

Board Report for December 14, 2010

Michael A. Smith, Interim Executive Director

1. Transportation:

We, Maisha-Cole Perri and I, have been in conversation with LAUSD transportation to finalize the upcoming schedule for "dual" dismissal beginning second semester. Once the schedule has been agreed upon, we will no longer have 7th period Study Hall classes. I want to concur with Marcia Haskin, Principal, and acknowledge all of the teaching staff that stepped up and covered the study hall classes for our traveling students. More details to follow.

2. Maggie Gilbert Aquatic Center:

As of this writing, we are still trying to get the DSA Inspector, Brian Barry, to come out and conduct the final walk-through and sign off on the DSA 6 Form. As soon as that has been completed we will be able to conduct final negotiations with Sarlan Builders and bring Phase I to completion.

3. Fund raising Update:

The Annual Giving Campaign collaborative effort with the Booster Club is proceeding into its second mailing. The first of this week, a letter cosigned by Dick Held, Booster President, Marci Haskin, Principal and me, was mailed to several families of multiple zip codes requesting donations to continue supporting the work here at Pali. The Booster Club's Phone-a-thon, 11/16/10, was a great success and garnered \$38,872 in donations. Their hard work, on behalf of our faculty, staff and students is truly a great gift. The Northern Trust Open's "Tickets For Charity" program, where all funds raised will go directly to transportation budget needs, got a large boost from Mr. Larry Lynch. The parent of a Pali High student/football player was kind enough to forward our flyer to an extensive email list. We hope this will stimulate sales for PCHS. The winner of the first bonus round was Notre Dame Academy, who had over \$15,000 in ticket sales and won the first bonus of \$10,000. The next bonus round ends January 6, 2011, let's try and get PCHS to the top and an additional \$10,000. Thanks again Larry!

4. UTLA-PCHS and PEPSU Update:

No specific updates as of this writing.

5. Community Forum Meeting:

A second Community Forum meeting was held in the Pali High library on Wednesday, December 8, 2010 from 6:00 pm to 7:30 pm . First on the agenda was a recap of the PCHS responses to the first meeting which were communicated in an email that was sent on 11/30/10;

Dear Community Members,

First, I hope this communication finds you well and that you had a wonderful Thanksgiving holiday. As we discussed at our Community Forum on October 31, 2010, I am writing with an update to actions taken on the part of PCHS to the concerns voiced at the meeting and some additional ones that came up after our gathering.

First, issues related to the football field. Since our meeting, we have heard the complaints re: the band's late night practice and stadium lights still on past 10:00pm. One of those incidents was due to an injured player. We, Marcia and I, have made it clear to our Permit Coordinator and the Band Director that those activities must be concluded by the time listed on the permit and regardless of unforeseen events will not be permitted in the future. On that note, since our meeting, I have decided to be the main point person for all User Permit requests. As I negotiate with the outside organizations for facilities use, I will make sure there is strong consideration given to the community needs. In addition, I have directed the current Permit Coordinator and the Operations Director to make sure all approved Permit Users are entered on the calendar which is available, on the Pali High website, so every community member will know what venues are being permitted and by what group.

Second, the behavior of our students in the community, in my Executive Director's report, for both the Board of Trustees meeting and the Parents' E-mail Newsletter, I have shared the concerns from our meeting and asked our parents to join with us in communicating appropriate behavioral expectations with their students. Working with Maisha-Cole Perri, LAUSD and Global transportation representatives, we have begun plans to relocate the school buses from the upper stadium parking lots. We feel once these plans are finalized the students parking on El Medio and Radcliffe Avenues will park in those lots.

Third, the on-going issues with the new Maggie Gilbert Aquatic Center. We have communicated to all of the outside permit user groups, our expectation, to be respectful of our neighbors. We have asked them to minimize noise levels, especially in the mornings. Following the first swim meet, I met with the owner of Westside Aquatics and stressed the many issues that were problematic to our neighbors. The meeting went well and agreements were reached as to better ways to reduce noise and general commotion. PCHS has invited Mr. David Helgeson to offer his expertise on speaker placement that will minimize the noise level. We are looking into the purchase of sound absorbing material to be hung on the walls. We are requesting bids to install alternative lights for the pool deck that would eliminate the need for the tall overhead lights. With regard to those lights, we have diligently tried to make sure they were on "Dim" when being used. We have tried

using only two of the four to reduce the amount of light.

Please rest assured we are in an on-going process to remedy as many annoyances as possible.

You are all invited to attend the next Operations, Facilities and Technology Committee meeting on Monday, December 6, 2010 in J 121. The agenda includes discussion on the Facilities Use recommendations which will go to the Board of Trustees in March for approval.

In closing, and after reviewing your preference and availability from our Oct. 31, 2010 sign-in, I would like to have our next meeting to continue our discussion on Wednesday, December 8, 2010 from 6:00pm - 7:00pm in the school's library. Please RSVP, via email, if you'll be attending.

Respectfully,

Michael

At the meeting on 12/8/10 the following items were discussed; Permit Renewals, Policy development, sharing our standing committees meeting times and locations for future reference, the continued issue of noise and lights from the stadium and aquatic center, students' behavior and littering in the community, bus traffic and alternative pick up points. Maisha shared a spreadsheet that documented on-going activities to address some of these concerns. The next meeting is scheduled for Wednesday, Jan. 26, 2011.

PRINCIPAL'S REPORT

"STATE OF THE SCHOOL ADDRESS"

- A. Recap of September 10 vision for the year**
- B. Communication/morale**
- C. Infrastructure: Teaching/Learning/PLC work-What is Working?**
 - 1. "Magic" in classrooms**
 - 2. Lesson-planning evidence**
 - 3. Structure of 100-minute lesson**
 - 4. More PLC's are meeting than ever**
- D. What Could Be Improved?**
 - 1. Student Engagement**
 - 2. Expectations of ALL students**
 - 3. Specificity of PLC work to include more analysis/calibration of student work/rubrics to assign grades**
 - 4. Depth of learning in all classes**
 - 5. Thorough understanding of what it means to teach to the standards, rather than covering chapters that are aligned to standards**
- E. UCLA/SMP Work**
- F. Transportation Issue-Next Semester**

**PALISADES CHARTER HIGH SCHOOL
CBO REPORT
DECEMBER 14, 2010 BOARD MEETING**

2009-2010 Updates

- **The outside auditors have been at PCHS this month to complete the Financial Audit Report due December 15, 2010. Our Auditors will be here to present the Audited Financials at the January 2010 Board Meeting.**
- **PCHS completed the LAUSD financial reporting on 2009-2010 survey/questionnaire for Special Expenditures received to justify PCHS Special Education funding. See attached Survey filed with LAUSD with related financial information.**
- **As requested, the Revenue/Expenses of the Permit Account for 2009-2010 are attached with the net activity/contribution for the school year.**

2010-2011 Updates

Attendance

- **ADA- At the end of Month Three (54 days of instruction), our enrollment was 2,854 (2,864 last month). This amount includes Temescal 67 enrolled students, down 1 from October. PCHS' cumulative ADA was 2,731.1 (at 96.5%). Budgeted ADA for the Year is 2,743. Latest Projected ADA that will be funded is 2,701 (down 9 ADA from last month's projection).**

