

**PALISADES CHARTER HIGH SCHOOL  
BOARD OF TRUSTEE'S MEETING  
EXECUTIVE DIRECTOR AND PRINCIPAL'S REPORT  
AUGUST 21, 2012**

**Athletics**

- All football coaches will participate in concussion training on Monday, August 20.
- New hires: Mo Coverdale will be joining the Dolphin athletic staff as the girls volleyball coach. Interviews for the girls softball coach begin on August 22. We anticipate that a new girls soccer coach will be hired by August 24.
- The first home varsity football game and 3<sup>rd</sup> annual Football Fest with a variety of food trucks will be on Thursday, August 30<sup>th</sup> against Poly High.
- All coaches attended the National Federation of High School Sports "Creating a Safe Environment in Athletics" training that covered bullying, hazing, liability, and legal issues.

**Counseling Office Update**

**Master Schedule Adjustments related to budget concerns**

- 31 Auxiliaries (Fall 2011 -47 auxiliaries)
- Added AP Human Geography
- Suspended AP Art History for one year
- No re-hire for English or PE position
- Suspended Intervention Classes (Buckman)
- Eliminated AVID electives
- Eliminated Acadec class
- LAUSD reinstated Adult school and ROP program

**POD classes**

- Pod teachers have a common prep period
- Pod Classes have been balanced by student preference, class size, and gender
- Approximately 700 9<sup>th</sup> graders attended orientation

**Math Placement**

Incoming 9<sup>th</sup> graders were given the opportunity to retake the math placement exam on August 3<sup>rd</sup> since 2012 CST scores will not be available to utilize as part of the placement criteria.

College and Guidance counselors will attend the UC and CSU workshops in October. New Parent Orientation Meeting will be held on Saturday, August 25<sup>th</sup>.

**Special Education**  
**Currently enrolled**  
 RSP 190  
 SDP 61  
 504 75

Special education teachers and assistants are busy getting information about students to general education teachers. Lists of students with accommodation plans or individualized Education Plans have been distributed for teachers to compare against their class rosters. This has been a challenge due to the issues with the ISIS information system and I applaud our teachers and faculty for persevering.

Three new assistants have joined our staff to either fill an opening or meet the needs of incoming students. Director of Human Resources Nikki Washington is creating a pool of special education assistants to utilize as needed on a temporary basis.

Kathleen Kennedy and Frank Marshall have contributed \$45,000 toward technology for the Learning Center. Kovac Architects, Inc. have generously donated their time to develop and devise plans for J121. We are now looking at the cost to actually build out the space according to plan.

**Technology Updates**

- **Student Information System/Infinite Campus** – PCHS is on track with the data migration process and implementation timeline. Lily Pierre and Sophia Chock are working together to complete the data conversion mapping. During this process, the impact and context of each data element is discussed and reviewed to ensure the integrity of the new system. The need for the new system has been very apparent during the first week of school with the LASUD ISIS system being frequently off line. Teachers have not been able to submit timely and consistent attendance information throughout the week.
- **Website** – Carla Levenson and the website design team are making steady progress on this very large project.

**Teacher resignations and replacement process**

A PCHS science teacher resigned in August to accept a position at a different school. This position was filled by Joann Young, science and math teacher at Temescal Learning Center. The Temescal science and math opening has been posted on EdJoin. Interviews will be held next week.

The Visual and Performing Arts Department is working with PCHS administration to review the vision for the drama program, which is currently in transition due to the recent resignation of the drama teacher. Once the direction of the program is determined, the position will be posted for interested candidates to apply on EdJoin followed by stakeholder interviews for qualified applicants. Arrangements for a

long-term substitute with a theatre background are in progress. Administration has met with Leadership and Play Pro students about these transitions.

**Ethics Committee formation** – PCHS will be forming a stakeholder committee to study concerns relating to academic dishonesty and to develop a plan for addressing this systemic concern. Those who would like to serve on this committee should contact Pam Magee.

