



**Budget/Finance Committee Report**  
**Meeting Date – Monday, October 8, 2012**

The committee recommends Corrie Massey for the 2<sup>nd</sup> parent seat by a vote of 6 to 4. This appointment is subject to approval by the Board.

The committee recommends that the Board widely publicize to the Pali community its resolution regarding the propositions to encourage voters to be more informed about Prop 30 (and 38)

The Booster Club and the Budget/Finance Committee would like clarification and a delineation of the roles of the different fundraising groups on campus including the newly established Pali Educational Foundation, the Booster Club, and any other group. There needs to be clearly defined “targets” for soliciting donations so that we do not repeatedly ask from the same individuals, namely parents. It also creates confusion when a person donates to “the school” and is not clear which group it is supporting. The committee understands that all efforts benefit the school but was under the impression that the Educational Foundation was going to be soliciting currently under-utilized resources (e.g. community, businesses, corporate donations, grants)

The Budget/Finance Committee will be scheduling a special meeting after Nov. 6 to determine the impact of the results of the election on the currently adopted budget. A new, revised budget may be drafted based on the funding levels expected. If funding levels are increased, priorities that were established at the most recent meeting: reinstating IMA, fiscal responsibility and maintaining a “lean” budget to prepare for the future, investing in long-term materials such as technology or textbooks.



**STUDENT REPORT  
OCTOBER 16, 2012**

As the ten week report card date approaches, the leadership class has been very busy raising Pali's spirit. This past week was spirit week which featured specific themed days where the students dressed up and participated in games at lunch in the quad. On Friday, we celebrated Pali spirit day with our semi-annual pep rally and the football team's last home game against Fairfax. The week culminated on Saturday with our Homecoming Dance at USC's Town and Gown Ballroom. Our next spirit week is Halloween week which will be full of events including a door decorating contest and a day celebrating Dia De los Muertos. The leadership class is also preparing to volunteer at the Christmas Boutique on November 17th. As November approaches, everybody is getting excited for our little vacation for Thanksgiving!

Hailey Biscow  
ASB President

ADMINISTRATIVE DASHBOARD		
<b>STUDENT ACHIEVEMENT:</b>		
ADA		
ENROLLMENT		
PLC PROGRESS REPORTS		
PLC NOTEBOOKS (CST SCORES, MEETING MINUTES, PACING PLANS, ETC)		
PLC COMMON ASESMENT DATA		
ELL GRADE DISTRIBUTION		
CAHSEE PRACTICE RESULTS		
STUDENT INTERVENTIONS		
#504s		
# OF SPECIAL ED REFERRALS		
FUn/TVN ASSEMBLIES, TRIPS AND PROGRAMS--STUDENT SURVEY RESULTS		
# OF INTERVENTION TEAM MEETINGS		
<b>INSTRUCTIONAL SUPPORT:</b>		
<b>PD DATE &amp; PD SURVEY RESULTS</b>		
PROFESSIONAL DEVELOPMENT		
TECHNOLOGY/INFINITE CAMPUS	Oct. 2-5	Nov. 2012
ELL-SDAIE	Oct-12	
HUMANITAS		
PLC		
ELL/DEAF AND HARD OF HEARING IMPACT ON LANGUAGE DEVELOPME	Jan. 2013	
CRISIS MANAGEMENT	Aug-Nov	
SEXUAL HARASSMENT/CHILD ABUSE REPORTING	Aug-Oct	
TEACHER OBSERVATIONS		
WALK THROUGH RESULTS (DIFFERENTIATED INSTRUCTION, ENGAGEMENT)		
NBC TEACHER LOGS		
PALI PAL PROGRAM ACHIEVEMENT		
STULL RESULTS OVERVIEW		
<b>TECHNOLOGY/PLANT/OPERATIONS:</b>		
PERMIT REVENUE		
OSHA INSPECTION RESULTS		
TRANSPORTATION COST/PAYMENT RATIO		

FACILITY IMPROVEMENT PROJECTS AND COMPLETION DATES		
TRANSPORTATION #STUDENTS		
<b>COMPLIANCE- DATES AND RESULTS:</b>		
SAFETY PLAN/DRILLS		
OSHA INSPECTION RESPONSE		
SARC		
CONAP		
CBEDS		
CALPADS		
CHARTER OFFICE		
<b>DISCIPLINE:</b>		
SUSPENSION #		
SUSPENSION DEMOGRAPHICS		
DETENTION #		
STUDENT WELFARE		
<b>STUDENT WELFARE CASE REPORTING:</b>		
PSYCHOLOGIST (CASE REFERRALS)		
HEALTH		
DCFS		
POLICE		

**PALISADES CHARTER HIGH SCHOOL  
CBO REPORT  
October 16, 2012  
BOARD OF TRUSTEES MEETING**

**2011-2012 Updates**

- **The 2011-2012 Final Unaudited results on Civic Center Permit and 10 year cash flow is included. The higher than budgeted losses are directly the result of the 2 Management changes made in 2011-2012 (Aquatics Director replaced and no Operations Management in place until 3/12). These operational shortfalls have previously been shared in the April and June Budget Board meetings. The 2012-2013 Civic Center Permit Budget and new Event Management System approved by the Board have been made with these changes in mind.**
- **The External Auditors have been scheduled to start their work in the third week of October in anticipation on completing their work and issuing an Audit Report by December 15<sup>th</sup>. This review will also include an update to and review of the ASB.**

**2012-2013 Budget Updates**

- **The 2012-2013 Budget and Updates are attached. Initial Enrollment for Month One was 2,904 students (2,896 Mo.1-2011/12). ADA was 2,819.7 or 97.1% (2,822.7 or 97.55 Mo.1 2011/12). Our Cash in County Balance at September 30,2012 is approx. \$6.1 million. After the elections in November, a projected Cash Flow Statement for the year will be presented, as montly funding will change based upon these results. Also, the Modernization Fund accounting is attached to show tracking of these funds through October 4<sup>th</sup>, 2012,**
- **A CCSA Regional Meeting was held last week. The CBO worked with CCSA and presented a petition to the Charter Directors to question the 2012-2013 charges & accountability of LACOE's \$1.9 million to approx. 230 Charters in Los Angeles County. This signed petition will be sent to the LACOE Superintendent &/or Board Members to further engage them in explaining and working more directly with Charter Schools on the calculation and allocation of these fees.**

**PALISADES CHARTER HIGH SCHOOL  
CBO REPORT  
October 16, 2012  
BOARD OF TRUSTEES MEETING**

**2012-2013 Budget Updates(Continued)**

- **PCHS Applied for the state approved Mandated Block Grant. An additional \$14 per ADA (approx. \$40,000 additional funding)**
- **PCHS has already received and qualified 954 students for Free & Reduced Lunches as of September 30<sup>th</sup>. Another 82 students who were on temporary approval status from 2011/12 are in the process of being contacted, as their automatic approval status from 2011/12 expired on September 25th. To assist in the Cafeteria, 10 students who qualified for reduced transportation costs will be working in the Cafeteria to assist in the preparation and distribution of food.**
- **Voter Polls conducted by the California Business roundtable and Pepperdine University’s School of Public Policy have indicated that Governor Brown’s Tax Initiative (Proposition 30) currently has a 57.5% (as of 9/27;54.4 % as of 9/13)Favorable rating in anticipation of the November 2012 vote. Molly Munger’s Tax Initiative (Proposition 38), which potentially provides a slightly lower level of funding than Gov. Brown’s measure is currently receiving an 44.8% approval rating in the latest polls. While Prop 30 Polling appears positive, political pundits are skeptical on the trends in voter’s mood leading up to the elections.**

**2012-2013 Advocacy**

- **PCHS initiated a meeting this week with LAUSD Accounting to review the Charges of Special Ed. Oversight Fees on behalf of LAUSD Charters in Option III. This meeting was requested after a recent LAUSD Charter Business Manager’s meeting was unable to receive a response on this inquiry.**
- **PCHS has submitted two financial proposals (Cafeteria & Fundraising) to present at the March 2013 Annual CCSA Conference. We will be notified in November on these proposals.**