Here are the 2010-2011 Budget Updates:

- **2010-2011 Funding Levels per ADA- The current budget is potentially in the state of flux due to the Governor calling an emergency budget session to address the current \$6+ billions current estimated State of California Budget Deficit and potential \$20+ billion budget deficit in 2011-2012 if the deficit is not addressed. It is unclear at this time what direction or how the current budget will be addressed. The budget may be passed on to the new Governor when he assumes office in January 2011.**

**PALISADES CHARTER HIGH SCHOOL
CBO REPORT
DECEMBER 14, 2010 BOARD MEETING**

- **The latest 2010-2011 Budget forecast is attached.**
- **The First Interim Financial Report will be filed with the CDE by December 15, 2010 and will be presented to the Board in January.**
- **Budget discussions with the Budget & Finance Committee are pending their first official meeting on December 13, 2010.**
- **Transportation- PCHS is still in discussion with LAUSD to finalize the transportation MOU and the related charges for the actual number of students riding on LAUSD buses. Additionally, PCHS has requested an MOU with LAUSD to provide late buses starting the second semester that will allow PCHS to revert back to our previous year's Bell Schedule. The cost of this proposal is expected to be offset by the savings in expenses related to the need for Study Hall for travelling students.**
- **Cafeteria-2010-2011 Operations and service to our students and staff has improved for 2009-2010 by \$30,000. See attached Cafeteria Operating Results through October 31, 2010 compared to prior year and budget. (Note: Meals served information will be supplied as a supplement to this report).**
- **Pool- no significant financial updates for November 2010. Finalization of Pool Construction is in process. Pool Activities are commencing and updates will be forthcoming.**

**Office of the Inspector General
Los Angeles Unified School District
333 S Beaudry Ave., Los Angeles, CA 90071
Survey Form - Audit of the Charter Schools' Use of Special Education Funds
Audit Scope: Fiscal Year July 1, 2009 through June 30, 2010**

A. SCHOOL INFORMATION
Name of Charter School/s [Please complete one form per location code] LOCATION CODE: 8798

1 School Name: Palisades Charter High School **Grades:** 09-12 **Local District:** 03
Address: 15777 Bowdoin Street **Year Opened:** 2003 **Board Member** Steve Zimmer
Average Daily Attendance during FY 2009-2010 2,689

2 School Name: _____ **Grades:** _____ **Local District:** _____
Address: _____ **Year Opened:** _____ **Board Member:** _____
Average Daily Attendance during FY 2009-2010 _____

3 School Name: _____ **Grades:** _____ **Local District:** _____
Address: _____ **Year Opened:** _____ **Board Member:** _____
Average Daily Attendance during FY 2009-2010 _____

Contact Person for this Survey: Mary Bush-Director Student Support Services/Marcia Haskin-Principal (310)230-7240/(310)230-6630
Name and Official Title _____ **Telephone Number** _____

Accounting and Bookkeeping Services Provided by [Please Mark One]:

School Staff _____ **Name of Provider: [if applicable]** _____
3rd Party Provider _____ **Contact Person** _____
Telephone Number: _____

C Please complete the requested information below, and feel free to provide additional information or attach documentation if needed.

1 Did you have Students with Disabilities [SWD] enrolled in your school?
 Indicate the total number of SWD enrolled as of:

YES	NO	N/A
X		
X		
X		

FY 2008-2009 205
FY 2009-2010 239
 As of October 30, 2010 266

**Office of the Inspector General
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333 S Beaudry Ave., Los Angeles, CA 90071**

Survey Form - Audit of the Charter Schools' Use of Special Education Funds

Audit Scope: Fiscal Year July 1, 2009 through June 30, 2010

Please attach a complete list of SWD enrolled during FY 2009-2010 (include names, student ID number and severity)

2 Did you have Special ED Teachers, Paraprofessionals, and other Special ED Personnel ?

Please indicate total number of Special ED personnel employed during the fiscal year:

FY 2008-2009	35
FY 2009-2010	36
As of October 30, 2010	35

Please attach a breakdown of Special ED personnel by category [Specialist, Audiologist, Audiologist, Physical Therapist, etc]

YES	NO	N/A
X		

3 Did you utilize third party providers/specialists to meet the special needs of your SWD?

Submit a list of providers and the total amount paid for Special Education related services during the 2009-2010 school year.

Name of Provider	Services Rendered	Amount Paid
CHILD COUNSELING & BEHAVIOR	Behavior Intervention Development	\$ 4,922
PAULA MCNAMARA	Occupational Therapy	\$ 4,800
SPEECH, LANGUAGE AND EDUCATIONAL	Speech/Language Services	\$ 39,041
Global Transportation	Home to School Transportation	\$ 61,500

Use separate sheet if necessary

YES	NO	N/A
X		

4 Did you complete the "School Self Review Checklist, Students with Disabilities" ?

If Yes, please attach a copy of the completed form REF 2624.4 dated July 12, 2010 issued by the LAUSD Division of Special Education

See Attached

5 Did you receive Special Education funds for the 2009-2010 school year?

If No, please state the reason

YES	NO	N/A
X		

If Yes, please provide the total amount received (all streams)

State Special Ed (AB 602)= \$1,546,235,

Federal Special ED (IDEA)= \$510,007 as reported to FCHS from the LAUSD Charter Schools Division net of prior period adjustments

6 Did you use all of the Special ED funds received for FY2009-2010 ?

Please provide a breakdown of Special Ed fund expenditures for 2009-2010 [salaries and benefits, instructional materials, 3rd party providers, etc.] See Attached

YES	NO	N/A
X		

Item # C-6

**PALISADES CHARTER HIGH SCHOOL
LAUSD SPED SURVEY
SPECIAL EDUCATION EXPENDITURES
2009-2010**

Salaries & Benefits	\$ 2,011,938
Books & Supplies	\$ 8,018
Third Party Providers	\$ 110,262
Other Contracts & Services	\$ 137,402
LAUSD Oversight Fees	\$ 567,142
Total Expenditures	\$ 2,834,761

**PERMIT ACCOUNT
2009-2010
REVENUE/EXPENSES**

REVENUE:

Acct #			
8650	PERMIT FEES	\$ 225,427	
8699	TRACK DONATIONS	100,000	
	Total Revenue		\$ 325,427

EXPENSES:

2910	SALARIES-Permit Staff	61,419	
3XXX	BENEFITS-Allocation @ 15%	9,213	
		<u>70,632</u>	
5810	CUSTODIAL Allocation	9,828	
5510	DIRECT OPERATING EXPENSES	<u>20,787</u>	
			<u>101,247</u>
	Net Reserve Surplus (Deficit) Before Loan Activity		<u>224,180</u>

LOAN ACTIVITY:

7699	PRINCIPAL PAYMENTS	88,017	
7438	INTEREST ACCRUAL	<u>55,735</u>	
			<u>143,752</u>
	NET RESERVE ADDITION 06/30/2010		<u><u>\$ 80,429</u></u>

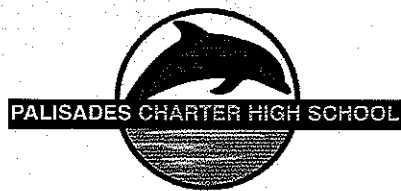
PCHS Financials
Profit & Loss Statement
At December 8,2010

