



# PALISADES CHARTER HIGH SCHOOL

More Than 50 Years of Innovation and Excellence

## PCHS BOARD OF TRUSTEES 2017 CANDIDATE INFORMATION

*Employee*

Nominations will be open for seats on the PCHS Board of Trustees starting on March 1, 2017. Completed candidate forms are due on or before March 31, 2017 by 4:00 PM.

All terms begin July 1, 2017. All terms are 2 years unless otherwise noted.

**The following Board of Trustee positions are open for election this year:**

<u>Stakeholder Seat</u>	<u>Term Length</u>	<u>Electorate</u>
Parent	2 years	Parents
Community	2 years	PCHS Personnel, Parents, Students
Community	2 years	PCHS Personnel
Faculty	2 years	Faculty
Faculty	1 year	Students
Classified Staff	2 years	Classified Staff

### ELIGIBILITY REQUIREMENTS FOR CANDIDATES

#### PARENT SEAT (Non-Interested Party):

1. You will be a parent of a current PCHS student for the entire term. (Parents of current 9th or 10th grade students eligible only)
2. You are not a PCHS "interested party" (meaning you have not been compensated by the school in any way in the last 12 months - whether as an employee or independent contractor, and are not a relative of anyone compensated within 12 months). *Pursuant to Charter and Corporations Code Section 5227.*

#### COMMUNITY SEAT (Non-Interested Party):

1. You are not and will not become the parent of a PCHS student for the entire term of the seat.
2. You live in the communities served by PCHS at the time of the election. Therefore, PCHS will require candidates to give us an address to verify qualification.
3. You are not a PCHS "interested party" (meaning you have not been compensated by the school in any way in the last 12 months - whether as an employee or independent contractor, and are not a relative of anyone compensated within 12 months). *Pursuant to Charter and Corporations Code Section 5227.*
4. PCHS prefers that community candidates have experience and expertise in areas that include: education, law, finance, and/or fundraising.

#### FACULTY SEAT (Interested Party):

1. You are currently employed as a faculty member at PCHS and you intend to remain employed at PCHS for the duration of the elected term. This includes out-of-classroom positions that are eligible for UTLA representation.
2. No teacher who currently serves as a faculty bargaining unit representative may serve as a Trustee on the Board.



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## **CLASSIFIED SEAT (Interested Party):**

1. You are currently employed as a non-temporary classified staff member at PCHS and you intend to remain employed at PCHS for the duration of the elected term.
2. No classified employee who currently serves as a classified bargaining unit representative may serve as a Trustee on the Board.

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## **REQUIRED ACTIONS FOR INTERESTED CANDIDATES** **Complete and submit ALL of the following on or before** **March 31, 2017 by 4:00 PM.**

Submissions must be made via email to Shelby Ladnier: [sladnier@palihigh.org](mailto:sladnier@palihigh.org)

1. Candidate Form\*
2. Candidate Statement (100 words or less)
3. Candidate Resume
4. Roles and Responsibilities Form\*
5. Statement of Economic Interest - Form 700\*
6. Candidate Photo (*Optional but Recommended*)  
*\*Attached to this form*

## **Guidelines for Submissions:**

**All documents must be provided as a word document to allow for uniform formatting. Candidate Statement, Candidate Resume and Candidate Photo will be posted publicly.**

### **1) 2017 Candidate Form**

- Please complete required information

### **2) Candidate Statement**

- 100 words or less (if word limit exceeds 100 words, Election Committee reserves the right to edit statement accordingly); 11- or 12-point font preferred
- Provide relevant background experience.
- Provide overall goals/visions you see for PCHS.
- Provide your knowledge, experience, and insight you have concerning PCHS and/or Charter Schools.

### **3) Candidate Resume**

- Preferably no longer than 2 pages in 11- or 12-point font - include any relevant education, experience (paid or volunteer), memberships, skills, etc.
- Please remove personal information such as addresses and phone numbers as this will be posted publicly.