FCHS  
FACILITY/PERMIT  
2011-2012 ACTUALS  
06/30/2012

	Actuals 06/30/11	2011-12 Budget-Approved			Updated Budget	Actuals to 06/30/2012			
		Pool	Other Facilities	Total		Pool	Other Facilities	Total	
<b>Income</b>									
Fundraising		\$ -	\$ -	\$ -	\$ 150	\$ 1,747	\$ -	\$ -	\$ 1,747
Leases & Rentals	489,447	464,240	340,504	804,744	744,238	302,219	338,283	338,283	640,501
					744,388	303,966	338,283	338,283	642,248
									Timing of Q2 Payments on Pool not fully rec'd
<b>Expenses</b>									
Salary	159,334	165,660	64,616	230,276		132,811	57,477	190,288	New Aquatics Director Hired to Improve Results
Benefits	36,400	34,394	10,142	44,536		28,601	8,622	37,223	
Total Salary & Benefits	195,734	200,054	74,758	274,812		161,412	66,099	227,511	
Custodial Support	10,000		12,000	12,000			6,000	6,000	Incl. Class Salaries
Utilities	23,560	40,000		40,000		40,000	-	40,000	Incl Utilities
Insurance	2,480	4,000		4,000		3,000	-	3,000	Incl Insurance
Other Supplies	40,750	42,000	10,000	52,000		49,585	5,525	55,110	Gym Refinish
Advertising/PR	-	700		700			-	-	
Total Expenses	76,790	86,700	22,000	108,700		92,585	11,525	104,110	
Operating Profit/(Loss)	216,923	177,486	243,746	421,232		49,968	260,659	310,627	
Debit Service									
Interest	83,200	84,303	11,965	96,267		89,361	11,469	100,830	
Principal	207,434	212,506	111,688	324,194		217,235	117,520	334,755	
Total Debt Service	290,634	296,809	123,653	420,462		306,596	128,990	435,586	
									Other Facilities ahead of Budget by \$60k/Pool Below
Net Permit Reserve Add/(Reduct)	\$ (73,711)	\$ (119,323)	\$ 120,093	\$ 770	\$ (59,586)	\$ (256,628)	\$ 131,669	\$ (124,958)	Budget



**PCHS  
CASH FLOW PROJECTION  
CIVIC CENTER PERMITS**

Year #	CASH FLOW PROJECTION			
	1 2010-2011	2 2011-2012	3 2012-2013	4 2013-2014
Operating Profit/Expenses	Total	Total	Total	Total
2009-2010	Total			
Permits Only				
Revenue	\$ 225,427	\$ 642,248	\$ 795,616	\$ 870,331
Total Expenses	102,759	\$ 331,621	\$ 363,361	\$ 407,947
Profit Contribution to Loan-Civic Center Permits	\$ 122,668	\$ 310,627	\$ 449,463	\$ 462,384
Debt Service:				
Track	\$ 104,580	\$ 128,990	\$ 126,651	\$ 10,694
Pool	\$ 176,180	\$ 306,596	\$ 234,890	\$ 234,188
Total Debt Service	\$ 104,580	\$ 435,586	\$ 361,542	\$ 244,881
Permit Operations Profit (Loss)-Current Year	\$ 18,088	\$ (124,958)	\$ 87,921	\$ 217,503
General Fund Construction Loaned To Permit Fund	\$ (65,216) (c)			
Ending Amt. Due To (General Fund)/Available for Def. Maint.	\$ (550,000)			
Deferred Maintenance:				
Track/Field & Pool	\$ -	\$ 124,118	\$ 124,118	\$ 124,118
Cumulative	\$ 124,118	\$ 248,235	\$ 372,353	\$ 496,471
	\$ (615,216)	\$ (740,174)	\$ (652,253)	\$ (434,750)





PCHS  
CASH FLOW PROJECTION  
CIVIC CENTER PERMITS

Year #	5	6	7	8	9	10
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Operating Profit/Expenses	Total	Total	Total	Total	Total	Total
Revenue	\$ 896,441	\$ 923,334	\$ 951,034	\$ 979,565	\$ 1,008,952	\$ 1,039,220
Total Expenses	\$ 420,812	\$ 434,133	\$ 447,926	\$ 462,212	\$ 477,008	\$ 492,337
Profit Contribution to Loan-Civic Center Permits	\$ 475,628	\$ 489,201	\$ 503,108	\$ 517,353	\$ 531,943	\$ 546,883
Debt Service:	0					
Track	\$ 234,188	\$ 234,188	\$ 234,188	\$ 164,472	\$ 129,613	\$ 64,807
Pool	\$ 234,188	\$ 234,188	\$ 234,188	\$ 164,472	\$ 129,613	\$ 64,807
Total Debt Service	\$ 468,376	\$ 468,376	\$ 468,376	\$ 328,944	\$ 259,226	\$ 129,614
Permit Operations Profit (Loss)-Current Year	\$ 241,441	\$ 255,013	\$ 268,920	\$ 352,881	\$ 402,330	\$ 482,076
General Fund Construction Loaned To Permit Fund						
Ending Amt. Due To (General Fund)/Available for Def. Maint.	\$ (193,310)	\$ 61,704	\$ 330,624	\$ 683,505	\$ 1,085,835	\$ 1,567,911
Deferred Maintenance:						
Track/Field & Pool	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118
Cumulative	\$ 620,588	\$ 744,706	\$ 868,824	\$ 992,941	\$ 1,117,059	\$ 1,241,176

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PCHS  
MODERNIZATION FUND-Balance and Budget  
10/8/2012



10/8/2012

Check #	Date	Payee	Service	Amount	Checking Balance	Additional Pending	Description
1001	7/9/2012	Oxford Iron	Mercer Storage Units Mercer Can	\$ 1,000.00 \$ (400.00)	\$ 999,600.00		
1002	7/12/2012	Kilgore Electric	Lights/Power	\$ (2,000.00)	\$ 997,600.00		
1003	7/27/2012	Medina Construction	Mercer Clean Up	\$ (10,272.00)	\$ 987,328.00		
1004	8/7/2012	LAUSD	Phase 3 Asbestos Bid	\$ (9,420.33)	\$ 977,907.67		
1005	8/10/2012	Medina Construction	Slab Replacement & ADA Ramps	\$ (22,450.00)	\$ 955,457.67		
1006	8/20/2012	Asbestos Instant Response	Asbestos Removal B101/Mercer	\$ (36,421.00)	\$ 919,036.67		
1007	8/20/2012	Mobile Mini	Storage Units-6 units to Sept.	\$ (1,945.74)	\$ 917,090.93		
1008	8/20/2012	Kurt Wathner	Concept Drawings Demo work-	\$ (2,000.00)	\$ 915,090.93		
1009	8/20/2012	Medina Construction	Mercer/Demo Floor Studs-Gilbert	\$ (3,648.00)	\$ 911,442.93		
1010	8/24/2012	Medina Construction	Demo work-Mercer/Demo (7/15/22)	\$ (2,880.00)	\$ 908,562.93		
1011		VOID			\$ 908,562.93		
1012	8/29/2012	Steve Hart	Mercer IT/AV Consulting	\$ (1,000.00)	\$ 907,562.93		
1013	8/29/2012	ATC Associates	Asbestos Services Inv#103-107-	\$ (2,460.75)	\$ 905,102.18		
1014	9/4/2012	Medina Construction	(Work 7/30-8/26 & Raf Infestation Dumpster Rental)	\$ (11,792.00)	\$ 893,310.18		
1015	9/7/2012	Goodwill Disposal	Roll-off Container Rental-Hauling	\$ (950.00)	\$ 892,360.18	\$ 798,366.62	Checking Account Balance
1016	9/7/2012	MP,JI	Color Visualization Services (Floor Plan, Site Plan & Printing) 3- Invoices	\$ (9,000.00)	\$ 883,360.18	(14,471.00)	Less: Pending Items- Lead Removal-Mercer Hall (LAUSD)
1017	9/7/2012	Kilgore Electric	Mercer Hall work-2 Invoices	\$ (8,048.50)	\$ 875,311.68	(4,654.00)	Mercer Dressing Rooms-Tile Removal
1018	9/13/2012	Medina Construction	Demo work-Mercer/Demo (8/27-9/8) Two Invoices Demo work-Mercer/Demo (9/10-9/15), 9/101	\$ (8,640.00)	\$ 866,671.68	(6,500.00)	Lead Abatement-Mercer & Gilbert
1019	9/20/2012	Medina Construction	Stage, Stage Flooring 1/2, 7/29 CH	\$ (9,331.00)	\$ 857,340.68	(21,000.00)	HVAC Estimate-Machado
1020	9/20/2012	Mobile Mini	Storage Units-4 units to Oct.	\$ (354.96)	\$ 856,985.72	(36,000.00)	Chairs-Gilbert Hall
1021	9/20/2012	John Lorenzo	Concrete Testing Mercer Slab	\$ (260.00)	\$ 856,725.72	(24,573.00)	Risets-Mercer Hall
1022	9/25/2012	Paul Manzano	Technology Assistance 8/11-8/12	\$ (280.00)	\$ 856,445.72	(125,385.39)	410 chairs Mercer Hall
1023	9/25/2012	Dunn Edwards	Paint inv 2049215055	\$ (863.10)	\$ 855,582.62	(21,804.00)	Medina Construction Pending PO's
1024	9/25/2012	American Scissor Lift, Inc	Scissors Lift for Mercer	\$ (7,000.00)	\$ 848,582.62	\$ 543,979.23	Available Balance (with Pending Items)
1025	9/25/2012	Medina Construction	Mercer/Gilbert, Machado Carpentry & Painting, Gilbert Hall	\$ (24,224.00)	\$ 824,358.62		
1026	9/25/2012	Kilgore Electric	Mercer Hall Electrical Work 8/28-9/13	\$ (5,312.00)	\$ 819,046.62		
1027	9/27/2012	John Lorenzo	Concrete Testing Mercer Slab	Replacement Chk. For #1021			
1028	10/4/2012	Medina Construction	50% Deposit Mercer Slab/Mercer Work 9/17- 23, Completion of VCT project	\$ (20,680.00)	\$ 798,366.62		