	2010-2011		COMMENTS
	Approved Budget	Updated Projection	
ADA	2,743	2,701	Projected from Month 3 ADA (down 9 from Nov. 2010 Est)
Revenue:			
Revenue Limit Sources	\$12,329,439	\$ 13,053,121	Updated ADA Funding approved by State
Federal Revenues	1,173,545	1,748,575	Federal Jobs Funding (\$610k added)
Other State Revenues	3,930,360	3,870,765	
Other Local Revenues	5,026,687	5,061,678	
Total Revenues	22,460,032	23,734,138	
Expenses:			
Certificated salaries	10,330,623	10,539,123	Study Hall Estimated Costs (\$100k Incl.benefits)
Classified Salaries	2,863,779	2,747,279	Exec.Director Salary moved to Certificated
Total employee benefits	4,305,860	4,313,450	
Total Salary & Benefits	17,500,262	17,599,852	
Books,supplies & Pupil Transportation	1,410,903	1,480,903	Total Add'l Transportation Costs still unknown (added \$70k est. for Late Buses)
Services & other operating expenses	2,902,513	2,900,513	Added UCLA Mgt. fee/Reduced 50% Distance Learning Fee
Capital Outlays	166,523	166,523	Excludes Pool Construction Expenditures
Facility use fee to LAUSD	428,077	678,077	Est. Additional Fees to LAUSD for Facility Use Fees from 2009/10 not billed
Subtotal-Operating Expenses	22,408,277	22,825,867	
Debt service	90,200	90,200	
Principal repayment	319,800	319,800	
Total debt service	410,000	410,000	
Total Expenses	22,818,277	23,235,867	
Net General Fund Addition/(Reduction)	\$ (358,245)	\$ 498,271	

**PCHS
Cafeteria
Operating Results
YTD October 31,
2010/2009**

	<u>Jul-10</u>	<u>Aug-10</u>	<u>Sep-10</u>	<u>Oct-10</u>	<u>2010-2011 YTD Total</u>	<u>2009-2010 YTD 10/31/09</u>	<u>2010-2011 Budget</u>
REVENUE							
Cafeteria Sales			\$ 11,506	\$ 21,015	\$ 32,520	\$ 41,324	
Catering Revenue			920	1,557	2,476	2,448	
State Reimbursements			3,006	5,422	8,428	7,777	
Federal Reimbursements	\$ 631		30,701	55,225	86,556	76,889	
Total Revenue	\$ 631	\$ -	\$ 46,132	\$ 83,218	\$ 129,981	\$ 128,438	(a) \$ 616,245
EXPENSES							
Total Salaries	\$ -	\$ 436	\$ 17,525	\$ 22,494	\$ 40,455	\$ 56,776	\$ 197,542
Total Benefits	\$ 7,695	\$ 7,785	\$ 11,304	\$ 12,327	\$ 39,111	\$ 44,413	\$ 131,958
Total Salaries & Benefits	\$ 7,695	\$ 8,221	\$ 28,829	\$ 34,821	\$ 79,566	\$ 101,189	\$ 329,500
Sodexho Management			\$ 7,907	\$ 16,832	\$ 24,740	\$ 27,371	\$ 120,000
Food & Supply Costs:							
Sodexho	-	-	\$ 15,219	\$ 32,397	\$ 47,615	\$ 52,010	\$ 246,626
Total Expenses	\$ 7,695	\$ 8,221	\$ 51,955	\$ 84,050	\$ 151,921	\$ 180,570	\$ 696,126
Net Income/(Loss)	\$ (7,064)	\$ (8,221)	\$ (5,822)	\$ (832)	\$ (21,940)	\$ (52,132)	\$ (79,881)
Free Students		704	630	801			
Reduced Students		191	183	194			
Total F & R-2010-2011		895	813	995			

(a)-Note: 2009-2010 Sales reflects \$17,000 from Summer School, not offered in 2010-2011



A CALIFORNIA DISTINGUISHED SCHOOL

Human Resources Report December 14, 2010

- Wellness Day – January 21, 2011
- HR Newsletter to be published January, 2011
- Recruitment Update –

Pending Positions

- Science Teacher –
- LVN/Asst
- Lifeguards – on going
- Operations/Transportation Assistant

**Performance Goal Information per Charter Renewal -
11/20/2009**

	2008 API	GAP	2009 API	GAP	2010 API	GAP	PCHS Goal
African-American	684		702		709		5% Decrease
Asian	865	181	891	189	905	196	+7.5%
Hispanic	734	50	766	64	760	51	-20%
White	856	172	881	179	889	180	+4.5%

	2008 API	2009 API	2010 API	3-Year Change	PCHS 5-YR GOAL
School-Wide	797	820	819	22	20
African-American	684	702	709	25	
Asian	865	891	905	40	
Hisp/Latino	734	766	760	26	
White	856	881	889	33	
Socio-Econ Disadvantage	748	765	754	6	
English Learners		724	692	-32	
Students with Disabilities	588	595	534	-54	

AYP	2008 Prof%	2009 Prof%	2010 Prof%	3-Year Change	PCHS 5-YR GOAL
ELA - AYP					
All Students	77.4	72	71.5	-5.9%	+5%
English Learners	46.1	41	35.8	-10.3%	+10%
Student w/Disab	26.1	27.6	22	-4.1%	+5%
MATH - AYP					
All Students	72.5	72.9	72.3	-.2%	+10%
African- American	43.1	43.3	51	+7.9%	+10%

CST	2008 Prof%	2009 Prof%	2010 Prof%	3-Year Change	PCHS 5-YR GOAL
ELA - CST					
All Students	60	70	69	9%	+5%
English Learners	3.4	18	4.4	1%	+10%
Student w/Disab	15.5	19.4	18.3	2.8%	+5%
MATH - CST					
All Students	41	49	45	4%	+8%
African- American		28	21	-7%	+10%
CST-Science	49	54	57	8%	+7%
CST-Soc Science	61	69	62	1%	+10%

	2008	2009	2010	3-Year Change	PCHS 5-YR GOAL
CELDT-EL Prof	60	58	59	-1%	85%
CAHSEE-ELA	PASS	RATE			
African-American	84	80	87	3%	
English Learners	53	57	52	-1%	
CAHSEE-MATH	PASS	RATE			
African-American	81	75	88	7%	
English Learners	50	65	62	12%	
Graduation Rate	95.7	97	93.5	-2.2%	97%

GLOSSARY OF TERMS:

AYP - Adequate Yearly Progress

API - Academic Performance Index

CST - California Standards Test

ELA - English Language Arts

EL - English Learners

CAHSEE - California High School Exit Exam

CELDT - California English Language Development Test

PI - Program Improvement

Palisades Charter High School

School-Wide Performance Goals – Five Year Plan

Director of Curriculum and
Instruction – Richard Thomas

GLOSSARY OF TERMS

- **AYP – Adequate Yearly Progress**
- **API - Academic Performance Index**
- **CST - California Standards Test**
- **ELA - English Language Arts**
- **EL - English Learners**
- **CAHSEE - California High School Exit Exam**
- **CELDT - California English Language Development Test**
- **PI - Program Improvement**

