



PCHS BOARD OF TRUSTEES 2018 CANDIDATE INFORMATION

The following Board of Trustee positions are open for election this year for Interested Parties: (All terms begin July 1st, 2018)

<u>Stakeholder Seat</u>	<u>Term Length</u>	<u>Electorate</u>
Faculty	2 years	Faculty
Faculty	1 year	Students
Administrative	2 years	Administrative & Management Staff

ELIGIBILITY REQUIREMENTS FOR CANDIDATES

FACULTY SEAT (Both Faculty & Student Elected)

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.

ADMINISTRATIVE SEAT

1. You are currently employed as an administrative or management staff member at PCHS and you intend to remain employed at PCHS for the duration of the elected term.
2. The Administrative Seat cannot be held by the Executive Director/Principal or the Chief Business Officer.

REQUIRED ACTIONS FOR INTERESTED CANDIDATES

**Complete and submit ALL of the following on or before
March 16th, 2018 by 4:00 PM.**

Submissions must be made via email to Shelby Ladnier, PCHS Executive Assistant
(sladnier@palihigh.org; 310.230.6649)

1. Candidate Form*
2. Roles and Responsibilities Form*
3. Statement of Economic Interest - Form 700*
4. Candidate Statement (100 words or less)
5. Candidate Resume
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



PALISADES

CHARTER HIGH SCHOOL

2) Roles & Responsibilities Form

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

3) Statement of Economic Interest - Form 700

- Please fill out form and sign

4) 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.

5) 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.

6) Candidate Photo:

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



**PCHS BOARD OF TRUSTEES
2018 CANDIDATE FORM**

Candidate Name: _____

Address: _____

Cell Phone: _____ Email: _____

Interested Party Seats (PCHS Employees):

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

Faculty Seat

Faculty Seat (Student Elected – 1 YR)

Administrative/Management Seat

I meet all eligibility requirements:

Signature

Date



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

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 Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County _____ County of _____
- City 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 C - Income, Loans, & Business Positions** – schedule attached
- Schedule A-2 - Investments** – schedule attached **Schedule D - Income – Gifts** – schedule attached
- Schedule B - Real Property** – 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)

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 _____ Signature _____
(month, day, year) (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 <hr/> Name <hr/> <hr/>
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▶ 1. INCOME RECEIVED		▶ 1. INCOME RECEIVED	
NAME OF SOURCE OF INCOME		NAME OF SOURCE OF INCOME	
ADDRESS (<i>Business Address Acceptable</i>)		ADDRESS (<i>Business Address Acceptable</i>)	
BUSINESS ACTIVITY, IF ANY, OF SOURCE		BUSINESS ACTIVITY, IF ANY, OF SOURCE	
YOUR BUSINESS POSITION		YOUR BUSINESS POSITION	
GROSS INCOME RECEIVED	<input type="checkbox"/> No Income - Business Position Only	GROSS INCOME RECEIVED	<input type="checkbox"/> No Income - Business Position Only
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000	<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED		CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
<input type="checkbox"/> Salary	<input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)	<input type="checkbox"/> Salary	<input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)
<input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)		<input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)	
<input type="checkbox"/> Sale of _____ <i>(Real property, car, boat, etc.)</i>		<input type="checkbox"/> Sale of _____ <i>(Real property, car, boat, etc.)</i>	
<input type="checkbox"/> Loan repayment		<input type="checkbox"/> Loan repayment	
<input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more		<input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more	
_____ <i>(Describe)</i>		_____ <i>(Describe)</i>	
<input type="checkbox"/> Other _____ <i>(Describe)</i>		<input type="checkbox"/> Other _____ <i>(Describe)</i>	

▶ 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*	INTEREST RATE	TERM (Months/Years)
_____	_____ % <input type="checkbox"/> None	_____
ADDRESS (<i>Business Address Acceptable</i>)		

BUSINESS ACTIVITY, IF ANY, OF LENDER	SECURITY FOR LOAN	
_____	<input type="checkbox"/> None <input type="checkbox"/> Personal residence	
HIGHEST BALANCE DURING REPORTING PERIOD	<input type="checkbox"/> Real Property _____	
<input type="checkbox"/> \$500 - \$1,000	_____ <i>Street address</i>	
<input type="checkbox"/> \$1,001 - \$10,000	_____ <i>City</i>	
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> Guarantor _____	
<input type="checkbox"/> OVER \$100,000	<input type="checkbox"/> Other _____	
	_____ <i>(Describe)</i>	

Comments: _____