioner(s)			
9	Completed Due Diligence Questionnaire with original signatures <b>(no photo copies)</b> and resumes for: <ul style="list-style-type: none"> <li>a. Lead petitioner(s)</li> <li>b. Director/Principal of school</li> <li>c. On-site financial manager <b>(which can not be the Director/Principal but the person responsible for handling checks/cash, etc. on site)</b></li> </ul>			
10	Resumes and questionnaires for Board members			
10	Resolution from Board of Directors (signed by Board Secretary) designating the schools: <ul style="list-style-type: none"> <li>a. Lead petitioner(s)</li> <li>b. Director/Principal of school</li> <li>c. On-site financial manager <b>(which can not be the Director/Principal but the person responsible for handling checks/cash, etc. on site)</b></li> <li>d. Must state that the Board of Directors is officially submitting the renewal petition to the District.</li> </ul>			
11	The charter petition (in Microsoft Word doc format <b>not PDF</b> ) and all appendices (in <b>PDF</b> accepted). Budgets and cash flows (in Microsoft Excel format) on a CD.			
12	UTLA Preview (Linda Guthrie--For Internal Purposes Only)			
13	CSEA ( Connie Moreno--For Internal Purposes Only)			
14	Intake reviewed by: _____ Date: _____			

**APPROVED BY THE BOARD**

March 25, 2008

**Palisades Charter High School  
Evaluation Process for Executive Director**

One of the most important duties for the PCHS Board of Directors is to find and nurture excellence in leadership for the school. That requires that the Board set annual and long-range goals and perform regular evaluations of the PCHS Executive Director (ED). The following process is intended to identify those Board members specifically responsible for that task and how the performance review will be conducted.

- 1 By July 1<sup>st</sup> of each year, the Board will appoint a three or four member Executive Review Committee (ERC) for the upcoming year, comprised of one or two certificated and / or classified representatives (depending on available volunteers), one parent and one community member.
- 2 The ERC will meet with the ED every quarter (September, December, March (Annual Review), and June) to provide informal performance feedback.
- 3 The ERC will conduct annual reviews of the ED (to be completed no later than March 31 of each year) as follows:
  - a **Ongoing Contract Year:** The ERC will evaluate the ED's performance against goals established at the beginning of the year. The review will examine school-wide data, consider the ED's self-evaluation, and interview other members of the school community as appropriate to assess leadership, communication, organizational, resource management, and planning skills. The review will also include a discussion of the next year's goals and areas for improvement.
  - b **Contract Renewal Year:** In a year when the ED's current contract is set to expire, the ERC, in conjunction with the Human Resources Director, will conduct a more expansive review of the ED. That review will proceed as follows:
    - i The ERC will identify Administrators, teachers and staff who have worked directly with the ED, including but not limited to Direct Reports, Department Managers, classified staff in the Main Office, and parent leaders. Input from other interested staff, parents or community members will be welcome and considered.
    - ii Using pre-defined questions, one-on-one, confidential interviews will be conducted to assess the ED's performance.
    - iii Feedback will be summarized and a formal evaluation presented to the Board of Directors, with a recommendation for a contract extension or termination and if extended, proposed performance-based increases.
    - iv The Board of Directors will then decide by vote to adopt the recommendations, modify, or request further review.

**PESPU CONTRACT OVERVIEW****History:**

Prior to converting to independence Palisades High School clerical classified staff including the positions listed below were represented exclusively by the California School Employees Association (CSEA). When the school converted CSEA (Unit D in LAUSD) abandoned the employees noting the unit was too small to represent.

In the spring of 2007, the clerical staff formerly represented by CSEA voted to organize and submitted to the Public Employees Relations Board (PERB) a petition to form a new collective bargaining unit under the auspices of the California Teachers Association (CTA) to be called PESPU (Palisades Educational Support Professionals/Personnel United). In July 2008 the unit was formally recognized by PERB and PCHS.