- **AYP – CAHSEE (10th Gr –Prof. >380-ELA/Math)**
 - **API –(CST-ELA, Math, Science, History)**
 - **Participation Rate – 95%**
 - **Graduation Rate – 90%**

- API – (CST-ELA, Math, Science, History-9th-11th)**
 - **CAHSEE (10th-12th Passing 350 or above)**

PCHS is committed to the pursuit of the following five-year State achievement goals as measured by overall, sub-group, cohort, and/or individual student results:

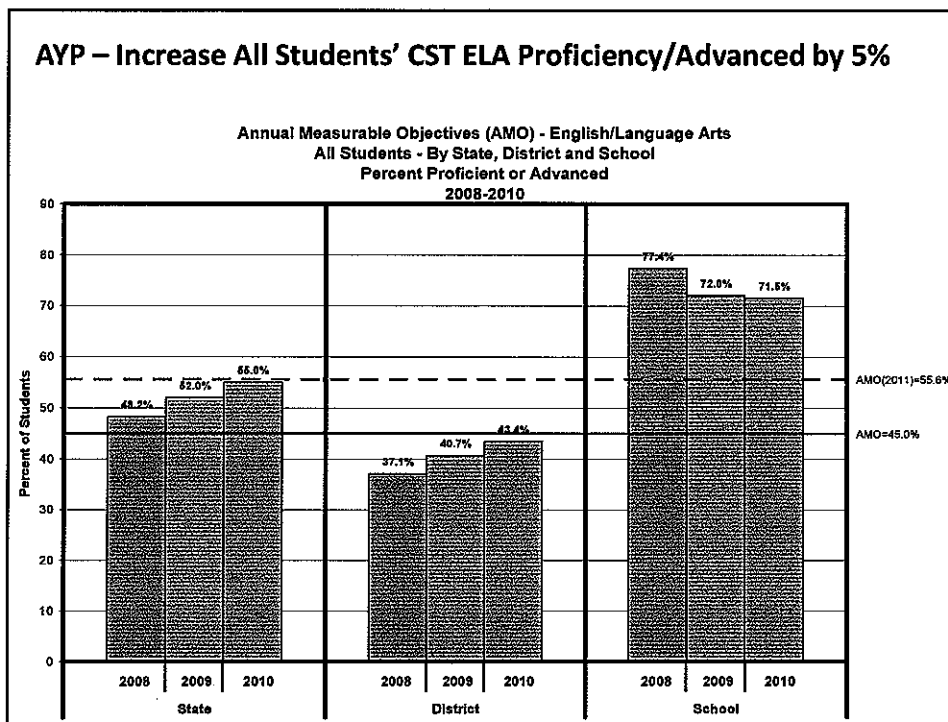
Outcome	How Measured	Frequency of Measurement
API—Growth of 20 points within five years	CDE calculation	Annually
Achievement Gap—5 percent reduction	CDE calculation	Annually
AYP—Increase all students' CST ELA proficiency/advanced by 5 percent	CDE calculation	Annually
AYP—Increase EL students' CST ELA proficiency/advanced by 10 percent	CDE calculation	Annually
AYP—Increase students with disabilities CST ELA proficiency/advanced by 5 percent	CDE calculation	Annually
AYP—Increase all students' CST mathematics proficiency/advanced by 10 percent	CDE calculation	Annually
AYP—Increase African American students' CST mathematics proficiency/advanced by 10 percent	CDE calculation	Annually
AYP—Increase all students' CST science proficiency/advanced by 7 percent	CDE calculation	Annually
AYP—Increase all students' CST social science proficiency/advanced by 10 percent	CDE calculation	Annually
CELDT—Increase EL Proficiency to 85 percent	CELDT Test	Annually
CAHSEE—Increase 10 th grade passing rate for African American and EL students	CAHSEE	Periodically
CST—Increase numbers of all students scoring in the proficient and advanced bands in mathematics by 8 percent	CST	Annually
Graduation Rate—increase to 97 percent	Graduation Qualification	Annually

	2008 API	2009 API	2010 API	3-Year Change	PCHS 5-YR GOAL
School-Wide	797	820	819	22	20
African-American	684	702	709	25	
Asian	865	891	905	40	
Hisp/Latino	734	766	760	26	
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Students with Disabilities	588	595	534	-54	

Achievement GAP

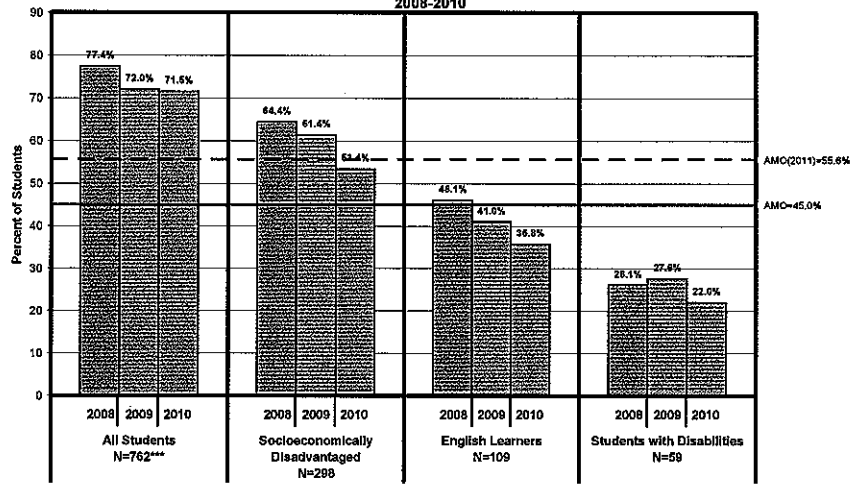
	2008 API	GAP	2009 API	GAP	2010 API	GAP	PCHS Goal
African-American	684		702		709		5% Decrease
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Hispanic	734	50	766	64	760	51	-20%
White	856	172	881	179	889	180	+4.5%

AYP	2008 Prof%	2009 Prof%	2010 Prof%	3-Year Change	PCHS 5-YR GOAL
ELA - AYP					
All Students	77.4	72	71.5	-5.9%	+5%
English Learners	46.1	41	35.8	-10.3%	+10%
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All Students	72.5	72.9	72.3	-.2%	+10%
African-American	43.1	43.3	51	+7.9%	+10%



