APPROVED

Palisades Charter High School

Minutes

Board Meeting

Date and Time
Tuesday August 23, 2016 at 5:00 PM

Location
Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board of Palisades Charter High School may request assistance by contacting the Main Office at (310) 230-6623 at least 24 hours in advance.

SUPPORTING DOCUMENTATION

Supporting documentation is available at the Main Office of the School, located at 15777 Bowdoin Street, Pacific Palisades, CA 90272, (Tel: 310- 230-6623) and may also be accessible on the PCHS website at http://palihigh.org/boardrecords.aspx.

ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.

Trustees Present
Amanda Campbell, Dara Williams, Deanna Hamilton, Ellen Pfahler, Emilie Larew, Leslie Woolley, Robert Rene, Susan Ackerman

Trustees Absent
None

I. Opening Items

A. Record Attendance and Guests

Leah Toubian - Student Representative in place of Ben Makhani
Amanda Campbell - arrived late

B. Call the Meeting to Order

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Aug 23, 2016 at 5:13 PM.

C. Public Comment

No public comment.

D. Approve Minutes

Ellen Pfahler made a motion to approve minutes July 16, 2016 Special Meeting.
Dara Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ellen Pfahler	Aye
Leslie Woolley	Abstain
Amanda Campbell	Aye
Robert Rene	Aye
Deanna Hamilton	Aye
Emilie Larew	Aye
Dara Williams	Aye

E. Approve Minutes

Ellen Pfahler made a motion to approve the minutes July 19, 2016.
Dara Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Amanda Campbell	Abstain
Susan Ackerman	Aye

Roll Call

Leslie Woolley	Aye
Emilie Larew	Aye
Deanna Hamilton	Aye
Dara Williams	Aye
Ellen Pfahler	Aye
Robert Rene	Aye

F. Approve Minutes

Leslie Woolley made a motion to approve the minutes May 3, 2016.
Ellen Pfahler seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Amanda Campbell	Aye
Ellen Pfahler	Aye
Emilie Larew	Aye
Deanna Hamilton	Aye
Leslie Woolley	Aye
Robert Rene	Abstain
Susan Ackerman	Aye
Dara Williams	Aye

II. PRESENTATION ITEMS

A. Student Bill of Rights and Responsibilities

Sandra Martin introduced Leslie Magana who gave a presentation on the Summer Institute on Human Rights at PCHS. The students and faculty attending Summer Institute worked on preparing and adopting the ***Student Bill of Rights and Responsibilities***. The Bill addresses the promotion of diversity at PCHS and the importance of equal access to classes. The students participating were student leaders from Leadership and clubs, including clubs supporting diversity. Before writing the Bill, a Human Rights Temperature Survey was given. The temperature of the school was 46% at the start of the 2015 school year. The students working on the bill decided what the most pressing issues were based upon the survey and then focused on the three most pressing areas.

The survey and the Bill itself were based upon the Universal Declaration of Human Rights by the United Nations. After the Bill was initially drafted, it was shared out to get feedback and then there were modifications made based upon the feedback. Article 7 was presented as being of particular importance. It addresses the Right to Equality Before the Law. The Bill helps to ensure everyone's rights, while also helping them understand their responsibilities as well. As a result of the Bill and the discussions surrounding it, AP and Honors classes will be more accessible, PCHS will offer a Chicano Studies class, and the school will have a unisex bathroom. During orientation, the Bill

was shared with incoming and returning students. The Bill is intended to be amended as needed.

B. Resignation of Board Trustees & Process/Timeline for Seating & Training New Trustees

Emilie Larew discussed that there are more than 6 months remaining on the 3 open seats on the Board, necessitating the filling of the seats. Donna Mandosa did not accept her position after attending the Board Training. Marcia Haskin resigned her seat. Torino Johnson was automatically removed for non-attendance per the bylaws due to missing 3 regular Board meetings in a row (see item C).

Our bylaws require that we offer the open seats to the candidate who came in second, if they are still willing and able.

For the seat held by Donna Mandosa she ran unopposed so a special election will have to be held to elect a new administrative/management representative.

For Marcia Haskin's seat, the runner up was Emily Pugatch Hirsch. Ms. Pugatch Hirsch is willing to take the seat.

The Classified seat will be addressed in the next agenda item.

The new Board trustees will have to be trained on the rules of governance. Dara Williams suggested having the newly seated trustees review the audio from the Board Training Session by Lisa Corr and then setting up a Skype session with Lisa Corr so that any newly seated Trustees can ask questions.