PCHS and PESPU negotiated an agreement throughout the 2009-2010 school year to be retroactive to the July 1, 2007. It has now been ratified by the membership and awaits ratification by the PCHS board. The agreement is substantially similar to the CSEA agreement with LAUSD since we are a successor employer and are obligated to maintain many of the same practices and contract provisions as such. Specific changes to highlight include:

- New health and welfare article incorporating what to do in the case of fiscal emergency, the adoption of universal healthcare by the government, and the charter ceasing to exist <sup>07-08</sup>
- Salary increase equivalent to State Cost of Living Adjustment (COLA) issued during the ~~2008-2009~~ school year of approximately 4% which all PCHS employees were granted



## **PRINCIPAL'S REPORT**

**By Marcia Haskin**

**Tuesday, August 18, 2009**

**I am happy to be returning to serve the Palisades Charter High School community as the Interim Principal for the Fall semester, 2009. I appreciate the Board's confidence in my leadership and look forward to serving the school and the community in any way that I can.**

**When accepting an interim assignment, I always set goals as well as a vision for myself and the stakeholders of the school. This semester at PCHS, I have established the following goals for the time that I will serve as the principal:**

- A. Raise the morale of all faculty and staff.**
- B. Train and mentor the leadership team in the Supervision of Instruction and Evaluation of staff.**
- C. Foster the process of Council in the 9<sup>th</sup> grade, for faculty and for parents.**
- D. Assist the leadership team and Executive Board with the search/selection of a permanent principal.**
- E. Build capacity within the faculty to utilize "in-house" talent and ability to strengthen PLC work and to "grow" leadership.**

**I look forward to working with the Board of Directors and the Executive Director in achieving my goals as well as any other that may be set for me.**

**Thank you.**

**Marcia Haskin**

**EXECUTIVE DIRECTOR REPORT – 8/18/09****I) Academic Achievement -**

Statistics from last school year:

- Graduation rate for class of 2009 – 96.1% (573 graduates out of 596 seniors)
- AP Passage Rates – 79% pass rate school wide (1265 tests administered); substantially higher in a lot of subjects; 23-31% of students in grades 10<sup>th</sup>-12<sup>th</sup> taking an AP class
- Academic Performance Index (API) data due out at the end of August
- CST scores we have the following information:

<b>Subject</b>	<b>% Proficient or Advanced</b>
General Math	40%
Algebra I	50%
Geometry	35%
Algebra II	49%
Summative Math	50%
Biology	59%
Chemistry	44%
Physics	100% (small group)
Earth Science	69%
Integrated Science	35%
World History	58%

**II) Key goal s identified for 2009-2010**

- a. Improve communication among all stakeholders
- b. Increase academic rigor and achievement
- c. Close the achievement gap
- d. Strengthen the pyramid of intervention
- e. Improve the use of data to inform instruction
- f. Increase administrative visibility in classrooms
- g. Improve confidence in top leadership of the school
- h. Strive to make Pali a national model for public and charter schools

**III) Plan for start of school**

- a. New student orientation – parent meeting 8/26 7-9pm; students 8/27 8:30-3pm
- b. New employee orientation – 9/2
- c. First day back with staff – 9/8
- d. First day for students – 9/9

**IV) Fund Raising**

- a. Moving forward with launching a big annual giving campaign initiative to substantially increase the amount of money raised from Pali families.
- b. Partnering with the booster club to enlist parent leaders as co-chairs of the campaign and build on their expertise from historically running this campaign
- c. Researching how to structure a partnership with booster club to ensure they continue to be able to allocate funds raised through the annual giving campaign equal to the amount they have historically raised.

- d. Additionally, we are proceeding with monthly fund raising coordination meetings with all parties who have a role in development on campus both to ensure a consistent protocol and a coordination of solicitations and comprehensive calendar for all fund raising on campus. Next meeting is 8/24 and Kevin Olson is coordinating this.

V) **Temescal Academy**

- a. Richard Thomas (new Director of Instruction), Ann Davenport and Jennifer Avant Eustice have been hard at work preparing for the launch of Temescal.
- b. Candidates for the teacher, teacher coordinator and clerical positions have been recruited and final selection, reference checks and hiring are in various stages of the process.
- c. Richard and Ann are coordinating on curriculum and Richard has organized an orientation for the new staff and students, assembled a handbook and bell schedule and is reaching out to Granada's continuation school and others for tools to ensure a smooth transition.