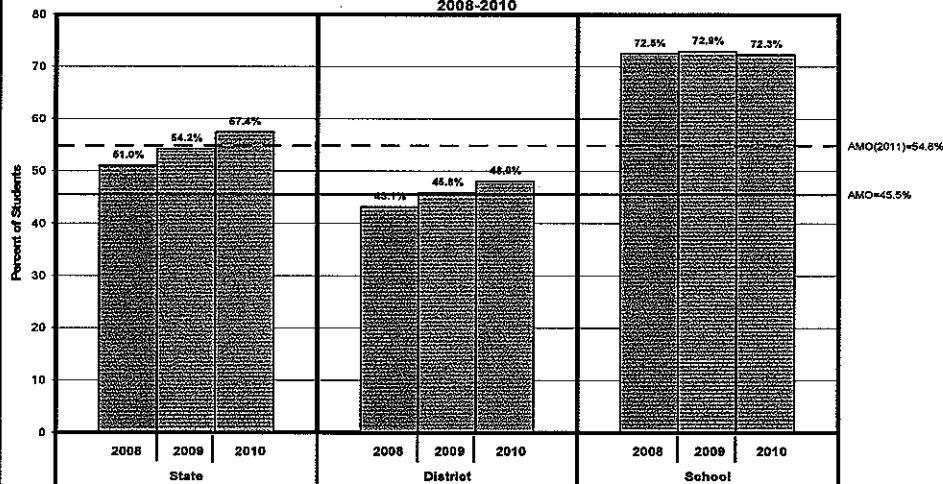
**AYP – Increase EL Students’ ELA Proficiency/Advanced by 10%
- Increase Student w/Disabilities ELA Prof/Adv by 5%**

**Annual Measurable Objectives (AMO) - English/Language Arts
Subgroups* - By Special Needs
Percent Proficient or Advanced on CAHSEE/CAPA**
2008-2010**

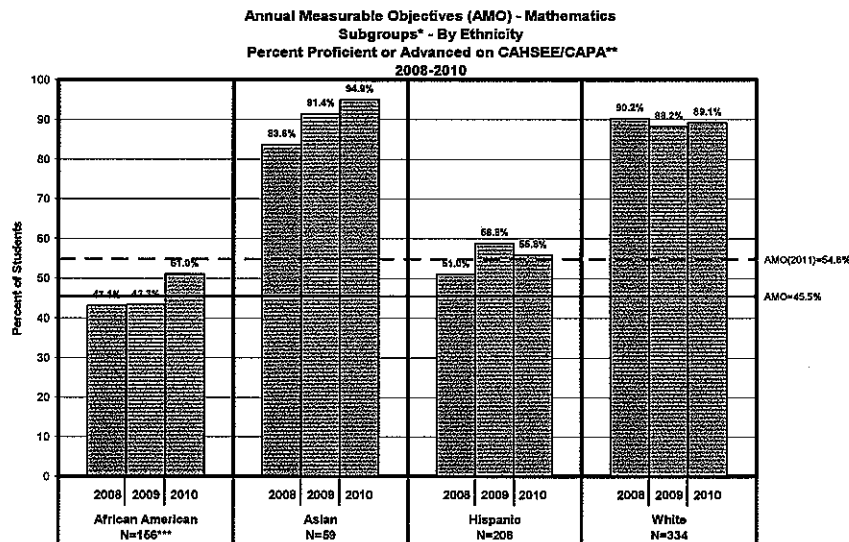


AYP – Increase All Students’ MATH Proficiency/Advanced by 5%

**Annual Measurable Objectives (AMO) - Mathematics
All Students - By State, District and School
Percent Proficient or Advanced
2008-2010**



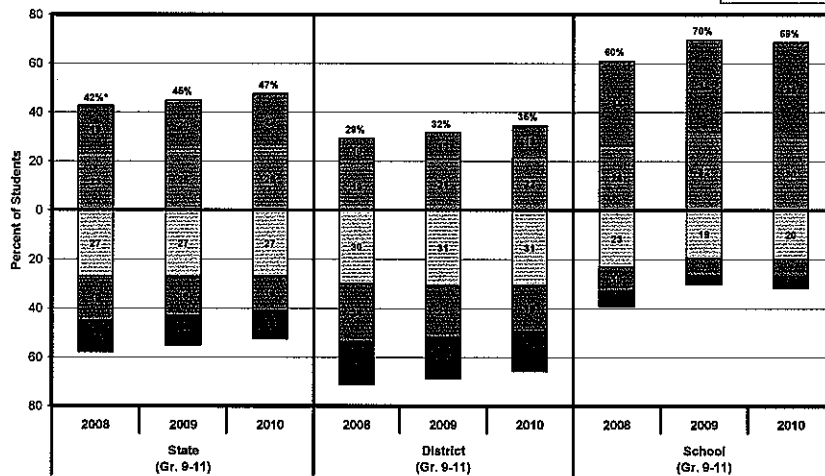
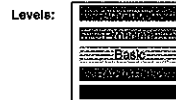
AYP – Increase African-Am MATH Proficiency/Advanced by 10%



CST	2008 Prof%	2009 Prof%	2010 Prof%	3-Year Change	PCHS 5-YR GOAL
ELA - CST					
All Students	60	70	69	9%	+5%
English Learners	3.4	18	4.4	1%	+10%
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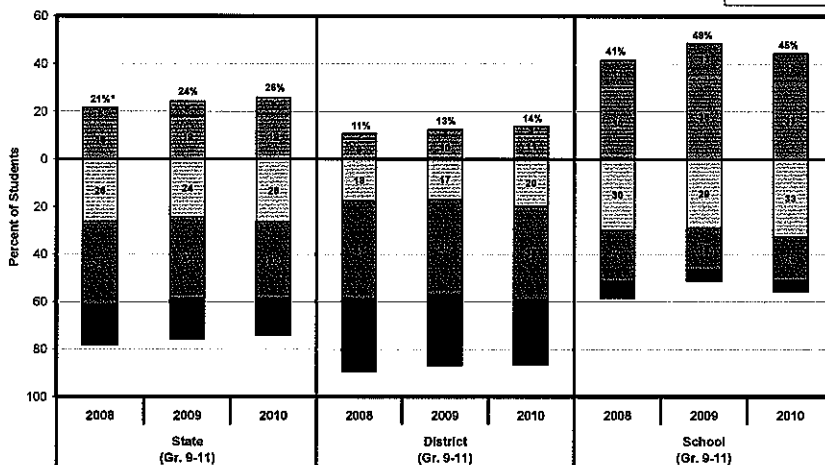
CST – Increase All Students’ CST ELA Proficiency/Advanced by 5%