### **4) Roles & Responsibilities Form**

- Read Over Rules & Responsibilities Carefully. If you agree to them please sign and date the form.

### **5) Statement of Economic Interest - Form 700**

- Please fill out form and sign

### **6) Candidate Photo:**

- Recent headshot (ie. passport-style photo) – digital format (JPEG) preferred

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## **PCHS BOARD OF TRUSTEES** **2017 CANDIDATE FORM**

Candidate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please sign your name by the appropriate choice below:**

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### **Non-Interested Party Seats:**

I am seeking the following seat (*check one*):

Parent Seat

Community Seat (PCHS Personnel)

Community Seat (PCHS, Parents, & Students)

I meet all eligibility requirements and I am not a PCHS interested party (meaning I have not been compensated by the school in any way in the last 12 months, whether as an employee or independent contractor, nor am I a relative of anyone compensated within the last 12 months). Pursuant to Charter and Corporations Code Section 5227.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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### **Interested Party Seats (PCHS Employees):**

I am seeking the following seat (*check one*):

Faculty Seat

Faculty Seat (Student Elected - 1 YR)

Classified Seat

I meet all eligibility requirements:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



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## **PCHS BOARD MEMBER ROLES AND RESPONSIBILITIES**

The purpose of the Board of Trustees of Palisades Charter High School is to act in the best interest of the residents of the State of California and PCHS’s stakeholders and to ensure that PCHS:

- a) Achieves appropriate results for its students in accordance with the PCHS Mission Statement and Charter (as specified in Board Goals Policies) &
- b) Avoids unacceptable actions and situations (as prohibited in Board-Executive Limitation Policies).

The members of the Board of Trustees have legal and fiduciary responsibilities to the school. These include: Duty of Care, Duty of Loyalty, and Duty of Obedience. The Board is responsible for maintaining fiscal accountability and financial oversight.

### Essential Duties:

1. Regularly attends Board meetings, Special Board Meetings, and important related meetings
2. Stays informed about PCHS matters
3. Prepares well for meetings, reviews and comments on minutes and reports
4. Actively participates on a standing committee (Board Committee, Long Term Strategic Planning Committee)
5. Is an active participant in the committee’s annual evaluation and planning efforts
6. Volunteers for and willingly accepts assignments, including (but not limited to) committees, events, fundraising activities, and staff job interviews

### Code of Conduct:

1. A Board member’s first obligation is to be informed about the school’s history, missions, and goals, legislation governing education and Charter schools, and current operations and concerns. Accordingly, each Board member will read the approved Charter application and familiarize themselves with a working understanding of all school policies and operating procedures.
2. A Board member must come to meetings prepared, having read proposals from Standing Committees that will be acted upon, having taken time before the public meeting to clarify concerns with the Chair and members of the Standing Committees, having read the minutes of previous meetings, and having prepared themselves with other pertinent materials. Each Board member will ensure that he/she understands an issue before voting.
3. Each Board member must act with care, loyalty, and obedience. Board members must exercise a level of care that a prudent person would exercise (avoid “zoning out” and avoid leaving the room when a discussion is taking place), they must show undivided allegiance (faithfulness) to the school and not to their self-interests, and they must remain obedient to the school’s mission and the student body before their own interests.
4. An individual Board member will never seek to impose a personal agenda on the school’s Executive Director.
5. A Board member must always respect the confidentiality of Closed Sessions.
6. A Board member must not attempt to deal with problems brought to their attention on an individual basis. A Board member who learns of a problem must bring that problem to the attention of the Executive Director or Board Chair.
7. A Board member will recommend that stakeholder concerns follow the PCHS complaint procedures to seek resolution.
8. Each Board member has a fiduciary responsibility for the funds entrusted to the school and for sound budgetary management.
9. Each Board member must in “good faith” make themselves available to all stakeholders (students, staff, parents, and community) for at least one hour per week.