PALISADES CHARTER HIGH SCHOOL  
2011-2012 Unaudited Actuals-DRAFT  
and  
2012-2013 Budget Update

Unaudited Actuals @ 06/30/12 (Restricted & Unrestricted)	Fundraising & Other Restricted Sources	Unrestricted Funds	2012-2013 Adopted Budget (06/18/12)	2012-2013 Budget Updates 10/2/12	Comments
			\$ 5,650	\$ 5,623	2012/13 Funding level - May Revise Info (Updated 7/13) from CCSA
			2,802.0	2,799.0	[2011/12 Month 7 Enrollment P-2 Funding (Revised 04/12)]-PCHS to increase ADA by 40 either by: Distance Learning/ADA% or higher enrollment
			29,760	39,908	Updated P-2 Funding 2011/12 (07/12)
			58,024	40,695	Updated P-2 Funding 2011/12 (07/12)

PALISADES CHARTER HIGH SCHOOL

Revenue Limit Sources (Funding per ADA)

Rate per ADA	ADA Estimate	2012-2013 Budget	2012-2013 Budget Updates
Apportionment At Risk of Retention, Low STAR, Grades Supp or Remedial Prog	13,210,963	12,079,689	12,043,412
Summer School - Current Year	57,292	0	0
Summer School - PY adjustments		(87,784)	(80,603)
	13,268,245	12,079,689	12,043,412

ADA Estimate  
General Purpose Entitlement - State Aid - Current Year  
General Purpose Entitlement - State Aid - PY adjustments  
Summer School Reallocations

Federal Revenues	2012-2013 Budget	2012-2013 Budget Updates
NCLB:T1, Basic School Support	255,608	254,278
194.65 Special Ed: IDEA Basic Local Assistance Entitlement	520,177	545,411
Special Ed: IDEA P/Y Adj	(6,605)	0
NCLB:TII, Teacher Quality	12,903	11,717
NCLB:TII, Enhancing Ed Thru Tech Formula Grns	4,787	2,300
NCLB:TIII, Immigrant Education Program	0	0
NCLB:TIII, English Prof (LEP)	9,448	10,353
Child Nutrition Program	438,514	459,424
	1,234,832	1,283,484
	1,099,301	1,120,804

See ADA Funding Levels above  
2011/12 Prior Year Adjustment  
Reclass Summer School Amounts to Other State Revenue  
16,961,503  
Updated Funding 12/11  
Applied for Funding for 1st time in 2012/2013-24 Students  
Actual T-III Funding Received 06/20/12  
3% Projected Growth of Cafeteria Meals-12/13

Other State Revenues	2012-2013 Budget	2012-2013 Budget Updates
Charter School Categorical Block Grant- Current Year	(196)	0
Economic Impact Aid (EIA)	351,570	330,660
Economic Impact Aid (EIA)- PY adjustments	(2,097)	0
State Lottery/Non Prop 20 - Current Year	331,604	311,023
State Lottery/Non Prop 20 - PY adjustments	28,598	0
Child Nutrition - School Programs	42,133	43,960
Mandated Costs Reimbursement	0	39,186
State Lottery/Prop 20 Instructional Materials-Current Year	71,848	48,073
State Lottery/Prop 20 Instructional Materials-PY adjustments	9,931	0
Special Education-	1,521,816	1,550,156
Special Education- - PY adjustments	1,304	0
Targeted Instructional Improvement Block Grant (TIIBG)	144,100	72,050
Arts and Music Block Grant	37,229	35,368
Supplemental School Counseling Program	151,876	144,282
All other State Revenues:	0	0
SELPA Grant Funding	50,768	0
CAHSEE Intensive Instruction	22,038	22,038
Beg. Teachers Salary (BTSa)	9,880	0
Student ID	722	722
ESY	6,000	0
Apportionment At Risk of Retention, Low STAR, Grades Supp or Rem	39,908	39,908
Summer School - Current Year	40,895	58,024
	3,959,228	3,692,919

Updated P-2 Funding Level for 2011/12 (07/12)  
Higher P-2 EIA Funding Notification 07/20/12  
3% Increase-2012/2013  
Special State Budget Application made for 2012/13 Funding \$14 per ADA  
Similar Funding Levels  
Dec. in 2011-2012 Funding from Proj. Amounts/2012/13 Rate Up 1.2%.  
Revised LAUSD Funding 04/12-50% TIIG Funding 2012/2013  
Lowered Funding Levels by 5%-Est. Worse Case  
Lowered Funding Levels by 5%-Est. Worse Case

Other Local Revenues	2012-2013 Budget	2012-2013 Budget Updates
Food Service Sales	224,491	236,557
Leases & Rentals	640,501	795,616
Interest	36,391	42,675
C S Funding In Lieu of PropTax -	3,708,184	3,863,748
CS In Lieu of Property Taxes- PY adjustments	0	0
	4,610,567	4,944,601

11% Sales Increase for 2012/13 (# & Price Increase)  
Higher estimates for 2012/2013-\$80,000  
Updated Property Tax Rate P-2 (07/12)  
Prior Year Adjustment Coordinated w/07/12 PY/2012  
Reclass Summer School Amounts from Revenue Limit (see above)  
Reclass Summer School Amounts from Revenue Limit (see above)  
BTSa Rec'd 05/20/12  
11% Sales Increase for 2012/13 (# & Price Increase)  
Higher estimates for 2012/2013-\$80,000  
Updated Property Tax Rate P-2 (07/12)  
Prior Year Adjustment Coordinated w/07/12 PY/2012



**PALISADES CHARTER HIGH SCHOOL  
2011-2012 Unaudited Actuals-DRAFT  
and  
2012-2013 Budget Update**

Unaudited Actuals @ 06/30/12 (Restricted & Unrestricted)	Fundraising & Other Restricted Sources	Unrestricted Funds	2012-2013 Adopted Budget (06/18/12)	2012-2013 Budget Updates 10/2/12	Comments
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Fundraising separated is Restricted for Modernization & Capital, Technology & Scholarships (updated 9/7)

1,386,044	1,316,691	69,353	150,000	150,000	
5,995,611	1,316,691	4,678,920	5,088,595	5,088,595	
24,457,916	1,316,691	23,141,225	22,144,687	22,215,910	
24,457,916	1,316,691	23,141,225	22,144,687	22,215,910	

**Total Revenue**  
**ADJUSTED REVENUE** Loan Proceeds

9,898,686	9,898,686	9,141,374	9,141,374	9,141,374	
595,839	595,839	589,490	589,490	589,490	
0	0	102,020	102,020	102,020	
0	0	535,665	535,665	535,665	
0	0	177,862	177,862	177,862	
0	0	125,000	125,000	125,000	
0	0	(415,346)	(415,346)	(415,346)	
10,493,529	0	10,493,529	10,255,855	10,255,855	

AUX/Program Analysis/Efficiencies/Furlough Cert & Admin Days (Negotiable)