**CST - English/Language Arts
All Students - By State, District, and School
Percent by Proficiency Levels
2008-2010**

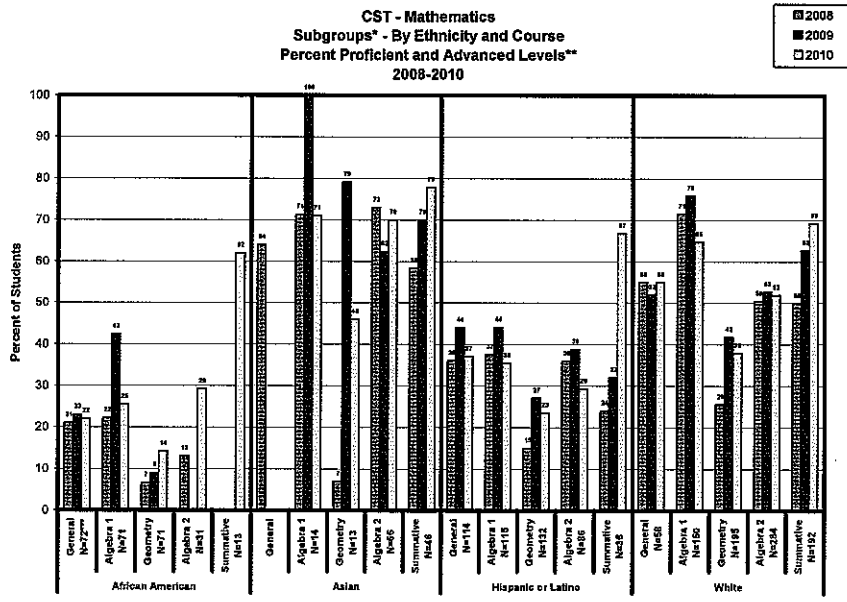


CST – Increase All Students’ CST MATH Proficiency/Advanced by 8%

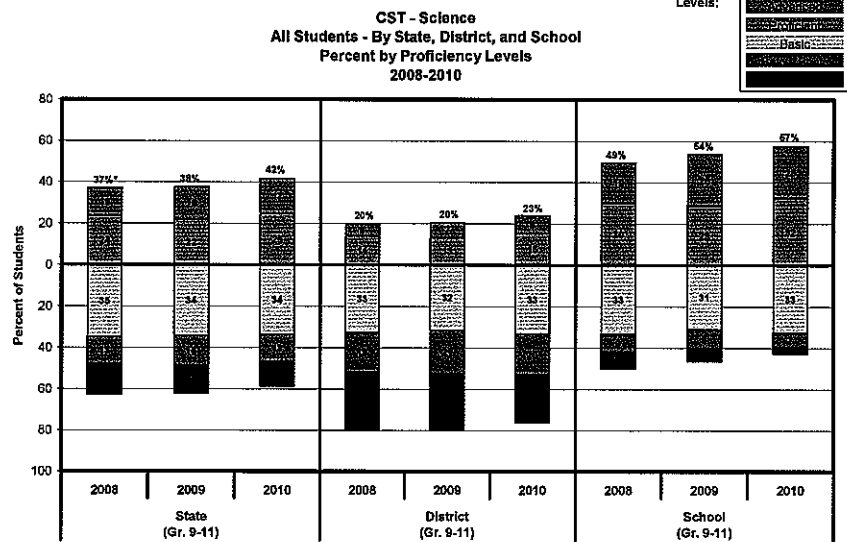
**CST - Mathematics
All Students - By State, District, and School
Percent by Proficiency Levels
2008-2010**



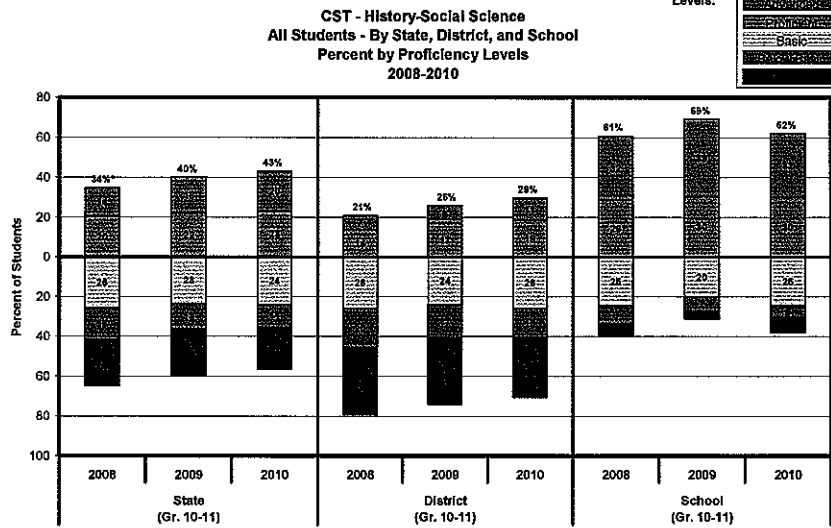
CST – Increase African-Am MATH Proficiency/Advanced by 10%



CST – Increase All Students' SCIENCE Proficiency/Advanced by 7%



CST – Increase All Students’ SOC SCI Proficiency/Advanced by 10%



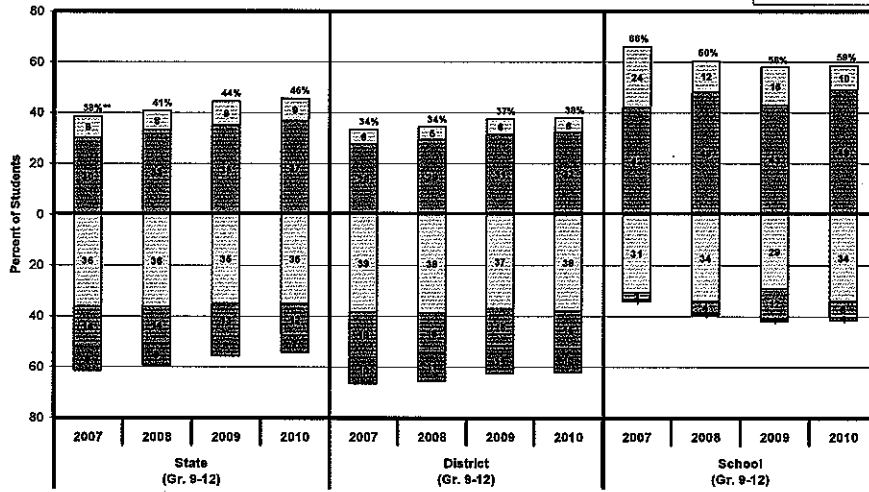
	2008	2009	2010	3-Year Change	PCHS 5-YR GOAL
CELDT-EL Prof	60	58	59	-1%	85%
CAHSEE-ELA	PASS	RATE			
African-American	84	80	87	3%	
English Learners	53	57	52	-1%	
CAHSEE-MATH	PASS	RATE			
African-American	81	75	88	7%	
English Learners	50	65	62	12%	
Graduation Rate	95.7	97	93.5	-2.2%	97%

CELDT – Increase EL Students -Early Adv/Adv on CELDT Level to 85%

Palisades Charter High

CELDT* Overall Annual Administration Results
English Learners - State, District and School Comparisons
Percent by Proficiency Level
2007-2010

Levels:



BOARD POLICY # _____

DRAFT**PALISADES CHARTER HIGH SCHOOL****STUDENT FREEDOM OF SPEECH/EXPRESSION: PUBLICATION CODE POLICY**

The Board of Trustees respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, their clothing, and the printed materials they choose to post or distribute.

Student freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. Expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material that so incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

Distribution of Circulars, Newspapers, and Other Printed Matter

Students shall be allowed to distribute circulars, leaflets, newspapers, and pictorial or other printed matter, and to circulate petitions, subject to the following specific limitations:

1. Leaflets, pictorial and other printed matter to be distributed, *with the exception of any on-campus publications that are declared as public forums for student expression, including but not restricted to the Tideline newspaper, the Making Waves literary magazine, and the Educere academic journal*, shall be submitted to the principal or designee at least one school day prior to distribution. *A student publication is a public forum of student expression when school officials have given student editors the authority to make their own content decisions. The student media adviser is not a censor.*
2. Distribution, free or for a fee, may take place at any time except during instructional time and providing there is no substantial disruption in the school programs (as determined by the principal). *The Tideline newspaper, however, may be distributed during instructional time providing there is no substantial disruption to school programs.*
3. The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions.
4. The solicitation of signatures must not take place in instructional classes or school offices, nor be substantially disruptive to the school program (as determined by the principal).