**CA Charter Schools Association call to action**  
CCSA has invited PCHS and select schools and organizations to participate in a coordinated submission of new and renewal charter petitions. The purpose of this initiative is to demonstrate to LAUSD the charter movement's commitment to closing the achievement gap and to respond to the continuing demand of parents and communities for great schools. CCCSA is encouraging a charter school collaboration in response to the proposal made by Steve Zimmer, LAUSD school board member for District 4, to place a cap on the number of charter students and charter schools in LAUSD.

**Fundraising and school finance**  
Wiseburn School District Superintendent Tom Johnstone recently hosted a small group discussion pertaining to charter school facilities challenges and funding solutions for charter leaders that included Matt Wunder and Pam Magee. Representatives from Eastshore Consulting, Orrick, Herrington & Sutcliffe; RBC Capital Markets, and Pacific Charter School Development shared information about tax exempt/voter approved bonds, new market tax credits, interim financing, revenue enhancements, partnerships with existing LEAs, and other possible solutions to funding challenges. PCHS will continue this exploratory conversation with Shin Green Eastshore Consulting on Thursday, August 23 (time to be determined). Interested stakeholders are invited to participate; contact Pam Magee for more information about location and time of the meeting.

**Registration and 9<sup>th</sup> Grade Orientation**  
Pali registration and 9<sup>th</sup> grade orientation was held last Monday-Thursday with a make-up day on Friday. The event was well attended in spite of this year's earlier school start date. These programs ran smoothly due to the efforts of staff, parents, and students especially Monica Iannessa who coordinated registration and 9<sup>th</sup> grade orientation, Andrea King and a strong group of parent volunteers who distributed textbooks, Russ Howard who led six Culture Chats each day, Kim Theard and the counseling staff who worked to make necessary adjustments to student schedules so that all students start school in the correct classes, and hard working Leadership students who facilitated orientation activities. Students who were not able to register completed the process on the first day of school.

**Back to School Professional Development on Monday, August 13 and First day of school on Tuesday, August 14**

PCHS teachers returned to school on August 13 to prepare for the August 14 school opening. PTSA and Booster Club provided breakfast for staff; PCHS and Sodexo hosted lunch. During the morning, staff participated in orientation rotations designed to bring everyone up to date on summer developments and refocus on the work we have committed to through the WASC process.

Pali admins and tech staff worked through the weekend to make sure that the school was ready for opening day. Many dedicated teachers have also been on campus during the past weeks to prepare their classrooms and materials.

**August 13 Agenda:**

PCHS Back to School Professional Development  
 "Building a Culture of Continuous Improvement"  
 August 13, 2012

- 7:30am BREAKFAST sponsored by PTSA and Booster Club
- 8:10am Welcome and orientation
- SESSIONS - A Building
- Pali Culture - Caring, Compassionate, Collegial - Russ Howard/Pam Magee/Bella McGowan
- What's New on Campus: Infinite Campus, website, facilities, budget
- Lily Pierre/Greg Wood
- Safety Updates and Latex Policy Monica Iannessa/Colleen Egan
- Student Support and Intervention Mary Bush/Myrna Cervantes
- May 14: First day procedures and calendar Kim Theard/Counselor
- 11:30am LUNCH provided in the covered eating area
- 12:15-3:08 Department Meetings/Work in classrooms

**PALISADES CHARTER HIGH SCHOOL  
CBO REPORT  
August 21, 2012  
BOARD OF TRUSTEES MEETING**

**2011-2012 Updates**

- **The latest 2011-2012 Budget forecast is currently being updated and will be made available at the Board meeting. The Unaudited Actuals Report, due to the CDE by September 15<sup>th</sup> is in process.**
- **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.**
- **The 2011-2012 Deferral Reimbursement Schedule was previously discussed and issued by the CDE in July. Of the Total State Deferral of \$5.5 million previously reported, approx. \$3.1 million has been received. As indicated on the attached Cash Flow Schedule, at the end of the month's of August through September 2012, sufficient Unrestricted, Undesignated Funds are available to fully refund the Designated Lifetime Benefit Reserve that the Board Authorized PCHS to advanced to the General Fund during this deferral period.**