Leslie Woolley made a motion to seat Emily Hirsch (Community) and Andrew Paris (Classified) and require them listen to audio of Board training and participate in a conference call/SKYPE session with legal counsel.
Susan Ackerman seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Susan Ackerman	Aye
Dara Williams	Aye
Deanna Hamilton	Aye
Leslie Woolley	Aye
Emilie Larew	Aye
Robert Rene	Aye
Ellen Pfahler	Aye
Amanda Campbell	Aye

C. Review of Bylaws and Reinstatement or Replacement of Classified Board Trustee

Emilie Larew then discussed that the Bylaws automatically remove a member who misses 3 consecutive regular meetings. Torino Johnson missed 3 consecutive regular meetings (and one special meeting - the Board training) so he is no longer on the Board; however, the Board has the choice to approve his reinstatement as a Trustee. Concerns were raised about reinstating Torino, based on the importance of regular attendance and meeting all required the legal duties to the school. Dara Williams pointed out that if he really wanted to be reinstated Torino would have attended the meeting and that he was not in attendance. Andy Paris was the runner up for Torino Johnson's seat and the classified staff expressed a preference for Andy Paris to hold the seat. Andy Paris is willing to accept the position.

Members decided not to reinstate Torino.

The motion to seat Paris was included in the action item to seat the new Community Trustee. See item B.

D. Transition from No Child Left Behind (NCLB) to Every Student Succeeds Act (ESSA)

Monica Iannessa talked about the transition from NCLB to ESSA. The immediate effects are that there are shifts in Title I funding, state testing, state standards and accountability. There is a shift toward teacher equity and the Federal government is shifting a little bit more control to the states.

CSTs have now been discontinued and now there is the California Assessment of Student Performance and Progress Test (CAASPP) with a focus on 11th grade for high schools. The emphasis now is that the standards are not being dictated at a national federal level. As with the common core curriculum, it is more state driven than in the past. However ESSA does leave room for intervention by the federal government if the states "water down" their standards and the federal government is watching to make sure that this doesn't happen. Accountability is measured by setting goals but with the flexibility to measure indicators in multiple areas, not just test scores.

The ESSA also got rid of sanctions for low performing schools so now the school choice program for Program Improvement Schools does not have to be in place. This is good because in Los Angeles we are at a point where there are so many schools in Program Improvement that there is nowhere for the kids to move. It gives administrators more leeway to try innovative strategies depending upon the needs of the students. Schools are still required to provide data on teachers and on whether low income students and students of color are being taught by under-qualified teachers.

The administrative team at PCHS is working with the PLCs to look at alignments and interim assessments to develop strategies to comply with ESSA. Math is continuing to be

looked at and English is being addressed. There are interim block assessments and a goal is to develop similar assessments in history and science. The LCAP (Local Control and Accountability Plan) and the Local Control Funding Formula (LCFF) is what will be used to establish the goals. The California High School Exit Examination (CAHSEE) is no longer and instead, interim assessments will be the norm.

It is not clear if because we are a charter school that we have more leeway. But because we are an LAUSD charter and our charter was issued by LAUSD , we need to satisfy LAUSD that PCHS is meeting its goals and that the standards and goals set are appropriate.

Under this new system there is always fine-tuning. There will be a need to make sure that the curriculum and the interim assessments are blended and that there is horizontal and vertical alignment. The focus will have to be on how to respond to the data from the assessment.

E. Dolphin Academy Update

Monica Ianessa gave a Prezi presentation about the Dolphin Academy. The participating students received 5 high school credits and 10 community service hours, which were for the work they did at Freshmen Orientation. The students were introduced to Infinite Campus (IC) and a lot of time was spent learning how to navigate Schoology. There was a STEAM class on designing and building. The students also filmed and edited a Public Service Announcement (PSA) video for Freshmen Orientation. The students were given assignments on GoogleDocs. There were 3 "Fun Fridays" for bonding. The classes consisted of: Leadership, STEAM, Tech, English (which covered the summer reading), Sociology, and Flex Period for Pali Pause.

The PSAs were on getting zeroes as an assignment grade and how it impacted the semester grade; anti-bullying; and sports activities available at PCHS. At Freshmen Orientation the Academy students gave campus tours and participated in a Pep rally.

125 students were targeted and 110 participated. The grades were as follows:
40% A
49% B
07% C
04% D

There were 6 mentors in the program. They are continuing to meet with the students every 5 weeks.

F.

Columbia Schoolwide Survey Results

The survey results are not ready as we only have the raw data. The raw data will be available for the Board Retreat. It is not clear as to whether the conclusions from the survey will be completed.

This item will be tabled until the next regular meeting.

G. 2015-16 School Goals Update

Dr. Magee began by noting that the goals are helpful in building a culture of continuous improvement. The LCAP is becoming more of a focus. A new WASC action plan is being developed.

