

APPROVED



## Palisades Charter High School

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday May 15, 2018 at 5:00 PM

**Location**

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

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**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.*

**DIAL-IN NUMBER: (605) 475-5900. ACCESS CODE: 660-0134**

*Please note that the conference dial-in number above is only active when a Board Trustee has indicated they will calling from an off-site location to participate.*

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**Trustees Present**

Andrew Paris, Camille Schoenberg, David Carini, Deanna Hamilton, Emilie Larew, Emily Hirsch, Leslie Woolley, Mystic Thompson, Rocky Montz, Shawn McClellan

**Trustees Absent**

Robert Rene

**Trustees who left before the meeting adjourned**

Shawn McClellan

**Ex Officio Members Present**

Dr. Pam Magee, Greg Wood

**Non Voting Members Present**

Dr. Pam Magee, Greg Wood

**Guests Present**

Shelby Ladnier

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**I. Opening Items**

**A. Call the Meeting to Order**

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday May 15, 2018 at 5:10 PM.

**B. Record Attendance and Guests**

Robert Rene was not present at the opening of the meeting.

**C. Public Comment**

No public comments

**D. Approve Minutes**

Emily Hirsch made a motion to approve minutes from the Board Meeting on 03-20-18, with two corrections to the spelling of the last name of public comment speaker Sue Pascoe and spelling of the new Auditor Nigro & Nigro. Board Meeting on 03-20-18.

Andrew Paris seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                 |     |
|-----------------|-----|
| Deanna Hamilton | Aye |
| Emily Hirsch    | Aye |

**Roll Call**

Camille Schoenberg Aye  
Emilie Larew Aye  
Shawn McClellan Absent  
Leslie Woolley Abstain  
David Carini Abstain  
Robert Rene Absent  
Andrew Paris Aye  
Rocky Montz Aye  
Mystic Thompson Aye  
Shawn McClellan left.

**E. Approve Minutes**

Mystic Thompson made a motion to approve minutes from the Board Meeting on 04-17-18 with one amended pg. 25 under 3-Year Cash Flow Forecast, the 3 sentence should be changed to "while the cash side looks good, we need to continue building cash balances" Board Meeting on 04-17-18.

Andrew Paris seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Andrew Paris Aye  
Robert Rene Absent  
Mystic Thompson Aye  
Shawn McClellan Absent  
Leslie Woolley Aye  
Rocky Montz Aye  
Camille Schoenberg Aye  
Emilie Larew Aye  
David Carini Abstain  
Deanna Hamilton Aye  
Emily Hirsch Aye

**II. Organizational Reports**

**A. Student Report**

Taylor Torgerson reported AP Testing is underway. Prom is scheduled for May 19th at Casa Vertigo

Other senior events : May 25th picnic, June 1 - Senior Carnival and June 7th- graduation

**B. Parent Report**

Deanna Hamilton reported parent volunteers, sponsors and donations are needed to fund the Senior Carnival.

**C.**

### **Classified Staff Report**

Andy provided accolades to Emilie Larew for 3 1/2 years as Chair of the Board and job well done.

### **D. Faculty Report**

David Carini read notes from Faculty Members. Teachers would like to see more details from the fundraising efforts and grant writing

More gender neutral bathrooms are needed, more counselors and more security officers instead of fencing

Could we shift Finals to Monday instead of Thursday.

### **E. Human Resources Director (HR) Report**

Stands as submitted. Amy mentioned she continues to attend Job Fairs

### **F. Director of Operations Report**

Stands as submitted

### **G. Director of Development Report**

Stands as submitted

Mike Rawson discussed the Career Day Fair scheduled for May 23rd. The job fair will offer students the opportunity to learn about career opportunities that exit and how to create a pathway to success. Currently, working with teachers to allow students out of class to participate. More exhibitors are needed for the fair.

### **H. Chief Business Officer (CBO) Report**

Stands as submitted.

### **I. Executive Director/Principal (EDP) Report**

Stands as submitted.

Accolades to our students for bringing the change the unity has been profound. Lets keep this momentum going.

## **III. Board Committees (Stakeholder Board Level Committees)**

### **A. Budget & Finance Committee Report**

Camille Schoenberg reported the committee met yesterday and last week to finalize the Textbook and IMA budget.

### **B. Charter Committee Report**

Nothing to report

**C. Election Committee Report**

Will be reviewed in the governance section for election status updates

**D. Academic Accountability Committee Report**

Committee have not met.

**IV. Board Committees (Board Members Only)**

**A. Survey Committee**

Leslie Woolley reported surveys went out to parents via an email blast. There are two separate surveys.

We also had 1400 students who took the survey. Faculty and Staff also completed their survey. Once the survey is finalizing the data will be made available to the board.