**2012-2013 Budget Updates**

- **PCHS has identified, applied for and received additional Title III-Immigrant Funding for the first time. Approximately \$2,400 will be available to provide extra support for the 24 immigrant students identified in our initial enrollment.**
- **A tentative 2012-2013 State of California Funding Schedule has been issued showing funding levels if Tax Measures Pass vs. if they do not pass. Deferrals of Funding will still be an area that needs to be closely monitored during the year.**
- **An ASB Audit Update and Draft Deposit & Disbursement Procedures are attached**

**PALISADES CHARTER HIGH SCHOOL  
CBO REPORT**

**August 21, 2012**

**BOARD OF TRUSTEES MEETING**

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

- **Our Auditor's conducted a seminar last month that we attended and brought back information relative to the upcoming audit and important guidelines regarding Distance Learning Programs. Additionally, at this time, discussions were held with the Granada Hills CBO to go over best practices and shared ideas for the 2012-2103 School Year.**
- **The start of the school year for the cafeteria has been very productive in terms of receiving Free and Reduced meal applications. While the initial number of applications submitted are not available at the time of this report (approx. 1,000), the outreach to parents & students during enrollment last week appears to have been very successful. Additional outreach efforts will be made at the Parent Orientation meeting on August 25<sup>th</sup>. A meeting will be held before the end of the month to confirm the Goals and Expectations of our Food Service Provider (Sodexo). Sodexo will also be bringing updated State of California Nutrition information to our next Board meeting.**
- **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 56.7 % Favorable rating in anticipation of the November 2012 vote. Molly Munger's Tax Initiative (Proposition 38), which potentially provides a lower level of funding than Gov. Brown's measure is evenly split in voter polls. Either measure, if passed will prove additional funding compared to the 2012-13 PCHS Adopted Budget (see attached Fiscal Report).**
- **We are still working with CCSA in an attempt to advocate for Charters relating to the new CALSTRS reporting deadlines imposed by LACOE. While we await success in this advocacy efforts, we are looking internally to accelerate the payroll reporting process.**

**CASH FLOW DEFERRAL FORECAST  
JUNE 30, 2012 TO SEPTEMBER 30, 2012**

<b>Cash In County Treasury</b>	<b>If Paid</b>	<b>If Not Paid</b>
June 30, 2012 Balance	\$ 2,539,670	\$ 2,539,670
Less: Estimated Liability Payments (7/1-7/30)	(1,400,000)	(1,400,000)
Lottery Funds Paid 07/12	142,400	142,400
Add: Potential Deferral Payments (7/26 & 7/30 Deferral)	<u>3,206,527</u>	<u>3,206,527</u>
Estimated Cash Balance 07/31/2012	4,488,597	4,488,597
Less: Estimated Liability Payments (8/1-8/31)	(1,400,000)	(1,400,000) Assumes Payroll paid Prior to Receiving July Deferrals
Initial 2012/13 apportionment (2.02%)	266,660	266,660
Add: Potential Deferral Payments (8/23 & 8/24 Deferral)-Est. to Receive Aug. 2012	2,306,326	
Estimated Cash Balance 08/31/2012	<u>5,661,583</u>	<u>3,355,257</u>
Less: Estimated Liability Payments (9/1-9/30)	(1,700,000)	(1,700,000)
Initial 2012/13 apportionment (12.73%)	1,680,487	1,680,487
Add: Potential Deferral Payments (8/23 & 8/24 Deferral)-Est. to Receive Sept. 2012	<u>0</u>	<u>2,306,326</u> Deferral Possibly Received 7-21 Days after sent
Estimated Cash Balance 09/30/2012 (Excluding 9/12 Funding for 2012/13)	<u><u>5,642,071</u></u>	<u><u>5,642,071</u></u>