Goal #1 (Communication)
Over the past year communication has become critical in improving school culture. Bringing in the Culture/Climate facilitators, which was suggested by a faculty member, proved to be very helpful. As part of the plan to achieve the schoolwide goals, the Acceptable Use Policy was rewritten and enforcement was stepped up. The website is being revamped to facilitate communication. It is hoped that it can be completed by Back to School Night. A Pali 101 is planned to get the stakeholders information.

Goal #2 (Vertical and Horizontal Alignment)
The administration is working on this and the work will continue.

Goal #3 (Grading Policy & Positive Classroom Climate)
Conversations have begun with regard to grading policies. Some progress has been made and discussions are continuing.
There is now a Student Bill of Rights and Responsibilities in place. This helps to provide tools to work in a more positive way.
As part of the pathway to achieving this goal data is being collected to improve things. Data analysis of Infinite Campus and Schoology is being utilized to see how often teachers are entering grades. Some teachers are dilatory. As part of this goal the administration is looking to increase classroom support for struggling students.

Goal #4 (School Climate Improvement)
There is a 2-year action plan. Staff surveys conducted as to what is working well and what could be done better.

Goal #5 (identification of Funding Sources)
All current sources of funding were identified in order to expand support. A fundraising policy was passed. The school received a Career Pathways Grant. A Tech Equity Campaign is planned.

To reach the schoolwide goals looking at core values: respect, responsibility, and results; tech equity; human rights and social emotional development; data gathering and analysis; and personalization of professional development.

Some requirements for graduation are being looked at, specifically Computers, Health and Technology classes. There is an operational focus on safety and security. There is the hope that PCHS can create outreach to increase diversity and also to build alumni and business relationships

Robert Rene noted that this Board has a communal commitment to continuing to improve.

H. Update on Schoolwide Grading Policy

Discussed with relation to goals. There is progress and continuing work on this. Additional updates will come in future months.

I. Programs on Campus Supporting Students with Substance Abuse Challenges & Status/Scope

Russel Howard presented a summary of information about drug use and sales on campus. There have been new surveillance cameras installed throughout the campus supplementing the surveillance cameras previously installed. The school will now also be using drug dogs to search for drugs on campus. Lea Toubian suggested a drug survey and opening up communications to enable students to ask questions.

Leslie Woolley noted that drug use is often a symptom of mental health issues such as depression and that this is a big piece of the drug problem that has to be recognized. Pali has a social worker on campus providing support to students.

The sale and use of prescription Adderall was also raised as an issue. Robert Rene brought up that he has heard from students who have expressed that they feel uncomfortable going to certain places on campus because of the drug sales.

Security was further discussed as a way to help the problem. There is now weekend security. There is also a new gate along the access road that directs all foot traffic to the front of the school. Newly installed "Raptor" system checks visitors against a sex offender database and visitors on that database are not permitted on campus. If it is necessary for any those individuals to meet with faculty or staff an alternative meeting place will be arranged.

Amanda Campbell thanked the Facilities department for the installation of the gate and the addition of a new front security guard who is very effective. He is a retired school

police officer. The gate is effective at keeping students on campus and forcing the flow of foot traffic through one spot.

J. Budget for Extended Study Center / Library Hours

The goal is to have the Study Center open until 5:30 because the late buses leave at 5:45. The estimated cost of doing this for the school year would be $5000. It is just a matter of hiring someone to staff the Center as no special approval is needed. The program can start as soon as they can hire someone or otherwise determine appropriate staffing.

III. DISCUSSION ITEMS

A. Updated Document Retention Policy

Dara Williams discussed various email retention policies. LAUSD Board members keep them for one year. LAUSD is discussing updating their policy to provide that they be kept for 2 years. Dara expressed the opinion that 3 years seems like a better policy. In the discussion, it was brought up that the problem with the retention policy is that faculty and staff on the Board will find it more difficult to determine which emails to retain. Board members who are not employed by PCHS will only have emails relating to Board business in their PCHS email accounts, whereas those employed by PCHS will have other emails there as well. So there cannot simply be a date wherein the emails are simply deleted. So that means that there should be an email retention policy that encompasses more than just the Board. As part of this discussion it was also noted that if other policies are in place that require the retention of documents, any emails falling into these categories must be preserved either by printing them out and placing them with related documents or by archiving them so that if a retention policy is developed the archived emails will not be deleted. Because of the complexities of this issue the Board discussed adopting only a policy with regard to those emails on the Board members personal email accounts.

Dara Williams made a motion to to require Board members to keep all Board-related emails in their personal accounts for one year.
Robert Rene seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Susan Ackerman	Aye
Amanda Campbell	Aye
Deanna Hamilton	Aye
Robert Rene	Aye
Leslie Woolley	Aye

Roll Call	
Emilie Larew	Aye
Ellen Pfahler	Aye
Dara Williams	Aye

IV. Organizational Reports

A. Executive Director / Principal (EDP) Report

Report stands as submitted.