VI) **Classified Staffing**

- a. Reduced overall headcount by \_\_ and benefited headcount by \_\_\_\_\_
- b. Due to retirements among classified staff and changes in the division of responsibilities for the leadership team the classified staff composition is shifting.
  - i. Susan Darvish is moving from the textbook room to the magnet office
  - ii. Andrea King and Sherry Martin are assuming responsibility for textbooks
  - iii. Carol Walters, Sandy Duarte, Cathy Catapano, Hortensia Hernandez, and Susan Samama will be returning part time. To ensure coverage of their current duties with them working fewer hours a day we are hiring a part time HR assistant, a full time purchasing clerk (Sandy had split responsibilities with Flor), and enlisting Susan in the Magnet office's support as needed in the counseling and attendance offices to compensate for Susan Samama's and Hortensia's reduced hours.

**Classified Staffing Changes**

Of the 6 who retired 5 are coming back part time 3 are clerical

Returning Retirees	Net FTE change	Area
Walters	-0.375	Main Office (HR duties)
Samama	-0.375	Counseling
Hernandez	-0.375	Attendance
<b>Other changes</b>		
Simmons	0	expanded AD support due to no full time AD, also to support dicipline
Darvish	-1	Textbook clerk - duties being absorbed into Library
<b>"new"</b>		
HR assist	0.5	half time - no benefits
Ops assist	0.5	half time - no benefits
Temescal Assist	-0.5	half time - no benefits

at change -1.125 FTE  
 Hours reduction for retirees is equal to 1.125 FTE

**PALISADES CHARTER HIGH SCHOOL**

**Chief Business Officer's Report**

**Board of Directors Meeting**

**August 18, 2009**

**Budget Update**

**2008-2009**

The 2008-2009 Unaudited Actuals Report, reporting the school's financial results for the 2008-2009 School Year is due the State of California & LAUSD will be completed this week. This report will be presented to the Board. The CDE released a majority of the 2008-2009 Funding in July 2009. Additional Federal Stimulus Funding and Prior Year Adjustments were also received in July 2009. General Funding Balance for 2008-2009 is currently estimated to be in excess of \$1 million for the 2008-2009 School Year.

**2009-2010**

The 2009-2010 Budget was passed by the State of California Legislature last week and the funding levels have been included on the agenda item. The first payroll of the year has been processed is indicative of the reduced spending plans put into place for the 2009-2010 School Year. Certificated Salaries are down \$76,000 from prior year salary levels and Classified Salaries are up \$5,000 (but down \$6,400 on a comparable staff level basis).

Summer School ended August 14. There were 550 students present for the first period and 515 students present for the second period of Summer School. A majority of these students were enrolled in Remedial programs, which receive full funding from the State and at higher funding level than the Core Summer School classes. This scheduling was in conjunction with the Administrative design of 2009 Summer School.

The State of California has released its' new monthly funding levels for 2009-2010:

	Funding Level	
	New	Old
July	5%	6%
Aug	5%	12%
Sept	9%	10%
Oct	9%	8%
Nov	9%	8%
Dec	9%	8%
Jan	9%	8%
Feb	9%	13.3%
Mar	9%	6.7%
April	9%	6.7%
May	9%	6.7%
June	balance	balance

As a means of providing better cash flow for the State of California, funding is being delayed slightly on a monthly basis. PCHS had \$5.8 million in Cash in the County Treasury at July 31, 2009.