600,752	600,752	610,945	610,945	610,945	
223,476	223,476	301,250	301,250	301,250	
1,046,437	1,046,437	1,165,032	1,165,032	1,165,032	
30,052	30,052	17,419	17,419	17,419	
36,766	36,766	36,114	36,114	36,114	
781,003	781,003	628,057	628,057	628,057	
0	0	25,000	25,000	25,000	

Full Year Salaries for 2 partial positions in 2012/13  
30% Reduce 2012/2013/50% if worse case  
Salary Negotiations settlement 2011/2012

Salary Efficiencies/Overtime Reductions/Furlough Days Class & Admin(Negotiable)

2,718,484	0	2,718,484	2,615,657	2,615,657	
13,213,009			12,871,522	12,871,522	
854,571	854,571	810,348	810,348	810,348	
228,131	228,131	260,715	260,715	260,715	
11,934	11,934	4,376	4,376	4,376	
155,766	155,766	159,889	159,889	159,889	
160,796	160,796	140,647	140,647	140,647	
40,398	40,398	38,351	38,351	38,351	
1,380,917	1,380,917	1,492,019	1,502,019	1,502,019	
627,184	627,184	651,686	654,686	654,686	
104,516	104,516	71,781	81,781	81,781	
20,795	20,795	33,192	29,192	29,192	
162,018	162,018	184,564	184,564	184,564	
74,662	74,662	77,781	77,781	77,781	
(10,706)	(10,706)	0	0	0	
483,000	483,000	483,000	483,000	483,000	
208,000	208,000	208,000	208,000	208,000	
4,501,982	0	4,501,982	4,516,368	4,533,773	
17,714,990	0	17,714,990	17,487,890	17,505,295	
0	0	0	0	0	
26,467	26,467	53,614	53,614	53,614	
197,758	197,758	110,000	110,000	110,000	

PERS Rates for 2012/13 Est. to increase 10%  
6.2% 2012/13 Medical Increase Estimated-Added Dental Increases 8/12  
6.2% 2012/13 Medical Increase Estimated-Added Dental Increases 9/12  
Updated for New SUI Rates  
Updated for New SUI Rates  
Total Work Comp Est.+8.5% 2012/13  
Total Work Comp Est.+8.5% 2012/13

**PALISADES CHARTER HIGH SCHOOL**

Fundraising

**Less: Loan Proceeds**  
**ADJUSTED REVENUE** Loan Proceeds

**Certificated Salaries**  
Teachers  
School Admin  
Librarians  
Guidance/Welfare  
Physical/Mental  
Impact of / Step and Column  
Salary Savings Options-All categories

**Classified Salaries**  
Instl. Aides  
Admin. Sal  
Clerical/Office  
Maint./Oper  
Food Services  
Other Classified  
Impact of Furlough/ Step and Column  
Salary Savings Options-All categories

**Employee Benefits**  
STRS - Certificated  
PERS - Classified  
OASDI Regular - Certificated  
OASDI Regular - Classified  
OASDI Medicare - Certificated  
OASDI Medicare - Classified  
Health & Welfare Benefits - Certificated  
Health & Welfare Benefits - Classified  
Unemployment Insurance - Certificated  
Unemployment Insurance - Classified  
Workers' Compensation - Certificated  
Workers' Compensation - Classified  
Other Benefit FUTA Tax Refunds  
Other Employment Benefits - Certificated  
Other Employment Benefits - Classified  
**Employee Benefits**  
**Total Salary & Benefits**

**Books & Supplies**  
Textbooks  
Instructional Materials



PALISADES CHARTER HIGH SCHOOL  
2011-2012 Unaudited Actuals-DRAFT  
and  
2012-2013 Budget Update

Unaudited Actuals @ 06/30/12 (Restricted & Unrestricted)	Fundraising & Other Restricted Sources	Unrestricted Funds	2012-2013 Adopted Budget (06/18/12)	2012-2013 Budget Updates 10/2/12	Comments
113,140		113,140	93,472	93,472	Move HR Budget to Other Supplies 2012/13 Updated 11/12 Actuals and 12/13 Transp. Budget Updates
706,434		706,434	494,402	494,402	
359,985		359,985	383,596	383,596	2.4% Overall Price Increase-Remaining % for Volume Increases
1,203,783	0	1,203,783	1,125,063	1,125,063	
<b>Books &amp; Supplies</b>					
697,349					
<b>Services, Other Operating Exp</b>					
Personnel Services-Mileage		1,079	150	1,150	
Travel/Conference		23,644	11,717	11,717	
Due/Memberships		33,453	26,282	26,282	
Insurance		132,546	166,822	166,822	10% Increase Est. (per Broker)
Operation and Housekeeping Services	15,963	371,044	417,013	417,013	
Rentals/Leases/Repairs&Noncapitalized Improvements		114,718	100,939	100,939	
Consulting Services-LAUSD	2,076	1,505,635	1,145,886	1,145,886	2012/13- \$50 k LAUSD reduced Misc. Consulting and lower Custodia-2 yrs Police not pd. in 12/13
Professional Consulting Services& Operating Exp	28,829	803,181	642,459	642,459	Reclass Sodexo Mgt. Exp. \$77.8k to Food Exp from Prior 11/12 Projections
Communications	5,663	203,553	165,243	165,243	
3,932,045	52,531	3,218,633	2,576,511	2,576,511	
<b>Services, Other Operating Exp</b>					
<b>Capital Outlay</b>					
Sites & Improvement					
Bldgs & Improvement		16,269	25,000	25,000	
Equipment-Technology		135,403	260,000	260,000	Meets Initial Tech Needs Identified by Sub-Committee
Equipment Replacement		9,501	10,000	10,000	
161,173	0	161,173	295,000	295,000	161,530
<b>Capital Outlay</b>					
Other Outgo					
<b>Debt Service: RESTRICTED FUNDS-/Pool</b>					
Interest		100,830	80,499	80,499	Extend Loan Terms on R. Gilbert Loan 2012/2013
Principal		334,755	279,606	279,606	Extend Loan Terms on R. Gilbert Loan 2012/2013
Direct Support/Indirect Costs/All Other Financing Uses		184,207	167,895	167,895	
Indirect Cost ( total charter school supervisory oversight fees on):	52,531	23,088,592	22,122,484	22,130,889	1% Current Oversight Fees Used for Funding levels
23,141,123	52,531	23,088,592	22,122,484	22,130,889	
1,316,793	1,264,160	52,633	22,203	85,021	

# Accountability:

## Developing a Leadership Dashboard

# DEVELOPING THE DASHBOARD: Board & School Leaders

- School leaders and board work together to develop the dashboard– a tool for communication
- Construct a board with relevant experience (finance, operations) so that they know what to ask
- Relationship building– culture of trust and transparency between board and leadership

# SAMPLE DASHBOARD: SPRING 2010

## Academic Data

NYS ELA Practice Test							
	Percent Proficient				% Meeting Student Growth Target		
	Nov-09	Mar-10	Goal	Goal Met?	Mar-10	Goal	Goal Met?
4th Grade 1	57%	95%	75%	YES	71%	75%	NO
4th Grade 2	61%	87%	75%	YES	48%	75%	NO
5th Grade 1	50%	88%	75%	YES	69%	75%	NO

NYS Math Practice Test							
	Percent Proficient				% Meeting Student Growth Target		
	Nov-09	Mar-10	Goal	Goal Met?	Mar-10	Goal	Goal Met?
4th Grade 1	38%	88%	75%	YES	44%	75%	NO
4th Grade 2	35%	82%	75%	YES	41%	75%	NO
5th Grade 1	7%	100%	75%	YES	50%	75%	NO

## Operational Data

Enrollment: April 22, 2010					
Grade	Actual	Financial Goal	Goal Met?	Charter Goal	Goal Met?
K	48	48		41	
1	47	48		41	
2	47	48		41	
3	44	46		39	
4	33	33		28	
5	14	14		12	
<b>Total</b>	<b>233</b>	<b>237</b>	<b>NO</b>	<b>201</b>	<b>YES</b>

Attendance: April 22, 2010			
Grade	Actual	Goal	Goal Met?
K	92.0%	95.0%	
1	94.1%	95.0%	
2	93.5%	95.0%	
3	93.1%	95.0%	
4	93.3%	95.0%	
5	94.0%	95.0%	
<b>Total</b>	<b>93.3%</b>	<b>95.0%</b>	<b>NO</b>



# Starting Questions

**First:** What are the school's **charter goals** regarding student achievement, operations and finance and how are those goals measured?