**2012-13 State Deferral Schedule - Taxes Pass**

2012-13												2013-14		
Advanced Apportionment Funding Period						P1 and P2 Funding Period						TOTAL		
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun **	Jul	Aug	Aug
5.00%	5.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%			100.00%
0.00%	2.02%	12.73%	4.86%	9.00%	9.00%	17.38%	5.90%	0.00%	6.33%	0.00%	0.00%	19.23%		67.23%
First 55% of funding paid through advanced apportionment (July - January). Multiply these percentages by certified advanced apportionment to calculate monthly funding Percentage of Funding Coming in P1, P2 and Education Protection Act (February - August). Take P1 number minus any money from the advanced apportionment and multiply by the percentages to get monthly funding **Tax Measure Funding Reimbursed to School Districts (Difference in Funding levels)														

Standard Apportionment

Percentage by Apportionment Period

**2012-13 State Deferral Schedule - Taxes Do Not Pass**

2012-13												2013-14		
Advanced Apportionment Funding Period						P1 and P2 Funding Period						TOTAL		
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Aug
5.00%	5.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%			100.00%
0.00%	2.02%	12.73%	4.86%	9.00%	9.00%	17.38%	1.69%	0.95%	5.49%	2.42%	0.00%	20.77%		65.55%
First 55% of funding paid through advanced apportionment (July - January). Multiply these percentages by certified advanced apportionment to calculate monthly funding Percentage of Funding Coming in P1, P2 and Education Protection Act (February - August). Take P1 number minus any money from the advanced apportionment and multiply by the percentages to get monthly funding														

Standard Apportionment

Percentage by Apportionment Period

\* The months listed for funding purposes are the months that the state releases the apportionment. Since apportionments are made at the end of the month and because there is typically a 7 to 21 day lag time for counties to process the payments and send to the school, funds will likely be received in the month after the actual listed apportionment month. The most important implication in all of this is that you can't count on a monthly apportionment to meet that month's payroll needs.

"Standard Apportionment" represents the schedule that is required in statute with no deferrals in place.

"Percentages by Apportionment Period" represents expected apportionment schedule used by CDE for 2012-13.



## ASB Audit Update 8/17/12

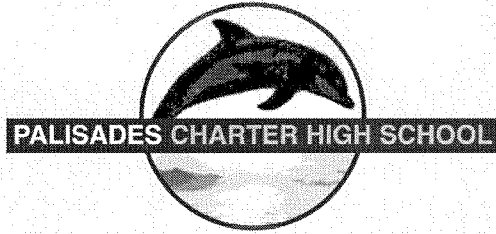
In response to the recent ASB audit of the 2010-2011 school year and general ASB practices the Finance Office has implemented many new and updated procedures. Two memos are being circulated regarding correct check request forms (Bluies) and Deposits (see attached). Guidelines have been published regarding how much time is acceptable for receipts to be created and deposits to be made. These memos were presented at the August 2012 Budget/Finance committee and the newly formed audit committee has been given copies for consideration. Once comments and updates have been received these memos will be issued.

Bank reconciliations have been completely updated and are current. We now have a quarterly procedure for the CBO to approve reconciliations to make sure they are completely in a timely manner.

Old Trust accounts have been marked Abandoned and monies transferred to the ASB General Fund. The Finance Manager and the CBO have updated A/P and A/R to correctly reflect their respective categories on the balance sheet as of 6/30/12.

Also I am currently working on a "Finance Office Hand Book" that will outline all of our procedures and practices. This will help to create consistency within the office when staffing is interrupted. It's my suggestion that we cross train other office employee's in order to quickly and accurately cover any position if/when there is prolonged interruption.

PCHS is aware of the "Pay for Play" issue and the Athletic Director and administrators in charge will insure that PCHS is in full compliance.