# Operations, Facilities, Technology Department Board Update 08-18-09

V.C

Department	Status	Responsible Person	Task
Facilities	Complete	Jefferson	Summer Temescal Cleaning
Technology	In Progress	Maisha-Cole Perri	Network Temescal
Facilities	Slated: 8/24	ACS	PA Speaker problems - F204 G105 G205
Facilities	Slated: 8/24	ACS	P.A. System troubleshooting - exterior and interior speakers
Facilities	Slated: 8/24	ACS	Track and Field- Balance Speakers
Technology	Slated: 8/24	ACS	Pull SIS Lines to Data Management Office
Technology	Pre Assigned	Perry	Installation of digital signal converter boxes in school's TV system
Technology	Assigned	B. Collins	Copy Codes for All Departments
Facilities	Bidding	MCP	E101 electrical issues- Making sure there is appropriate power
Facilities	Bidding	Maisha-Cole Perri	M110 floor power removal
Facilities	Bidding	Maisha-Cole Perri	(2)Timers for Track and Field- One for each side, like the B. Ball field
Facilities	Bidding	Maisha-Cole Perri	Dan Kelly, J-110, "Yes, need three (3) 30-amp outlets
Facilities	Bidding	Maisha-Cole Perri	Re-stripping of parking lot
Facilities	Bidding	Maisha-Cole Perri	Mount Booster Club Plaque outside mercer hall facing A building. In the blank space towards the
Facilities	Bidding	Maisha-Cole Perri	Main Hallway
Facilities	Bidding	Maisha-Cole Perri	Front of School
Facilities	Bidding	Maisha-Cole Perri	Painting Refreshing Interior
Facilities	Bidding	Maisha-Cole Perri	Repair Broken Bulletin Boards- Install Tempered Glass
Facilities	Bidding	Maisha-Cole Perri	Parking lot lighting
Technology	Bidding	Maisha-Cole Perri	Classroom screen installations- G104, D205, Health Ed Room (In Gym), U105A- I have screens a
Technology	Bidding	Maisha-Cole Perri	Classroom whiteboard installations- G104, Health Ed Room (In Gym), Boys Gym Office, E101, E2
Facilities	Bidding	Maisha-Cole Perri	Add Power to Corner Cafeteria Window
Facilities	Bidding	Maisha-Cole Perri	Remove nest in hallway lights
Facilities	Bidding	Maisha-Cole Perri	J101, J121 ventilation issues
Operations	Bidding	Maisha-Cole Perri	Painting our bounds lines
Operations	Bidding	MCP- King	Install Storage Trailer behind B101, Move textbook shelving to trailer
Technology	In Progress	Greg Munda	Expansion of website with useful department information
Technology	Complete	Greg Munda	Expansion of website with useful department information- Athletics
Technology	Complete	Greg Munda	Expansion of website with useful department information- Community
Technology	Complete	Greg Munda	Expansion of website with useful department information- Board
Technology	In Progress	Greg Munda	Conversion of VHS libraries to DVD
Technology	Complete	Greg Munda	Network Jeorge
Technology	In Progress	Greg Munda	Network Police Office
Technology	In Progress	Greg Munda	Wireless Network Deployment Phase 2
Technology	In Progress	Greg Munda	Virtual Local Area Network Reorganization
Technology	In Progress	Greg Munda- Keith	Upgrade of servers
Facilities	Assigned	Jefferson	Graffiti Removal from men's restroom interior in J building breezeway

# Operations, Facilities, Technology Department Board Update 08-18-09

Facilities	Assigned	Jefferson	Marika and Suarez- Key for Cabinet
Operations	Assigned	Jefferson	Clean poop from floor
Operations	Assigned	Jefferson	Emergency water supply renewal
Facilities	In Progress	King	Display cases
Facilities	Hold	Maisha-Cole Perri	Landscaping committee formed with stakeholders
Facilities	In Progress	Maisha-Cole Perri	Exterior Banners- Solidify Protocol, Publish on Website
Facilities	In Progress	Maisha-Cole Perri	Drinking fountains
Facilities	Hold	Maisha-Cole Perri	Permanent basketball court location exploration
Facilities	In Progress	Maisha-Cole Perri	Recycle bins
Facilities	Hold	Maisha-Cole Perri	Flags Banners on poles on sidewalk
Facilities	Complete	Maisha-Cole Perri	Patricia Kupers Needs--- Cost?--- Called it in \$2,000
Facilities	Hold	Maisha-Cole Perri	Fixing the Mosaic Seal-- Cost?
Operations	In Progress	Maisha-Cole Perri	Storage Facilities
Operations	Complete	Maisha-Cole Perri	Order of buses for next year
Operations	In Progress	Issen Alibris	Update Calendar with bus info
Operations	Complete	Maisha-Cole Perri	Communicate to New Topanga students on lack of transportation
Operations	Complete	Maisha-Cole Perri	Communicate to Topanga students on lack of transportation
Operations	In Progress	Maisha-Cole Perri	Fulfill equipment and supply request
Operations	In Progress	Maisha-Cole Perri	Coordination of calendar for next year
Operations	In Progress	Maisha-Cole Perri	Update of Activity Planning Verification Form
Operations	In Progress	Maisha-Cole Perri	Continued use and publication of the "Venue Calendar"
Operations	In Progress	Maisha-Cole Perri	Updating permitting signage
Operations	In Progress	Maisha-Cole Perri	Establishing flow of information for calendar and communication
Operations	In Progress	Maisha-Cole Perri	Traveling teacher materials
Operations	In Progress	Maisha-Cole Perri	Work with Amy, Andrea, and Greg regarding the Destiny/Textbook Implementation
Operations	In Progress	Maisha-Cole Perri	Submit Microsoft Claim
Operations	In Progress	Maisha-Cole Perri	Teacher work space- Old Tech Office
Operations	In Progress	Maisha-Cole Perri	Trashcans/ Recycle Bins
Operations	In Progress	Maisha-Cole Perri	Finish Facilities Use Forms
Operations	In Progress	Maisha-Cole Perri	Phone for Youth Services Person
Operations	In Progress	Maisha-Cole Perri	Track and Field- Signage
Operations	In Progress	Maisha-Cole Perri	J120- Vending Machines
Operations	Complete	Maisha-Cole Perri	Community Meeting Commutate Out
Operations	Complete	Maisha-Cole Perri	Community Meeting- Have Meeting
Operations		Maisha-Cole Perri	Community Meeting- Commutate Out Meeting Results
Operations		Maisha-Cole Perri	Elevator Ribbon Cutting
Operations		Maisha-Cole Perri	D202 Ribbon Cutting
Technology	In Progress	Maisha-Cole Perri	Tech Connect donation program