**Second:** What are the school's **additional goals**?  
How will those goals be measured?

**Third:** What data does the school collect that demonstrates progress towards these goals? How will that data be managed?

# GOALS:

## Academic Measures of Success

- Some measures imposed on you:
  - AYP
  - Targets in school's achievement plan / charter
- To what else do you want to compare your data?
  - Last year's scores?
  - Local school district?
  - Other charters?
  - Aspirational goals?

# Measuring Academic Success

What are your assessments telling you?

- Criterion or norm referenced?
- Aligned to state standards?
- How objective? Who creates, who administers, who scores?
- Benchmarks? How good is good enough? Is what the state considers “proficient” a sufficient measure of success?

# Operational Goals

What drives revenues?

- Enrollment
- Special education students
- FRL

Operational Goals

- Attendance
- Compliance

# GOALS:

## Early Years Example: School Stability

- In addition to charter goals, consider school stability measured in quantifiable terms
- How can you gauge the stability of your student and teacher population? Satisfaction surveys? Intent to return?
- Is the school financially stable?
- Does the organizational design you've selected work for you?

# Sample Charter Goal: Absolute and Comparative Achievement

## Absolute:

- At least 75% of students will score proficient or advanced on the NYS assessment

## Comparative:

- Students will perform at higher levels on NYS assessments than:
  - their district counterparts
  - their counterparts across all NYC public elementary schools

# Goal Translated to Sample Dashboard

	2008-9 ELA Percent Proficient				
Group	Charter Goal	Charter School	NYC District 1	NYC All	Goal Met?
3 <sup>rd</sup> Grade	75%	<b>90%</b>	70.50%	64.60%	Yes
4 <sup>th</sup> Grade	75%	<b>94%</b>	69.50%	64.10%	Yes

	2008-9 Math Percent Proficient				
Group	Charter Goal	Charter School	NYC District 1	NYC All	Goal Met?
3 <sup>rd</sup> Grade	75%	<b>97%</b>	92%	91.40%	Yes
4 <sup>th</sup> Grade	75%	<b>100%</b>	83%	84.90%	Yes

# Sample Charter Goal: Progress

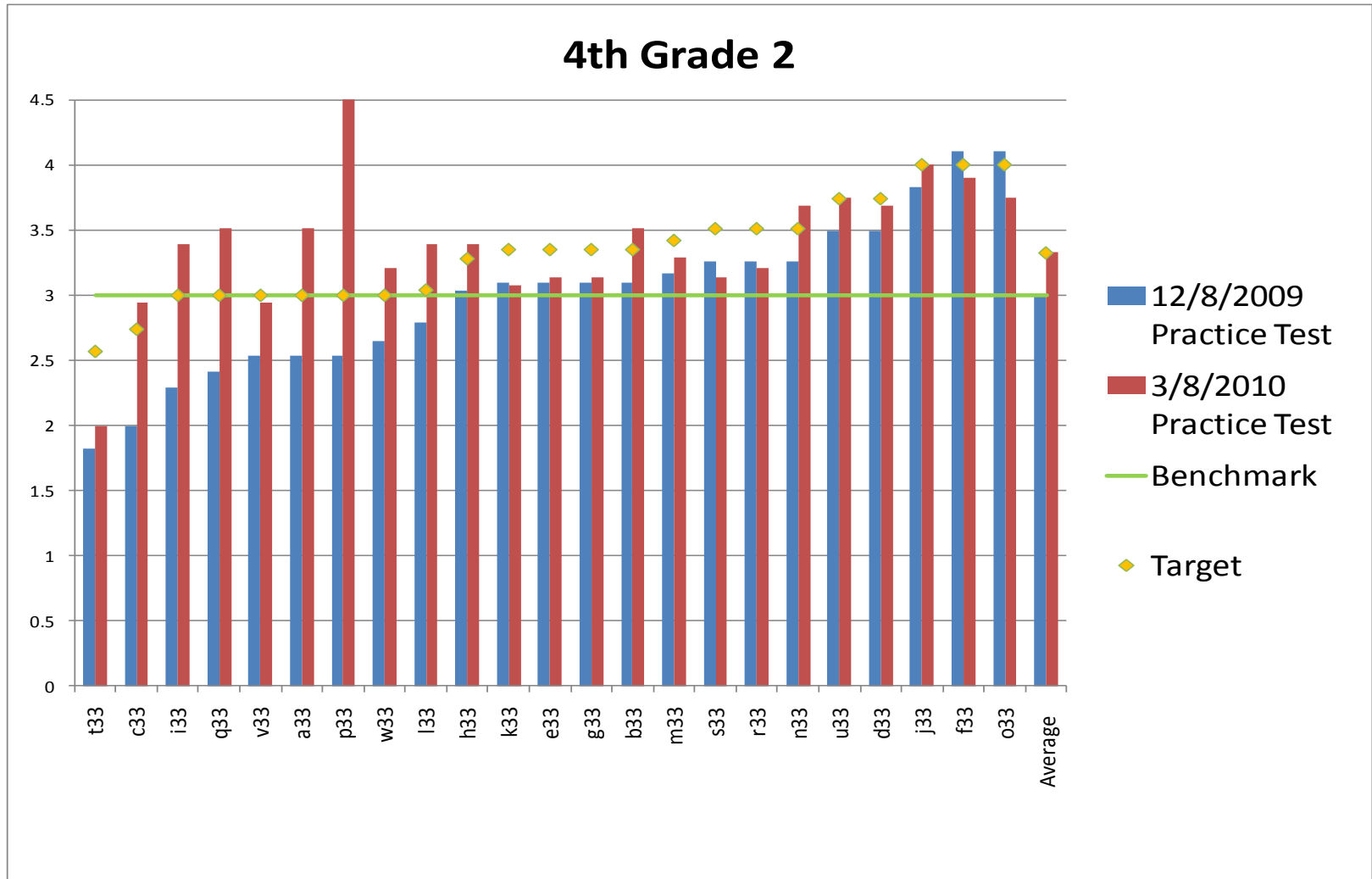
- **GOAL:** Each student will make one year of progress as evidenced by performing at the same or higher levels on NYS ELA and Math assessments than the prior year.
- **MEASURE:** An individualized growth target is set for each 4<sup>th</sup> and 5<sup>th</sup> grade student based on his/her performance on the previous year's test.



# Goal Translated to Sample Dashboard

NYS ELA Practice Test							
	Percent Proficient				% Meeting Student Growth Target		
	Nov-09	Mar-10	Goal	Goal Met?	Mar-10	Goal	Goal Met?
4th Grade 1	57%	95%	75%	YES	71%	75%	NO
4th Grade 2	61%	87%	75%	YES	48%	75%	NO
5th Grade 1	50%	88%	75%	YES	69%	75%	NO
5th Grade 2	47%	100%	75%	YES	76%	75%	YES

# Dashboard calls for more detailed view



# Data Collection: Getting Started

- Set up a well-designed system for managing student data from day one
- Create reports not only for the board but for BEDS, NYSED, donors, and internal use
- Track everything (attendance, student demographics, contact information, and test data) in one place so that you can disaggregate it in different ways

# Data Collection: A Large Data Set

- Think five years ahead– set up a system now that will let you manage data for your entire student body when your school reaches capacity
- Microsoft Sharepoint is a user-friendly, low-tech way to track everything you need
- Track students by OSIS number to ease compatibility with ATS

# Dashboard Advice

- Stay focused on outputs, such as student assessment data and attainment of goals, rather than inputs that may be commonly believed to affect student achievement
- Try to keep the dashboard to one page
- Use it as a tool for decision-making and steering
- Make sure it is organic

# Working with EMO/CMO

- When contracting with an organization (CMO or EMO), board should have access to academic & operational data
- May want to create a dashboard to track areas delegated to partner
- Don't lose focus on academics
- Get drill down from EMO/CMO
- Communicate, collaborate

# Lessons?

- Carefully craft your charter goals and choose your assessments and benchmarks
- Understand your assessments
- *Growth, progress, value-add*: understand how these terms are defined
- Different indicators can tell different stories. Know which matter most to your school. Learn how to have this conversation with your authorizer.
- Be aware that you are also being evaluated by outside parties, whose definition of success can be a moving target (NYS Test and Progress Report)



**EDUCATIONAL PROGRAMS COMMITTEE  
MINUTES  
October 3, 2012  
3:30 PM STUDY CENTER**

**I. PRELIMINARY**

- A. Call To Order
- B. Roll Call

Members Present:

M. Meinen  
M. Bush  
A. Shugalter  
T. Henderson  
P. Magee  
D. Hataishi  
M. Kim

C. APPROVAL OF MINUTES

The minutes from the May, 2012, could not be approved as we did not have a quorum.