5. Pupil editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications. However, it shall be the responsibility of a journalism adviser or advisers of pupil publications within each school to supervise the production of the pupil staff, to maintain professional standards of English and journalism, and to maintain the provisions of *the California Education Code 48907. (see attached)*
6. There shall be no prior restraint *or prior review* of material prepared for *established public forums for student expression* except insofar as it violates this policy. School officials shall have the burden of showing justification without undue delay prior to a limitation of pupil expression under *the California Education Code 48907. (see attached)*

Buttons, Badges, and Other Insignia of Symbolic Expression

Students shall be permitted to wear buttons, badges, armbands, and other insignia as a form of expression, subject to the prohibitions enumerated in this Policy.

Use of Bulletin Boards

Students will be provided with bulletin boards, upon request, for use in posting student materials on campus locations convenient to student use. Where feasible, the location and quantity of such bulletin boards shall be by mutual agreement of student government representatives and the local school administration. Posted material must be in compliance with other sections of this Policy, particularly regarding the distribution of materials and prohibited speech.

Organized Demonstrations

Students have the right to lawful organized on-campus demonstrations, subject to the provisions of this Policy and applicable law.

No organized demonstrations by school groups may take place during school hours off the school campus unless sanctioned by school authorities and supervised by a designated school authority. No individual student may demonstrate in the name of the school or as an official school group at any time unless authorized by the school to participate in the activity.

Enforcement

1. The principal or designee shall review material submitted in a reasonable amount of time and shall allow the approved material to be distributed according to the time and manner established by this Policy. *On-campus publications that are declared as "public forums for student expression" shall be exempt from this prior review.*
2. Any student may appeal the decision of the principal or designee to the Board who shall render a decision within a reasonable period of time after receipt of the appeal. The

appeal by the student must be made within five school days from the time the unsatisfactory decision was rendered.

3. Students who are considering actions in the areas covered by this Policy should be informed of the possible consequences of their action under each specific circumstance.
4. ***Pursuant to California Senate Bill 1370 an employee shall not be "dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against" for solely acting to protect a pupil's speech, or for refusing an administrator's order to illegally censor speech.***

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It is recommended that the following documents be attached to the policy for clarification of restrictions and lack thereof:

California Education Code Section 48907 - Student exercise of free expression.

(a) Pupils of the public schools shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities, except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material that so incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

(b) Each governing board of a school district and each county board of education shall adopt rules and regulations in the form of a written publications code, which shall include reasonable provisions for the time, place, and manner of conducting such activities within its respective jurisdiction.

(c) Pupil editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications subject to the limitations of this section. However, it shall be the responsibility of a journalism adviser or advisers of pupil publications within each school to supervise the production of the pupil staff, to maintain professional standards of English and journalism, and to maintain the provisions of this section.

(d) There shall be no prior restraint of material prepared for official school publications except insofar as it violates this section. School officials shall have the burden of showing justification without undue delay prior to a limitation of pupil expression under this section.

(e) "Official school publications" refers to material produced by pupils in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

(f) This section does not prohibit or prevent the governing board of a school district from adopting otherwise valid rules and regulations relating to oral communication by pupils upon the premises of each school.

(g) An employee shall not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a pupil engaged in the conduct authorized under this section, or refusing to infringe upon conduct that is protected by this section, the First Amendment to the United States Constitution, or Section 2 of Article I of the California Constitution.

Freedom of Speech FAQ:

FYI only!

Q: Do high school students have First Amendment rights?

A: Yes. As the United States Supreme Court said in 1969, "It can hardly be argued that either students or teachers shed their constitutional right to freedom of speech at the schoolhouse gate." But the First Amendment prohibits only government officials from suppressing speech; it does not prevent school censorship at private schools. A state constitution, statute or school policy could provide private school students with free speech protections.

Q: What about the *Hazelwood* decision?

A: *Hazelwood School District v. Kuhlmeier*, the 1988 U.S. Supreme Court decision, gave public high school officials greater authority to censor some school-sponsored student publications if they choose to do so. **But the ruling doesn't apply to publications that have been opened as "public forums for student expression."** It also requires school officials to demonstrate some reasonable educational justification before they can censor anything. In addition, some states (Arkansas, California, Colorado, Iowa, Kansas, Oregon and Massachusetts) have passed laws that give students stronger free expression protection than *Hazelwood*. Other states are considering such laws.

Q: What is a "public forum for student expression"?

A: A student publication is a public forum for student expression when school officials have given student editors the authority to make their own content decisions. A school can do that either through an official policy or by simply allowing a publication to operate with editorial independence.

Q: So if policy or practice indicates the content of my publication is determined by students, the *Hazelwood* decision doesn't apply to me?

A: That's right. If a student publication is a public forum for student expression, then students are entitled to stronger First Amendment protection. School officials are allowed to censor forum publications only when they can show the publication will cause a "material and substantial disruption" of school activities.

Q: What about underground or independent student publications? Are they protected from censorship?

A: Absolutely. Although public schools can establish reasonable restrictions as to the time, place and manner of distribution of underground publications, they cannot absolutely forbid their distribution on school grounds. Like school-sponsored publications that are forums, a school must show substantial disruption before they can censor an independent publication.

Q: Am I in danger of getting sued for defamation or invasion of privacy?

A: Very rarely, but it can happen, and it's important to observe professional standards if you want your work to be taken seriously. You can't be liable for defamation if you just publish a critical opinion about someone or reveal an unpleasant truth. But if you make a

false accusation of fact (even one implied in an “opinion” column), then you may have committed defamation. Invasion of privacy occurs when a publication publicizes embarrassing personal information without consent and with no newsworthy justification, such as gossip about a teacher’s marital problems. It can also happen if you mislabel a photo so that it gives a false impression that harms a person’s reputation (“false light”).

Q: Can we publish students’ names and photos online?

A: Despite what many schools seem to think, no federal privacy law requires a student publication to withhold student information from the Internet or get advance written parental consent (though two states, New Jersey and Maine, appear to do so). If you’re told there is such a ban, ask to see the school district policy in writing – and if the policy applies only to sites hosted on a school server (many do), see if you can get your news site hosted on a third-party server like my.hsj.org.

Q: Can I use Freedom of Information laws?

A: Yes. Freedom of Information, or “sunshine” laws, require government agencies such as public schools to open many of their official records and meetings to the public. These laws vary from state to state. Every newsroom should have a copy of the state’s open records and open meetings laws -- a great state-by-state guide is available on the [Reporters’ Committee for Freedom of the Press website](http://Reporters' Committee for Freedom of the Press website)

Q: Can I use cartoon characters, song lyrics or a theme from a popular magazine in my publication?

A: In most cases, only when you have obtained the permission of the copyright holder. Each of these works is protected by copyright law, which means others can use them only if they have obtained permission. Publishing a credit line does not take the place of permission. There is an exception to copyright law called “fair use” that can apply if you are only using a small amount of a copyrighted work in a way that does not substitute for viewing (or buying) the original.

Q: Am I allowed to re-use photos from Facebook, or Myspace, or videos from YouTube?