B. Chief Business Officer (CBO) Report

Report stands as submitted.

C. Director of Operations Report

LAUSD came in and did some inspections, which necessitated some repairs, which have been done. Facilities would like to hire a second technician, which would alowl PCHS to control all of the maintenance in-house. In-house maintenance has already been increased.

D. Human Resources Director (HR) Report

Report stands as submitted.

E. Student Report

Lea (ASB Vice President) - Looking at changing the way the announcements are done. They are effective but there are drawbacks. Teachers find them disruptive and the neighbors are annoyed by them. Looking at the possibility of doing them 3rd/4th period and shortening the time and possibly sending out video announcements as a supplement. Leah also noted that there was an ASB station at orientation with a Truth Talk. There was positive feedback. ASB is helping with Back to School Night. There will also be a Charter Bowl Fundraiser with food trucks.

F. Parent Report

Nothing to report.

G. Classified Staff Report

No report.

H.

Faculty Report

Nothing to report.

V. Board Committees (Stakeholder Board Level Committees)

A. Budget and Finance Committee Report

Nothing new to report as the committee has not yet met.

B. Academic Accountability Committee Report

Chris Lee is stepping down as the Chair. The committee has not yet met this school year, but the members are tasked with reviewing the CASPP results and presenting the results at the October meeting. LAUSD is looking at moving their start date to later in the calendar year. The committee was also asked to look at the school calendar to make recommendations with respect to the school year start date next year and the impact of any changes, which may include matching LAUSD's start date or selecting a different start date based on what is best for PCHS needs.

C. Charter Committee

Committee has not met yet. Nothing to report.

D. Election Committee

Covered with earlier agenda items regarding seating/electing Trustees.

E. Post-Retirement Healthcare Benefits Committee

Nothing new to report. A meeting will be scheduled for the month of September.

VI. Board Committees (Board Members Only)

A. Audit Committee

Nothing new to report.

B. Fundraising Committee

PCHS has a new Director of Development, Mike Rawson. He presented his Strategic Development Plan and emphasized that PCHS needs to develop a culture of giving - with parent, alumni, and Board support being very important.

There is a Tech Equity Fund Campaign that will be kicked off on September 1st. There will be a promotional video. Looking for 100% participation in 50 days. The goal is to

raise $300,000 for Chromebooks and Chromebook carts. In addition to the promotional video, there will be social media blasts. For the Board, he is asking for 100% participation and for each Board member to contact 8 to 10 individuals to contribute to the program.

As the Director of Development, Mike Rawson will be looking to define the roles of PCHS and the Booster Club as it relates to fundraising.

The importance of giving in the moment at Back to School Night was raised with the possibility of text-to-give or using systems such as Links, SquareSpace, or Paypal.

C. Survey Committee

Awaiting final survey results. We have the raw data, but are awaiting the analysis and should have it later this week.

D. Communications Committee

Dara Williams noted that there was nothing new to report. The committee will be meeting to work on Stakeholder Rights and Responsibilities.

VII. Consent Agenda

A. Approval of reimbursements for Executive Director / Principal

Dara Williams made a motion to to pass the consent agenda.
Leslie Woolley seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Susan Ackerman	Aye
Robert Rene	Aye
Emilie Larew	Aye
Leslie Woolley	Aye
Deanna Hamilton	Aye
Dara Williams	Aye
Ellen Pfahler	Aye
Amanda Campbell	Aye

B. Approval of Field Trips

See above.

VIII. New Business / Announcements

A.

Reminder of 8/27/16 Board Retreat at St. Matthews

Reviewed the time and location of the upcoming Board retreat on Saturday. It will be in the same location where the Board training was held in July.

B. Facilitators' Report at 8/27 Retreat

The report done by the culture and climate facilitators will be available as materials for the Retreat. The facilitators will also be working with us at the Retreat.

C. New Business Presented At Meeting

Emilie Larew requested a presentation to review PCHS' fiscal policies and procedures at the September meeting.

Emilie Larew requested the discussion and consideration of possibilities for next year's school calendar and potential start dates begin begin ASAP. (See Academic Accountability Committee report.)

D. Board Chair to announce items for closed session, if any.

Emilie Larew announced Closed Session item A below. PCHS employee Trustees Emilie Larew, Amanda Campbell, and Susan Ackerman recused themselves for the Closed Session.

IX. Closed Session

A. Conference with Labor Negotiator - PESPU (Section 54957.6)

Non-employee Board members went into closed session.

X. Open Session

A. Return to Open Session

B. Report Out on Action Taken In Closed Session, If Any.

No action was taken in Closed Session.

XI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:46 PM.

Respectfully Submitted,

Leslie Woolley