A CALIFORNIA DISTINGUISHED SCHOOL

Kevin Olson  
Finance Manager  
310-230-3323 ex 5144      [Kolson@palihigh.org](mailto:Kolson@palihigh.org)

## **MEMORANDUM - DRAFT**

To: Anyone Who Deposits Money  
From: Finance Office  
Date: 8/1/12  
Subject: Finance Office Deposits and Accounts Guidelines

---

Finance Office Hours: 7AM to 3:30PM  
Hours for Deposit: 7AM to 9AM and 2PM to 3:30PM

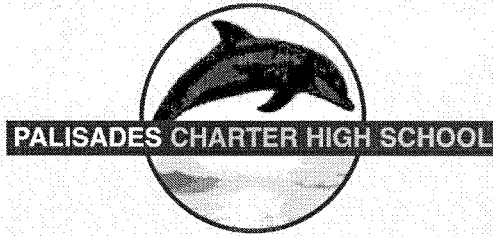
### When Making Deposits

- Put your deposit in the deposit envelope and fill out completely
- You can request a double count and receipt for your deposit on the spot during the deposit hours stated above
- A coin machine will be available for you to count and roll your coins for deposit
- If the depositor does not wait for the double count they will receive their receipt within 24 hours
- Deposits should be turned in at the Finance Office to either Kevin Olson or Marilyn McLaughlin
- Deposits may NOT be put in Kevin Olson's or Marilyn McLaughlin box in the front office
- Deposits will be posted to your account within 48 hours
- Monies collected at Athletic Events when the Finance Office is closed shall be given to the Athletic Director for deposit the next school day
- Monies collected after school hours should be kept in a safe place by the club sponsor for deposit the next school day

### Regarding ASB and Fundraising Accounts

- You may request a statement of your account via email by emailing Kevin Olson at [Kolson@palihigh.org](mailto:Kolson@palihigh.org); you will receive it by the end of the next school day
- Verbal requests will not be considered a formal request
- Trust accounts are for Clubs and Athletic Teams ONLY
- Money will never be taken from your Trust account without your knowledge
- Materials Fee's collected are to be used the same year they are collected, there will be no rollover of those monies to the next school year

Thank you for your cooperation.



A CALIFORNIA DISTINGUISHED SCHOOL

Kevin Olson  
Finance Manager  
310-230-3323 ex 5144      [Kolson@palihigh.org](mailto:Kolson@palihigh.org)

## **MEMORANDUM - DRAFT**

To: Anyone who needs a Check  
From: Finance Office  
Date: 8/1/12  
Subject: Instructions for Bluiies

---

When turning in a "bluie" (Check Request)

- 1) Please make sure the bluie is correctly signed off by my administrator and the coach/Faculty advisor – Sign the right side on the Approved\* line.
- 2) The Finance Office requires **48 hours** from receiving completed check request to produce the completed check, plan accordingly!
- 3) All receipts turned in for reimbursements must be originals! NO COPIES
- 4) Reimbursements should be turned in within 30 days of purchase.
- 5) Please check with the Finance office to make sure there is money in your budget before spending it! E-mail Kevin at [kolson@palihigh.org](mailto:kolson@palihigh.org)
- 6) All receipts should be from a company, not hand written
  - a. The receipt should state:
    - i. The amount paid or due
    - ii. Who paid it or who the money is due to
    - iii. The receipt should show evidence that the amount has been paid
- 7) Personal reimbursements are used when the purchases cannot be placed with a PO such as
  - a. Gas, food from Grocery Store,
  - b. Very inexpensive items (under \$100)
  - c. Emergency purchases
- 8) Prior approval needs to be given by the Finance Manager (Kevin Olson) for personal reimbursements over \$500.
- 9) If the ASB is reimbursing you for items or equipment from expense funds, those items are now property of PCHS! That means props, costumes, bats, jerseys... They stay with the program; they are not yours and are not to be given away.
- 10) If a payment is made for services to a person we must have a completed W-9 form so that we can give them a 1099 tax form at the end of the year
- 11) All payments for services (not reimbursements) to PCHS employees will be added to your paycheck and taxed. IT'S THE LAW! NO EXCEPTIONS
- 12) Remember that all of these are to help keep our accounts within the terms of the law. This is what California, our Board of Trustees, and our Auditors require.

15777 BOWDOIN STREET PACIFIC PALISADES CA 90272

Tel: (310) 230-6623 Fax: (310) 454.6076 Web: [www.palihigh.org](http://www.palihigh.org)

# The FISCAL REPORT an informational update

Copyright © 2012 School Services of California, Inc.