**II. PUBLIC COMMENTS**

No public comments.

**III. DISCUSSION/ ACTION ITEMS**

A. DISCUSSION OF FUTURE OF COMMITTEE

Discussed focus topics from 2011-12 school year including Pali Seals, field trips, and business courses. The committee discussed the need for more teachers from different departments. Current committee makeup does not reflect Bylaws requiring 18 teachers.

B. ELECTION OF NEW MEMBERS

Tabled. No Quorum.

C. FIELD TRIPS PROJECT DAYS

Committee reviewed data gathered from last year's work to explore common dates for Field Trips. This would reduce class time missed when students go on



multiple field trips. A survey was taken of teachers to determine what fieldtrips were flexible vs. those that were time specific due to curricular needs. Approximately a third of the trips were seen to be coordinated on two to three days.

Of those trips that could be scheduled anytime during the school year, Discussion promoted the idea of offering students their choice of two field trips per year. ASB Leadership will survey the field preferences of the student body.

#### D. LEARNING CENTER USED TO HELP STRUGGLING STUDENTS

Discussed Acellus, an online curriculum allowing students to work at own pace. Department chairs were provided a review and will provide feedback. Most were comfortable using Acellus for credit recovery. Will explore teacher compensation for monitoring student progress through course. Admin are exploring independent study options and will attend a conference to identify compliance requirements.

#### E. 9<sup>th</sup> GRADE HUMANITAS

Seems to be progressing well. Would like to invite SLC leadership to share progress.

#### F. COURSE ARTICULATION BETWEEN SMC AND PCHS

Discussion over how to raise the college/career awareness for the students.

#### G. SETTING GOALS IN ALIGNMENT WITH PALI'S STRATEGIC GOALS

Discussed historical purpose for Ed Programs and desire for Committee to have ability to create innovative programs. Going forward, discussed need for committee to align itself with the school strategic plan. Related areas of the strategic plan include Intervention and EL. Concern was shared regarding Ed Programs being involved in mandated programs as the committee was created to develop creative ideas for the school. Pyramid of interventions was seen to be a focus, specifically to clarify supports for students at Pali and to ensure the community is aware of these supports. Committee explored ideas surrounding the current bell schedule to provide more time for intervention and/or mentoring opportunities between teachers and students. Saw benefit to have a time within the school day for this as trying to offer programs during 7<sup>th</sup> period has not been effective.

#### H. IMPROVING COMMUNICATION WITH PALI COMMUNITY RE: EPC THROUGH WEB SITE AND BOARD REPORTS

Need to ensure minutes are posted and committee business is presented to Board.

### V. ADJOURNMENT

The next meeting will be held on November 7<sup>th</sup>, at 3:30 PM, in the Study Center.

## Human Resources Report October 16, 2012



A CALIFORNIA DISTINGUISHED SCHOOL

### Elections:

Name	Classification/Position	Effective Date
Charles Benson	Science & Math Teacher (Temescal Academy)	9/25/2012 – June 4, 2013
Paul Hanna	Substitute (Special Education Assistant)	10/9/2012- June 3, 2013
Paul Davis	Substitute (Special Education Assistant)	10/22/2012- June 3, 2013
Katya D’Almeida	Substitute (Special Education Assistant)	10/9/2012- June 3, 2013
Devon Davis	Substitute (Special Education Assistant)	10/10/2012- June 3, 2013
Amanda Mohagen	Substitute (Special Education Assistant)	8/27/2012 – June 3, 2013 <i>(Revised End Date)</i>
Amanda Mohagen	Substitute (Lifeguard)	8/29/2012 – June 30, 2013 <i>(Revised End Date)</i>
Tracy Cervantes	Lifeguard	8/28/2012 – June 30, 2013 <i>(Revised End Date)</i>
Eric Nissen	Lifeguard	8/30/2012 – June 30, 2013 <i>(Revised End Date)</i>

### Short-term Services:

Name	Classification/Position	Effective Date
Andrew Bill	VAPA Front Ensemble Percussion	August 1, 2012 – June 30, 2013
Carl Hammer	VAPA Preparing Custom Musical Arrangements	August 13, 2012 – December 14, 2012
Elizabeth Lesan	Financial Aid Coordinator (College Center)	November 1, 2012 – April 30, 2013
Rocky Montz	Event Management System Coordinator <i>(10 hours weekly)</i>	October 1, 2012 – December 31, 2012
Giovanni Stewart	Temp (Special Education Assistant)	October 1, 2012 – December 13, 2012
Jean Maninger	Temp Office Clerk (Counseling Center)	October 1, 2012 – December 13, 2012

### Independent Contractors:

Name	Service	Beginning and Ending Date
Yosuke Miyoshi	Brass Instructor	July 10, 2012 – August 9, 2012
Christopher Wachs	Baseball Sports Consultant	September 21, 2012 – Jan 31, 2013

### Coaches:

Name	Classification/Position	Effective Date
Brandon Thich	JV Assistant Coach Girls Volleyball <i>(Revised Title)</i>	August 14, 2012 – December 14, 2012
Latina Refells-Jones	Cheer Leading Coach	August 14, 2012 – December 14, 2012



## **OPERATIONS, FACILITY & TECHNOLOGY COMMITTEE**

### **Report to the Board of Trustees for the Oct 16, 2012 Regular Meeting**

#### **SPACE USAGE**

Sean Passan and students of the Pali Production presented their program and expressed the need for a dedicated studio space on campus. They currently use U103 which is also Sean Passan's classroom, so the majority of the Pali Production time is being spent reorganizing the room both before and after, leaving minimal time for production.

The Committee feels Pali Production is a meritorious program that warrants priority consideration when space becomes available.

#### **LONG TERM STRATEGIC PLANNING (Facilities and Technology)**

The Committee started reviewing the Facilities Strategies but concerns were discussed on what the goals were and what happened to items that the committee spent hours working on last year, i.e. signage, traffic plan, and the \$250,000 facelift project with LAUSD. Operations Manager was not present to report, but was available by phone. Committee decided to adjourn at 5:30 and certain members volunteered to follow up with David Riccardi and Dr. Magee during the week and try to set up a meeting to discuss the members concerns.

#### **ELECTIONS (MEMBER APOINTMENT)**

On September 23 the committee co-chair sent out an e-mail to solicit new members for the 2012-13 term. The committee's secretary did not get any responses by October 1our last meeting for the 2011-12 term. Due to this fact and member concerns about the role/purpose of the committee I cannot present a full slate of candidates willing to serve on the committee for appointment at this time.

(As of today only two teachers and a community member expressed interest)

**PALISADES CHARTER HIGH SCHOOL  
BOARD OF TRUSTEE'S MEETING  
EXECUTIVE DIRECTOR AND PRINCIPAL'S REPORT  
OCTOBER 16, 2012**

**Accountability data** - Pali's accountability scores are now posted on the cde.gov website, and we have much to celebrate! The PCHS Academic Performance Index (API) score increased 19 points (847 from 828). All groups met their API targets and many groups made notable gains: Black or African American +18 pts., Hispanic or Latino +20 pts., English Learners +36 pts., and Students with Disabilities +93 pts. Although the school made impressive gains, PCHS still has areas to address. PCHS did not meet Adequate Yearly Progress (AYP) goals due to overall graduation rates (88.58% out of the minimum 90%) as well as Hispanic and Latino proficiency in English Language Arts. As a result, the school is now in year two of Program Improvement. PCHS will examine student data in PLCs during the coming weeks to determine how to best meet the needs of all students and continue academic growth.

**Common Core State Standards** - PCHS is initiating steps to prepare staff and students for the new Common Core State Standards (CCSS) scheduled for implementation in English Language Arts and Math in 2013-1014. The CCSS are designed to be relevant to the real world, reflecting the knowledge and skills that young people need to be college and career ready. The CCSS encourage the highest achievement of every student by defining the knowledge, concepts, and skills that students should acquire at each grade level through an integrated standards-based system of education in which both academic standards and "Habits of Mind" standards are an essential part of the whole. No single element ensures student achievement as each element supports the other.