# Operations, Facilities, Technology Department Board Update 08-18-09

Facilities	In Progress	MCP- A. Held	Where people are going 09-10
Facilities	In Progress	MCP- Brad Smith	City signage, curb painting
Operations	In Progress	MCP- Chaz	Installation of 4 bulletin boards
Operations	In Progress	MCP- Collins	Copier Maintenance
Operations	In Progress	MCP- J. O' Grady	Solidify Parent Relations- Communications
Operations	In Progress	MCP- K. Olson	Solidify Alumni Relations- Communications
Operations	In Progress	MCP- Ken Jefferson	LAUSD Work Order Tracking System
Facilities	In Progress	MCP- Ken Jefferson- Nu	Bathroom sanitary napkin machine installation
Operations	In Progress	MCP- Kevin- Keith	School wide Purchase Order System
Operations	In Progress	MCP- M.lannessa	School-wide Safety Plan update and implementation
Operations	In Progress	MCP- M.lannessa	Safety Plan- PVC Piping for classrooms
Facilities	In Progress	MCP- Mills	Campus signage, bathrooms
Operations	Assigned	MCP- P. Fusion	Emergency "all call"
Technology	Assigned	MCP- P. Fusion	Install UPS Backup
Facilities	In Progress	MCP- Paleno	Repair bleachers
Operations	In Progress	MCP- Stacy B., Debra M	"Every 15 Minutes" committee
Technology		MCP- Wood	Billing Departments for Copies
Facilities	Complete	MCP, GM, RL	Cleaning out J108B
Facilities	Complete	MCP, GM, RL	Cleaning out J120 Loft
Facilities	Assigned	MCP, GM, RL	Cleaning out Technology Office
Facilities	Assigned	MCP, GM, RL	Cleaning out J120 Storage
Facilities	In Progress	MCP, GM, RL	Cleaning out MDF
Facilities	Assigned	MCP, GM, RL	Cleaning out SP. Ed Storage Space
Technology	Assigned	Greg Munda- P. Fusion	Networking an additional campus with ours-
Technology	Assigned	Greg Munda-Lacoe	Upgrade our T1 lines
Technology	In Progress	Ren Lara	Maintenance and software update of all computer workstations
Technology	In Progress	Ren Lara	3 New Additional Computers in P.E. (2 girls, 1 boys)
Technology	Complete	Ren Lara	E-209 projector makes fan noise
Technology	Hold	Ren Lara	Install Sp. Ed Software on donated CPUS
Technology	Complete	Ren Lara- ACS	Trouble Shooting Library MM System- Change Bulb
Technology		Sophia- MCP	Clarify SIS Needs/Rights for Users

V.H.