Volume 32

For Publication Date: August 03, 2012

No. 15

*update*

## New Poll Shows Bigger Gap Between Brown and Munger Initiatives

An online poll released on July 19, 2012, has Governor Jerry Brown's tax initiative, Proposition 30, in a relatively stronger position than recent polls reflect and Molly Munger's initiative, Proposition 38, in a weaker position. According to the California Business Roundtable and Pepperdine University's School of Public Policy poll, 56.2% of respondents would vote yes on Proposition 30 and 39.2% would vote no. Only 4.6% of respondents are "unsure". The latest *Field Poll* shows voters in California supporting Governor Brown's tax initiative at a ratio of 54% to 38%.

*update*  
37.3%  
No GS  
€ 8/16

56.7% ye  
RS of  
8/16

Proposition 38 received far less support in the online poll, with 35% supporting and 54.2% opposing. More respondents were "unsure" about this initiative, at 10.8% of likely voters. In the *Field Poll*, support for the Munger initiative has grown compared to previous *Field Poll* surveys to an even split; 46% of voters support the initiative and 46% are opposed.

Online polls have historically been seen as less reliable than polls conducted by phone. However, the poll's organizers state this type of survey "simulates voters' actual experience at the ballot box by allowing participants to view the measure's title and summary before indicating how they might vote." The organizers intend to conduct surveys bimonthly and include ballot arguments and other relevant information as it becomes available.

You can see the full results of the poll, which include survey results on all of the November ballot initiatives and some political figures, [here](#).

*www.cbtr.org/initiative-series-2012*

—Michelle McKay Underwood

posted 07/20/2012



### **Board Update August 2012 Facilities and Operations.**

- The Mercer and Gilbert Hall renovations are in full swing.
- Both buildings have had the contents removed and stored over the summer.
- Massive amounts of trash accumulated over the years was removed and disposed of.
- The buildings are being disinfected and cleaned.
- All the asbestos tile flooring has been removed from both buildings.
- 2 new wheel chair ramps for ADA compliance have been installed behind Mercer Hall.
- The broken concrete pads to the right of Mercer was dug up and removed and replaced with all new concrete slabs.
- The lighting in Mercer has been repaired and is currently being updated.
- Mercer Hall will need part of the inside floor sectioned out where it has lifted more than 3". Awaiting engineering approval for this procedure.
- Seating has been ordered for Gilbert Hall.
- Seating for Mercer will be ordered next week.
- Stages to be refinished as soon as lead testing and Lead abatement procedures have been initiated.
- Restrooms to be demolished in both buildings within next 7 days.
- HVAC duct work and air handling equipment to be repaired, serviced and cleaned within 2 weeks. They have not been cleaned in 50 years.
- A/C to be repaired for Mercer complex within 2 weeks.
- Many other Mercer/Gilbert projects completed and in process, too numerous to list here.
- Mercer Hall artists' rendering are available for viewing in new Meeting Room, located outside Finance and Human Resource office.
- The new Learning Lab plans have been received and will be put out for bid for build-out within 14 days.
- Clean-out of the J 120-121 buildings to commence next week.
- The P/A system was repaired over the summer and is fully operational.
- The Shoretel telephone system was repaired over the summer and now includes a switchboard at the main office.
- The Admin building was painted over the summer and cleaned up, including new furniture provided by the booster club for the Counselors offices.
- Mandated REG 4 fire testing for entire complex is almost complete.
- In the process of bringing back Pali Automotive...more to follow.