21<sup>st</sup> century skills embedded within the common core "Habits of Mind" are extremely important to the development of the assets student need to be successful in a rapidly changing global economy. A focus on the 4C's of creativity, critical thinking, communication and collaboration is essential to prepare students for their future and are incorporated into the CCSS.

CCSS preparation at PCHS will begin with department chair orientation to the CCSS mission and "Habits of Mind" to then be disseminated in Professional Learning Communities and Small Learning Communities. Department chairs and representatives will participate in training provided by LA County in November and January. Department chairs and administrators will work together to develop an action plan for department training, preparation, and implementation.

**MySafeSchools.com** - MySafeSchool has been activated for the PCHS community. MySafeSchool is a confidential and anonymous system that makes it easy to report issues such harassment, theft, substance abuse, unsafe conditions, and more. Information about the whistleblower system and a direct link are posted on the

school website. Go to [www.MySafeSchool.com](http://www.MySafeSchool.com) to view the website or to make a report.

**Crisis Team** – PCHS counselors, administrators, school nurse, school psychologist, and school police officer met to develop a schoolwide protocol for addressing student crisis situations stemming from emotional distress. The Crisis Team is working with representatives from Los Angeles Mental Health Center and Cedars-Sinai Teen Line to provide students, staff, and parents with support, coping strategies, and resources to deal with stress and trauma.

**Great Shakeout** – PCHS will participate in the Great California Shakeout, a statewide earthquake drill, on Thursday, October 18. The school will drop, cover, and hold, followed by an evacuation to the football field. We are also using this opportunity to share safe driving information with students.

**Infinite Campus training** – A group of administrators, tech team members, faculty and staff participated in “trainer of trainers” workshops with experts from Infinite Campus. This group will begin teaching others at Pali to use the system as we prepared to go live with Infinite Campus in January.

**Preparation to implement independent studies program** – PCHS continues to work toward meeting our goal of establishing a distance-learning program and offering independent studies options for students who can benefit from alternatives to the traditional classroom. Mary Bush, Kim Theard, and Pam Magee attended the California Consortium for Independent Study conference “Supporting Change; Online, Common Core, and More” on October 8 and 9. The group completed the independent study compliance training in addition to attending workshops relating to common core standards implementation, technology, professional development, online learning, and online tools.

**National Board Teachers supporting school needs** – This year the National Board Certified teachers are taking on new assignments that support school needs in order to fulfill the hours of service required for NBC compensation. Assignments include serving as department chairs, department PLC coordinators, supporters for PLCs in need of structure and guidance, and grant writers. In addition, two teachers are working with Mary Bush to coordinate and facilitate Student Study Teams, a critical part of the pyramid of intervention and another is teaching an independent studies astronomy class.

**PLC updates** – A 10-week assessment for each PLC and for individual teachers was introduced in the October faculty meeting time, which was dedicated to supporting PLC objectives. The ongoing assessments will be completed at the end of each 10-week grade reporting period to help PLCs and administrators track student progress and PLC participation.

**Campus Surveillance** - PTSA has contracted with Pali Patrol, a private security service, to provide after hours drive-by surveillance of PCHS facilities. This program has been successfully implemented by PTSA at Paul Revere Middle School.

**Community Task Force Meeting** – The Community Task Force met to address concerns related to noise and light from PCHS athletic facilities. All individuals who volunteered to participate at the September community concerns meeting were contacted about the Community Task Force meeting. Those who responded represented neighbors on El Medio and Radcliff, areas that are closest to the stadium and pool. Task Force members are Richard Firth, Pam Magee, Sue Norton, David Riccardi, Hunter Simon, Tara Vahdani, and Greg Wood. The group discussed steps that have already been taken to address concerns and feasible steps that can be taken in the future. The group is developing a communication that will go out to the community through local media, school website, and fliers distributed in the closest neighborhoods. In addition, PCHS is working to provide a contact number of a staff member that neighbors can call in the event noise levels are too high or other problems arise in the evenings or on weekends.

**Community Emergency Response Team (CERT) Training at PCHS** - Malibu emergency response coordinator Brad Davis is training 25 participants from Pacific Palisades (5 community members, 10 Pali staff, and 10 Pali students). The Community Emergency Response Team (CERT) program is an all-risk, all-hazard training. This valuable course is designed to help trainees respond in an emergency situation. CERT members receive 17 1/2 hours (one day a week for seven weeks) of initial training. CERT is provided free of charge within the city of Los Angeles to anyone 18 or over.



A CALIFORNIA DISTINGUISHED SCHOOL

**POLICY COMMITTEE  
MINUTES (DRAFT)  
October 10, 2012  
3:30 PM, Library**

**I. PRELIMINARY**

A. CALL TO ORDER—Chair Kate Svoboda-Spanbock determined that there was a quorum, that three stakeholder groups as well as a majority of the members were present, and called the meeting to order at 3:45 p.m.

B. ROLL CALL

Members present: Linda Burgess, Valerie Ransom, Sari Stabler-Ross, Kate Svoboda-Spanbock, WenYu Chou, and Sue Pascoe. Kimberly Theard was detained by a school crisis, but attended the last 15 minutes of the meeting.

Visitors: Emir Neftei

C. APPROVAL OF MINUTES

The minutes of the September 12, 2012 were approved.

**II. PUBLIC COMMENTS**

There were no public comments.

**III. PRESENTATION/DISCUSSION/ACTION ITEMS**

1.COMMITTEE MEMBERSHIP: PresidentCommittee Chair Kate Svoboda-Spanbock has sent out severale-mails to all faculty members inviting them to join the policy committee, but to date, none have responded. One member said that the lack of interest in school policies by the faculty was puzzling.The committee appears to be short by four faculty members and one classified staff member. KSS will continue to advertise.

2.PAC CARDS: More information is being sought regarding the legality, the amount of funds generated and the distribution of funds in order to determine if there should be a policy formulated by this committee.

3. **STUDENT PARKING:** It was reported that per the California Code of Regulations, Title 5, Sec. 350, Reg. 77, No. 39, it is illegal to charge students for parking. It was reported that this fact had been given to the administration, and the response was that Malibu and Granada Hills charge. It was suggested that the school might actually be charging for parking registration, as a safety precaution and in order to keep non-students from parking in the lot. Svoboda-Spanbock will verify this with Dr. Magee. It was also suggested that the school might promote a “Good Neighbor” policy by encouraging parking on campus. Svoboda-Spanbock will follow up with Dr. Magee about this as well.
4. **DRESS CODE:** Svoboda-Spanbock reported to the Palisades High School School Board of Trustees that the policy committee supported the current dress code policy, and that they had heard a number of complaints with regard to its enforcement. The committee looked at the policy because of the number of complaints, but thought that perhaps the complaints were generated because of enforcement issues, rather than because of the policy.
5. **COACH HIRING:** Human Resource Director Nikki Washington was not aware that the athletic department was also using the CIF web site to post some coaching positions. She has stated that PCHS now posts all vacant sports positions on the CIF LA City Section website. It was noted in the course of the report that of the five physical education teachers, only one is a woman. It was further noted that the school had discontinued the girls’ golf program, while maintaining golf for the boys. The question arose whether these facts might pose a problem with regard to Title XI.
6. **ATTENDANCE POLICY:** In response to the lack of parent notification last year which is specified in the current policy, Svoboda-Spanbock spoke to AP Principal Monica Ianessa, who confirmed that the system, through LAUSD, stopped notifying parents last year of absences through home phone calls. A new system is set to be implemented in the next few months and at that time Ianessa will speak to the policy committee. It will then be determined whether a new policy is needed.
7. **TARDY SWEEPS:** Concern over the way tardy sweeps were being handled was presented to the Board of Trustees.
8. **STUDENT EMERGENCY NOTIFICATION:** In response to concerns expressed regarding the way that student notification during a recent crisis had



been handled, Svoboda-Spanbock reviewed existing policies. She found that there is a Response to Student Death policy, but it appears to be highly specific to that type of crisis. The committee, in conjunction with counselors, will work on a policy.