I acknowledge that I have read and understand this information regarding the roles and responsibilities of PCHS Board Members.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print/Type Your Name

\_\_\_\_\_  
Date

**STATEMENT OF ECONOMIC INTERESTS  
 COVER PAGE**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: \_\_\_\_\_ Position: \_\_\_\_\_

**2. Jurisdiction of Office (Check at least one box)**

- State
- Multi-County \_\_\_\_\_
- City of \_\_\_\_\_
- Judge or Court Commissioner (Statewide Jurisdiction)
- County of \_\_\_\_\_
- Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

- Annual:** The period covered is January 1, 2015, through December 31, 2015.  
 -or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2015.
- Assuming Office:** Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_
- Candidate:** Election year \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_
- Leaving Office:** Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one)  
 ○ The period covered is January 1, 2015, through the date of leaving office.  
 -or-  
 ○ The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through the date of leaving office.

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

- Schedule A-1 - Investments** – schedule attached
- Schedule A-2 - Investments** – schedule attached
- Schedule B - Real Property** – schedule attached
- Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule D - Income – Gifts** – schedule attached
- Schedule E - Income – Gifts – Travel Payments** – schedule attached

- or-  
 **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
 (Business or Agency Address Recommended - Public Document)

15777 Bowdoin St. Pacific Palisades CA 90272

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS  
 ( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed \_\_\_\_\_  
 (month, day, year)

Signature \_\_\_\_\_  
 (File the originally signed statement with your filing official.)

**SCHEDULE C**  
**Income, Loans, & Business**  
**Positions**  
 (Other than Gifts and Travel Payments)

**CALIFORNIA FORM 700**  
 FAIR POLITICAL PRACTICES COMMISSION

Name  
 Emily Larew

**▶ 1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME  
 Palisades Charter High School

ADDRESS (Business Address Acceptable)  
 15777 Bowdoin Street

BUSINESS ACTIVITY, IF ANY, OF SOURCE  
 Pacific Palisades, CA 90272

YOUR BUSINESS POSITION  
 Board of Trustee - Chair and Teacher Rep

GROSS INCOME RECEIVED  No Income - Business Position Only  
 \$500 - \$1,000  \$1,001 - \$10,000  
 \$10,001 - \$100,000  OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED  
 Salary  Spouse's or registered domestic partner's income  
 (For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use  
 Schedule A-2.)

Sale of \_\_\_\_\_  
 (Real property, car, boat, etc.)

Loan repayment

Commission or  Rental Income, list each source of \$10,000 or more  
 \_\_\_\_\_  
 (Describe)

Other \_\_\_\_\_  
 (Describe)

NAME OF SOURCE OF INCOME

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED  No Income - Business Position Only  
 \$500 - \$1,000  \$1,001 - \$10,000  
 \$10,001 - \$100,000  OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED  
 Salary  Spouse's or registered domestic partner's income  
 (For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use  
 Schedule A-2.)

Sale of \_\_\_\_\_  
 (Real property, car, boat, etc.)

Loan repayment

Commission or  Rental Income, list each source of \$10,000 or more  
 \_\_\_\_\_  
 (Describe)

Other \_\_\_\_\_  
 (Describe)

**▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

\* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER\* \_\_\_\_\_

ADDRESS (Business Address Acceptable) \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER \_\_\_\_\_

HIGHEST BALANCE DURING REPORTING PERIOD  
 \$500 - \$1,000  
 \$1,001 - \$10,000  
 \$10,001 - \$100,000  
 OVER \$100,000

INTEREST RATE \_\_\_\_\_%  None

TERM (Months/Years) \_\_\_\_\_

SECURITY FOR LOAN  
 None  Personal residence

Real Property \_\_\_\_\_  
 Street address \_\_\_\_\_  
 City \_\_\_\_\_

Guarantor \_\_\_\_\_

Other \_\_\_\_\_  
 (Describe)

Comments: \_\_\_\_\_