A: It all depends on what you’re using them for. It’s safest if you are critiquing the material – such as a “funniest videos” highlight segment on a broadcast, where you’re adding your own commentary, or if you’re making a parody or a mash-up that just “samples” other people’s material as an ingredient in a brand-new creative work. The danger goes up with the commercial value of what you’re using, so an AP photo published in a celebrity magazine is much riskier than an amateur Facebook photo.

DOCUMENT RETENTION/DESTRUCTION POLICY

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule:

Corporate Records

Articles of Incorporation	Permanent
Corporate Bylaws	Permanent
IRS Application for Tax Exempt Status (Form 1023)	Permanent
IRS Determination Letter granting tax exempt status	Permanent
State Application for Tax Exempt Status (Form 3500)	Permanent
State Determination Letter granting tax exempt status	Permanent
Board Policies/Resolutions	Permanent
Board and Committee Meeting Minutes	Permanent
Sales Tax Exemption Documents	Permanent
Tax ID Number Designations	Permanent
Annual Corporate Filings	Permanent

Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check Registers/Books	7 years
Business Expenses Documents	7 years
Bank Deposit Slips	7 years
Cancelled Checks	7 years
Invoices	7 years
Investment Records (deposit, earning, withdrawals)	7 years
Property and Asset Inventories	7 years
Petty cash receipts /documents	3 years
Credit card receipts	3 years

Tax Records

IRS Annual Form 990	Permanent
FTB Annual Form 199	Permanent
Payroll Registers	Permanent
IRS Form 1099 Filings	7 years
Payroll Tax Returns and Withholding Records	7 years
Earnings records	7 years
W-2 statements	7 years

Personnel Records

Employee Offer Letters	Permanent
Employment Contracts	Termination +7 years
Benefits Descriptions Per Employee	Permanent
Pension Records	Permanent
Employee Application and Resumes	Termination +7 years
Promotions, demotions, letter of reprimand, letter of termination	Termination +7 years
Job Descriptions, performance goals	Termination +7 years
Workers' Compensation Records	Date of injury +5 years and +2 years after claim has been closed
I-9 Forms	Termination +5 years
Time Reports	Termination +3 years

Insurance Records

Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Disbursements/Denials	Permanent

Contracts

All Insurance Contracts	Permanent
Employee Contracts	Permanent
Construction Contracts	Permanent
Legal Correspondence	Permanent
Loan/Mortgage and Real Estate Documents	Permanent
Leases/Deeds	Permanent
Vendor Contracts	7 years
Warranties	7 years

Donations / Fundraising Records

Grant Dispersal Contract	Permanent
Donor Lists	7 years
Grant Applications	7 years
Donor Acknowledgments	7 years

Pupil Records

Individual Student Record (*original or copy*) which shall consist of the following: Permanent*

- A. Legal name of pupil
- B. Date of birth
- C. Method of verification of birth
- D. Sex of pupil
- E. Place of birth
- F. Name and address of parent of minor pupil
 - a. Address of minor pupil if different than above.
 - b. An annual verification of the name and address of the parent and the residence of the pupil.
- G. Entering and leaving date of each school year and for any summer session or other extra session.
- H. Subjects taken during the each year, half-year, summer session, or quarter.
- I. If grades or credit are given, the grade or number of credits toward graduation allows for work taken.
- J. Verification of or exemption from required immunizations.
- K. Date of high school graduation or equivalent.

Individual Student Injury Record (for which a claim was filed).

1 year after the claim has been settled or after the statute of limitations has run.

****Option to microfilm and destroy original.***

Document Protection

To ensure that documents (hardcopy, online or other media) are available when needed, documents will be stored on and off site by the Charter School.

Document Destruction

At the end of each school year, hardcopy documents that are eligible for destruction shall be removed from the current-year filing systems and boxed with their potential destruction date and type of records clearly marked on the outside of the storage box.

When the destruction date is reached, hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within the time period legally provided, and in accordance with any applicable Charter School policies. The Board Chair and Executive Director shall authorize provision of these requested documents. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

Adopted: [DATE]

Revised: [DATE]

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BOARD POLICY # _____

DRAFT**PALISADES CHARTER HIGH SCHOOL****WHISTLEBLOWER POLICY**

The Board of Trustees believe employees who observe activities or behavior that may violate the law in some manner and who report their observations either to ***the Board of Trustees*** management, ***designated anonymous hotlines***, or to governmental agencies are provided protection from retaliation by their employers under certain laws and under...policy. For example, if an individual files a qui tam lawsuit under the FCA, he/she is entitled to recover damages if he/she is discharged, demoted, suspended, or discriminated against by his/her employer in retaliation for filing the false claims case. In order to recover damages for retaliation by an employer, the courts generally require the following:

- The employee must have been involved in an activity protected by the FCA in furtherance of a qui tam suit;
- The employer must have known of the employee's protected activity; and
- The employer must have retaliated or discriminated against the employee because of those actions.

If a court determines that a relator/whistleblower was terminated or otherwise retaliated against for filing a qui tam lawsuit, the employee is entitled to reinstatement at the same level, and 2 times the back pay owed, plus interest, litigation costs and reasonable attorneys' fees and compensation for any "special damages" sustained as a result of the discrimination.

While there are many state laws that prohibit retaliation, both the California Government and Labor Codes generally prohibit employers from retaliating against employees who disclose information to a government or law enforcement agency where the employee has reason to believe that information discloses a violation of state or federal law or regulation or is in furtherance of a false claims action.

Board Policy # _____

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Consistent with these laws, Palisades Charter High School prohibits the discharge, threatening, harassing, demotion, suspension or other discrimination or retaliation against any employee for:

- Disclosing information to a member of ***the Board of Trustees***, administration, management, human resources, the Executive Director or any government or law enforcement agency, that the employee reasonably believes discloses a violation or failure to comply with state or federal laws, rules or regulations;
- Acting as a relator/whistleblower;
- Initiating, assisting or cooperating with Palisades Charter High School or, government or law enforcement investigation or proceeding relating to the care, services or conditions, or operations of Pal High; or
- Refusing to engage in conduct that would violate or fail to comply with state or federal laws, rules or regulations.

Employees are protected from retaliation, even if they engaged in this legally protected conduct at a previous employer.

All concerns regarding retaliation should be immediately reported by Palisades Charter High School employees to one of the following:

- Executive Director, principal, or other individual in their line management;
- ***Board of Trustee member;***
- Human Resources Director for Recruitment, Employee/Labor Relations and Workforce Planning;
- Chief Business Officer; or
- ***Anonymous*** School Compliance 'hotline' or post office address

As stated above, employees who engage in the protected activities described in this policy are protected from retaliation based upon those activities. However, employees should not expect to use the complaint procedure set forth in this policy as a means of avoiding discipline for matters that are unrelated to any protected activity.

Palisades Charter High School encourages its employees, agents and contractors to use its School's Compliance hotline..., which allows anonymous reporting of suspected unlawful and fraudulent activity. Employees may also report suspected unlawful activity and/or retaliation against them for legally protected conduct to any governmental agency, including the California Attorney General's Whistleblower Hotline at (800) 952-5225.

Adopted [Date]

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