#### **IV. INFORMATIONAL/ INTRODUCTORY ITEMS**

1. **A-G REQUIREMENTS:** Ms. Theard reported that following considerations by LAUSD, PCHS is proposing to realign graduation requirements to more closely follow the A-G admission requirements of UC and CSU. Ms. Theard will pursue this matter further and report back to the committee.
2. **SCHOOL POLICIES:** The Board has asked if the policy committee will review the existing policies, organize them and standardize formats. This may require revision to the Policy Committee's Bylaws.
3. **SCHOOL WIDE ACTION PLAN:** Svoboda-Spanbock handed out copies to the committee and asked members to review them with the possibility of seeing how the policy committee might participate. All committee members to review and comment at the next meeting.
4. **POLICY ENFORCEMENT:** It arose in the course of several discussions that the school has a number of policies which are not enforced. Further, it appears that some employees have been promulgating policies that have neither been vetted by the committee nor adopted by the Board. The committee will consider ways of incorporating mechanisms for enforcement into the structure of new policies. All policies should be vetted by the committee and adopted by the Board, so the committee will also be considering ways of making its function better known to the Pali community.

#### **V. ADJOURNMENT**

Meeting adjourned at 5:35. The next meeting will be held November 14, at 3:30 p.m. in the library.



## **Student Support Services**

### **October Board Report**

#### **English Learners**

Pali's English Learners subgroup is composed of students designated as Limited English Proficient and those who have been redesignated as Fluent English Proficient but have not scored Proficient on the ELA CST for three years since redesignation.

This group has been a focus at Pali as they are not meeting state growth targets. Even though we saw a 36 point growth on the AYP in our English Learners, we did not make the overall growth required. We are not alone in our struggle to support this diverse population of students. Last year, LAUSD was found out of compliance by the Office of Civil Rights. As a result the district signed a voluntary agreement with the U. S. Department of Civil Rights to develop a Master Plan for English Learners by September, 2012 for implementation in the 2013-14 school year.

Mary Bush, Myrna Cervantes, Evelyn Rivera and Ronnie Cohen attending the 4 day EL Master Plan Institute in August to get an understanding of the plan and to ensure Pali is in compliance with regard to our English Learners. The plan is comprehensive and establishes specific program options for our English Language Learners (including ongoing targeted support for those who are considered Long Term English Learners). Additionally, the an English Language Development curriculum is being developed to guide instruction for this population.

Charter schools have the option of adopting the LAUSD English Learner Master Plan or developing our own to meet the specific mandates of the Office of Civil rights. Those of us working with the EL population will be making a presentation to the Board and requesting that Pali adopt the LAUSD Master Plan.

Myrna Cervantes, our EL Coordinator attended a three day professional development workshop provided through LACOE October 9 - 11 on Specially Designed Academic Instruction in English (SDAIE) in Secondary Schools. She will share effective strategies learned with our faculty to improve instruction for English Language Learners.

As one of Pali's strategic goal areas, we will provide a focus on professional development to expand the use of SDAIE instruction across all content areas. Our Special Day Program teachers completed a two day ELD training last year and our Resource Specialists are being scheduled to attend this year.

## **Special Education**

Congratulations to our Special Education Department for a 93 point growth on our 2011-12 AYP's. I am proud of our teachers and our department for their dedication and commitment to our students.

We are experiencing many referrals for special education supports and services this year. We have either completed or are in the process of completing eleven initial referrals and have eight referrals pending. This exceeds all other years in the number of students with significant health and emotional needs.

## **Intervention**

Linda Ello-Kay, Karen Perkins and Velvet McReynolds will be leading our Intervention Teams this school year. We have developed referral forms, a meeting protocol / summary form and follow up actions to get the Response to Intervention process started.

This year, our student population has required extensive support due to overwhelming physical and emotional needs. We are in the process of identifying additional therapeutic supports to meet the needs of our students.

The Ed Programs Committee will focus on Pali's Pyramid of Intervention to clarify and increase understanding of options open to students at Pali.

The Learning Center received additional funds from Kathy Kennedy to cover the cost of renovating J121 according to the architectural plans. We are hoping to have the Center up and running this semester.

Respectfully submitted by Mary Bush, AP / Director, Student Support Services



## PCHS 2012-13 GOALS

1. Student Achievement - All subgroups will make yearly progress as measured by state and school benchmarks.

a. PCHS will meet all state and federal growth targets with emphasis on the English Learner (EL) population.

b. New technology will be incorporated in classes to support innovative and engaging teaching and learning (IC, interactive white boards, Teacher Web, Edmodo).

c. PCHS will focus on continued PLC development as follows:

1. PLC revamp to follow the SLC model established in 2011-12

2. Dedicated professional development and faculty meeting time

3. NBC teachers assigned with PLC support

4. 10 week self-assessment/monitoring in PLC

5. Master schedule of all PLC meetings

6. Regular communication about PLC progress and feedback

7. Maintain PLC notebooks

8. Identify and support underperforming PLCs

9. Analyze student work at least twice a year

10. Each PLC sets goals ranging from common assessments and pacing plans to Reteaching & Reassessing.

d. PCHS will identify students and subgroups that are at risk or struggling to meet standards/benchmarks and provide appropriate and timely prevention/intervention using the RTI model through the following measures:

1. Refine the steps of, communicate, implement, and evaluate a Response to Intervention model.

2. Identify students who are at risk of not scoring proficient on the CAHSEE and provide a CAHSEE prep course.

3. Implement a comprehensive program of support for EL students.

4. Create a learning center to provide remediation in ELA and math.

5. Provide distance-learning options for credit recovery or enrichment.

6. Implement an independent studies program.

e. PCHS will provide relevant and consistent professional development to support PLC work, the implementation of Common Core State Standards, and the launch of Infinite Campus student information system.

2. Family and Community - PCHS will respectfully and effectively communicate through collaborative partnerships with its diverse stakeholder groups to ensure overall student success

and personal growth.

- a. Establish a Community Task Force that works with neighbors to determine ways to ameliorate issues related to the school.
- b. Increase PCHS collaboration and partnerships with community members and organizations.
- c. Establish regular community events among stakeholder groups.

3. Facilities - PCHS will maximize facility use, upgrade, and development through effective project and revenue management. Primary objectives are as follows:

- a. Identify under utilized assets and prioritize facility needs.
- b. Identify and develop a plan for site to house distance learning.
- c. Minimize traveling teachers.
- d. Develop and implement one master map/calendar for facilities use (updated continually) through the EMS system.
- e. Create learning lab for Special Education students.
- f. Continue to maintain and support diversity through student transportation
- g. Increase campus safety with security camera system and improved communication system
- h. Ensure that all facilities meet compliance regulations.
- i. Inventory and stock crisis supplies.

4. Technology – PCHS will in a user-friendly format, effectively utilize technology to maximize learning opportunities, manage and share information, and expand communication through the following steps:

- a. Implement and train stakeholders in use of Infinite Campus student information system.
- b. Prioritize resources to purchase hardware and software throughout the campus in order to maximize learning opportunities and expand communication.
- c. Update and maintain technological infrastructure in order to maximize learning opportunities.
- d. Offer student online learning opportunities.
- e. Implement a digital citizenship component into appropriate curriculum.
- f. Incorporate technology into classrooms to inspire engaging and innovative teaching and learning (i.e., interactive white boards, tablets)
- g. Provide technology training for students, staff, and parents to support use of new systems such as Infinite Campus, Edmodo social learning network, and the new PCHS website.

5. Budget – PCHS will increase budget through alternate funding that supplements the PCHS state funded budget and acquire funding for special projects through the following steps:

- a. Increase all permit revenue by 20%.
- b. Increase fundraising efforts to meet 2015 long-term strategic plan goal of \$2 million dollars.
- c. Establish a school-based development and fundraising program.
- d. Seek out grant funding that supports school-wide goals and targeted needs.

- e. Apply for E-rate funding
- f. Utilize Donors Choose as a school-wide tool for soliciting grants or donations.
- g. Increase use of facilities through marketing.
- h. Funding from Civic Center permits is clearly identified, managed, and reported to the Budget and Finance Committee.
- i. Increase ADA through independent study, work experience, and distance learning.
- j. Investigate tuition-based credit recovery programs (summer school, etc.)
- k. Seek assistance from corporations who offer funding opportunities.
- l. Make home and school transportation budget neutral.
- m. Develop an on-line donation portal to make giving easy and targeted.
- n. Use targeted funds for designated projects.

6. Charter Renewal Preparation – PCHS will begin preparation for the charter renewal process in 2015.

- a. Form a committee to review the current charter and make recommendations for revisions.
- b. Explore/investigate charter language in Element 4 pertaining to enrollment and diversity in preparation for charter renewal.