David Riccardi  
Director Of Operations

## Human Resources Report August 21, 2012



A CALIFORNIA DISTINGUISHED SCHOOL

### Elections:

Name	Classification/Position	Effective Date
Paul Manzano	Temp Technology Technician	7/19/2012 -9/30/2012
Viridiana Torres	Temp Teacher, English	8/13/2012
Jennipher Turriaga	Temp Office Assistant (Temescal Academy)	8/6/2012
Melissa Rangel	Temp College Advisor	8/20/2012
Paula Riff	Temp Special Education Assistant	8/13/2012 -6/5/2013
Richard Albazi	Temp Special Education Assistant	8/13/2012 -6/5/2013
Christian Clark	Temp Special Education Assistant	8/13/2012 -6/5/2013
Diana Abukazam	Unpaid Counseling Intern	8/6/2012 – 6/5/2013
Daphanie Stepter	Unpaid Counseling Intern	8/20/2012 – 6/5/2013

### Closed Session:

#### Summary Results of LAUSD Employee File Review Project (Confidential)

Submitted to LAUSD Staff Relations Office on 7/24/2012

### Unpaid Leave of Absence

Name	Classification/Position	Effective Date	Union
Elizabeth Mendez	Teacher-English	8/13/2012 -6/5/2013	UTLA

### Resignation:

Name	Classification/Position	Effective Date
Mary Ann Doll	College Advisor	7/26/2012
Wendy Hagan	Teacher	8/3/2012
Amanda Porter	Teacher	8/14/12



15777 Bowdoin Street ♦ Pacific Palisades ♦ Ca 90272 ♦ 310-230-6623-□ www.palihigh.org

## PARENT VOLUNTEER PROGRAM

*PCHS expects a minimum of 40 hours parent participation a year per family  
See the Home/School Agreement you signed with your application*

**Volunteer Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:( )** \_\_\_\_\_ **Work/Cell:( )** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Best time & place to reach:** \_\_\_\_\_

**Occupation(s)/Employer(s):** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**I Can Help/Be Involved at:** \_\_ School \_\_ Home    **Best Time(s):** \_\_ Morning \_\_ Afternoon \_\_ Evening

### PARENT OUTREACH & PUBLIC RELATIONS

- Office Assistance
- Parent Handbook Distribution (September)
- Principal's Newsletter Mailing
- School Mailings
- School Tours
- Student Recruitment
- Telephoning Events (Day/Eve)
- Translation—Language \_\_\_\_\_ (Day/Eve)
- Traveling Parents Coordinator

### HOSPITALITY

- Baking/Cooking/Shopping
- Graduation Reception (11<sup>th</sup> gr. parents/June)
- Senior Activities (Picnic, B'fst, Awards/June)
- Student Events & Assemblies
- Teacher & Staff Lunch/Dinners (Day/Eve)

### FUNDRAISING

- Educational Foundation
- Booster Club - Fall Phon-A-Thon (Nov-Eve)
- Casino Night (Spring)
- Silent Auction (Winter/Spring)
- Grant Writing (Corporate)
- Grant Writing (Community Based)

### SUPPORT PROGRAMS

- Chaperone
- Health Office
- Career Fair
- Music
- Drama
- SOS - Send Over Supplies (Oct & Jan)
- Speaker—Topics \_\_\_\_\_
- Tutoring—Subjects \_\_\_\_\_

### COMMUNICATION/TECHNOLOGY

- Website Maintenance/Design
- Email Communications: Writing
- Email Communications: Editing
- Social Media Networking

### SCHOOL ORGANIZATIONS

- Booster Club – Meetings: 4<sup>th</sup> Tuesdays, 6:30pm
- Parent Advisory Committee
- PTSA – Meetings: 1<sup>st</sup> Thursdays, 8:00am

### SCHOOL GOVERNANCE *(check palihigh.org for days/times)*

- Board of Trustees
- Communications Committee
- Educational Programs Committee
- Finance & Budget Committee
- Operations & Facilities & Technology Committee
- Policy Committee
- Strategic Planning Committee

### OTHER VOLUNTEER OPPORTUNITIES

- Gardening/Campus Beautification
- Library
- "Reflections" *(National PTA Arts Recognition Program)*
- Text Book Room
- Transportation
- Athletic Events

**My Interests, Expertise, & Connections** with employers, businesses, and community I can call on to **assist Pali** are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## STUDENT'S REPORT

The Leadership class has been very busy these past couple of weeks leading up to school starting. We participated in assisting Ms. I with the week of registration and freshman orientation. I was able to participate in sitting on one of the interview panels for the new college counselor position. Our upcoming events are; senior pool party ([August 24](#)), and Mean Girls spirit week ([August 27-30](#)). We also have our Football Fest, which is our first home game of the year. This event will take place [on Thursday August 30](#) because we do not have school on the 31st. Our new class is a great group of kids and we are all very excited to raise the spirit of our wonderful school.