A CALIFORNIA DISTINGUISHED SCHOOL

# MEMO

**TO:** Board of Directors  
**FROM:** Jennifer Avant Eustice  
**DATE:** August 18, 2009  
**RE:** Update

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- Health Benefits
  - Survey went out to staff to get a sense of actual utilization of plans
  - HWC (Health Welfare Committee) has met 7 times and has developed a recommendation -
    - SISC (Self Insured Schools of California) - 219,000 covered lives, non-profit, stable rate increases
    - 9/8 and 9/15 - present to faculty and staff
    - 9/16 - 9/18 Employee Group Voting
    - 9/22 - Special Board Meeting
- Recruitment Update
  - Principal - Interim - Marcia Haskin
  - Director of Instruction - Richard Thomas (8/3)
  - Director of Student Discipline, Activities and Athletics - Russ Howard
  - English Teacher - Jonathan Jay (9/1)
  - Math Teacher - Victor Dorff (9/1)
  - Physical Education Teacher - Perry Jones (9/1)
  - Physical Education Teacher - Mystic Thompson (9/1)
  - Physical Education Teacher - Kartrina Theophilis (9/1)
  - Senior Office Technician (Magnet/Counseling) - Susan Darvish
  - Purchasing Clerk - in process
  - HR Assistant - part time - in process
  - Operations Assistant - part time - Issen Alibris (8/19)
  - Temescal Classified - part time - in process
  - Teacher Coordinator - in process
  - Continuation High School Teacher - Laurel Silver-Valker
  - Continuation High School Teacher - in process
- New Hire Orientation 9/2
- Sexual Harassment Training (fall 2009)
- Employee Handbook
- Consolidate Employee files
  - Research Imaging System
- LAUSD transition issues
  - Illness Balances
  - Benefits for staff that retired in 2009 prior to Right of Return





## LOS ANGELES UNIFIED SCHOOL DISTRICT

*Charter Schools Division*

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### **REQUEST FOR INFORMATION FROM PROSPECTIVE CHARTER SCHOOL BOARD MEMBERS**

As you are already aware, serving on a public charter school board is a position of great trust and responsibility. As a board member of a public school, you are not only ultimately responsible for the education of all students enrolled in the school, but also entrusted with the obligation to see that the public monies which are given to the charter school are legally and wisely spent.

In providing the information requested, prospective board members will assist the Charter Schools Division in determining if the application demonstrates that the school will be run in a financially, organizationally and educationally sound manner.

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#### Background

1. Please provide your educational and employment history. Please attach your resume.
2. Please indicate whether you will be at least eighteen years old by January 1 of the year in which the proposed charter school would open.
3. Please indicate how you became aware of the proposed charter school and the opportunity to serve as a member of its board if it is chartered, including who invited you, if applicable, to sit on the board.
4. Please explain why you wish to serve on the board.
5. Please indicate if you have previously served on a board of a school district or a not-for-profit corporation (including the board of a non-public school) and describe any relevant experience.
6. Please describe your understanding of the appropriate role of a public charter school board member.
7. Please indicate specifically the knowledge and experience that you would bring to the board.
8. Please provide a forecast of where you see the school in one year and then again in four years.
9. How would you handle a situation in which you believe one or more members of the school's board are involved in self-dealing (working for their own benefit, or the benefit of their friends and family)?



## LOS ANGELES UNIFIED SCHOOL DISTRICT

Charter Schools Division

### Conflict of Interest

10. If you, your spouse or other immediate family members knew any of the other prospective board members prior to being invited to sit on the board, please so indicate and describe the relationship with each such other prospective board member.

11. If you, your spouse or other immediate family members know any people already known to be prospective school employees, please so indicate and describe the relationship.

12. If you, your spouse or other immediate family members know anyone that plans to do business with the school, please so indicate and describe the relationship and the nature of the potential business.

13. If the school proposes to partner with an educational service provider (a management company), please indicate if you, your spouse or other immediate family members know any employees, owners, or agents of that provider. If your answer is yes, please indicate the individuals you know and the nature of the relationship.

14. If the school proposes to enter into a contract with an educational service provider, please indicate whether you, your spouse or other immediate family member have a direct or indirect ownership, employment, contractual or management interest in the educational service provider.

15. Please indicate if you, your spouse or other relative (by marriage or blood) anticipate conducting any business with the educational service provider, the school, or both. If so, please describe the potential relationship.

16. Please indicate if you foresee any potential ethical or legal conflicts of interests should you serve on the school's board. If so, describe such potential conflicts.

### Educational Philosophy

17. Please describe your understanding of the school's mission and/or philosophy.

18. Please indicate your level of familiarity with the educational program that the school proposes to utilize.

19. Please describe what you believe to be the key characteristics of a successful school. What specific steps do you think the board of the school will need to take to ensure that this school is successful?

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Name (please print)

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Signature

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Date

*This request for information was developed by the State University of New York Charter Schools Institute*



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Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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