Haley Biscow – ASB President



# Accrediting Commission for Schools

533 Airport Boulevard, Suite 200  
Burlingame, California 94010  
(650) 696-1060 • Fax (650) 696-1867  
mail@acs-wasc.org • www.acs-wasc.org

DAVID E. BROWN, Ph.D.  
Executive Director  
MARILYN S. GEORGE, Ed.D.  
Associate Executive Director  
LEE DUNCAN, Ed.D.  
Associate Executive Director

June 28, 2012

Ms. Pamela A. Magee

Principal

Palisades Charter High School

1577 Bowdoin St.

Pacific Palisades, CA 90272

Dear Ms. Magee:

The Western Association of Schools and Colleges is pleased to announce the action taken by the Accrediting Commission for Schools granting Palisades Charter High School a six-year term of accreditation with a midterm review, expiring on June 30, 2018.

This action was taken after a careful study of the Visiting Committee Report, which noted many laudable aspects of the school. The Commission is confident that your continuing efforts to focus on school improvement will be reinforced by prompt attention to the critical areas for follow-up within the action plan.

The midterm review will consist of a written report from the school outlining progress made in implementing the schoolwide action plan and a one-day visit by a two member team. This review must be completed by the end of the third year of the six-year term.

Please accept our congratulations on the quality of instruction being offered in your school. A certificate of accreditation will be forwarded to you in the near future.

Very truly yours,



Harlan E. Lyso  
Commission Chairperson

HEL:cl

cc: Superintendent  
Visiting Committee Chairperson



- COMMISSION MEMBERS
- HARLAN LYSO  
Chairperson  
East Asia Regional Council of Schools
- VALENE STALEY  
Assistant Chairperson  
Association of California School Administrators
- GRANT BENNETT  
Association of California School Administrators
- RICHARD BRAY  
Association of California School Administrators
- REBECCA BUETTNER  
Association of California School Administrators
- THOMAS BUTLER  
Western Catholic Educational Association
- RODNEY CHAMBERLAIN  
Hawaii Association of Independent Schools
- CHAD COLDEN  
Western Catholic Educational Association
- JOHN COLLINS  
Western Catholic Educational Association
- CHASE DAVENPORT  
Charter Schools
- WILLIAM ELLERBEE  
California Department of Education
- MARTIN GRIFFIN  
Association of California School Administrators
- SHABAKA HERU  
Public Member
- JESUS HOLGUIN  
California School Boards Association
- DAMON KERBY  
California Association of Independent Schools
- JOHN KERR  
Postsecondary Education
- PATRICIA LIVINGSTON  
Western Catholic Educational Association
- MARY LUEBREN  
Association of California School Administrators
- ANN MAHI  
Hawaii Government Employees Association
- STEVE MALVINI  
Public Member
- GEORGE MARTEZ  
California Federation of Teachers
- MICHAEL MCOY  
Association of California School Administrators
- KATHY RALSTON  
California Association of Private School Organizations
- LORRAINE RICHARDS  
California Teachers Association
- CARL TAKAMURA  
Public Member, Hawaii
- ROSALINE TURNBULL  
California Congress of Parents and Teachers, Inc. (PTA)
- BERT VON POHLE  
Pacific Union Conference of Seventh-day Adventists
- WILLIAM WALNER  
Schools International
- DORIS YAMASHIRO-TANAKA  
Hawaii State Teachers Association
- JILL ZOBROW  
Hawaii State Department of Education

# PALISADES CHARTER HIGH SCHOOL EXECUTIVE MANAGEMENT 2012 – 2013