**B. Audit Committee**

Nothing to Report

**V. Academic Excellence**

**A. Student Organizations Presentation**

Gio Stewart and students presented to the Board of what has happened over this year. How in his role as the new Unification Director he has had an impact. His goal is changing mindsets and value diversity. Academics is important but giving students a voice, shaping mindset, social emotional skills are important, also. They have raised awareness through play, games and activities.

There are 400 students part of leadership and they are in tuned to the mission and goals of PCHS.

Dakotah and Sofie discussed **Justice League** - Our Mission is for all the stakeholders of Palisades Charter High School to value and support cultural, social and economic diversity. We aim to solve the problem of inequity and self segregation in classrooms, and on our campus, by inspiring all the stakeholders at Palisades Charter High School to use empathy regarding one another.

**Ambassadors:** Amir and Mia discussed how they met their main goal to bridge the school and community through 14 school tours, 28 community service events, supporting Open House, graduation and placement testing day. Future plans more merchandise and more diversity.

**ASB** - main goal is bridging gap between students and administrators; provide the student point view at Board Mtg., Budget and Finance Committee Meetings, PTSA. Also, want to make sure students are having a good time by planning Prom, Dances, etc.

**Peer Mediation** - mission is to help students figure out how to solve their own problems. Mission is to create a peaceful integrated campus.

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**Link Crew** - helps 9th graders integrate into Pali's community. Currently working on developing a process to help other students coming into 10th, 11th grade and help them integrate. This was the brainchild of Taylor Torgerson the student liaison for the Board.

**Dolphin Leadership** is a summer program for freshman before they start their 9th grade at Pali, to help students improve their study skills and integrate into Pali.

This year **P.E.E.R.** -Performance + Equity = Excellent Results worked on Trust and Awareness and next year will work on Collaboration.

#### **B. Annual Review of Pupil Placement Data / Math Placement Policy (SB359)**

The current PCHS Math Placement Policy was presented with a recommendation to revise the Qualification for Honors Level Math Classes. The Board Materials includes the Annual Review of Pupil Placement Data Report compiled by Dr. Butler. along with recommendations. There are some data trends. and some continuing discrepancies and that will require the need to continuing improvement for next year.

#### **OVERALL RECOMMENDATIONS FOR CHANGES TO THE MATH PLACEMENT POLICY:**

1. Recommendations throughout this report can be implemented through changes in the use of the same multiple measures available without necessitating formal changes in the Math Placement Policy.
2. Because the SBAC does not assess the same content as the prerequisites for Geometry or higher (most Algebra 1 content is not assessed in the 8th grade test), and data confirming a low correlation between SBAC achievement and demonstration of Algebra 1 content knowledge on the Math Placement Test, replace the use of the SBAC for placement into honors math classes with an opportunity to retest, possibly with a different exam that is better aligned with the prerequisites for higher level math courses.

#### **The current qualification for honors level math classes for 2017-2018 school year:**

An incoming 9th grade student may only qualify for honors math classes by

demonstrating advance levels of achievement on all the assessed Algebra 1 Essential Standards and Skills on their first attempt on the placement exam OR by earning a B or better in a UCOP approved Algebra 1AB-equivalent course AND Exceeds Standards on Grade 8 Math SBAC Test.

**The recommended qualification for honors level math classes for 2018-2019 school years:** An incoming 9th grade student may only qualify for honors math classes by demonstrating advance levels of achievement on all the assessed Algebra 1 Essential Standards and Skills on the PCHS Placement Exam OR the PCHS Re-Test.

Rocky Montz made a motion to approve the changes to the PCHS Math Placement Criteria as amended to change the qualification for Honors Level Math Classes.

Shawn McClellan seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

|                    |        |
|--------------------|--------|
| Emily Hirsch       | Aye    |
| Mystic Thompson    | Aye    |
| Leslie Woolley     | Aye    |
| Rocky Montz        | Aye    |
| Camille Schoenberg | Aye    |
| Emilie Larew       | Aye    |
| Shawn McClellan    | Aye    |
| Robert Rene        | Absent |
| Andrew Paris       | Aye    |
| David Carini       | Aye    |
| Deanna Hamilton    | Aye    |

**C. Update on Schoolwide Goals**

Dr. Magee included in the Board Materials a reflection on the progress made to meet the five school wide goals this school year. We will continue to focus on improving the school wide goals. The 2017-18 school year could be characterized as highly focused on reflection on progress made over the past six years and the development of a comprehensive action plan to guide the school for the next six years. PCHS actively engaged in the WASC Six-Year Self-Study (receiving the highest score possible) and developed the PCHS WASC Action Plan for Equity. The Equity Task Force is developing an implementation timeline for the 2018-19 school year. We have been focusing on Mental Health and Wellness; Meditation & Mindfulness. Changes in culture and climate are improving academics and relationships and mental wellness.

**VI. Governance**

**A. LAUSD Charter School Division (CSD) Visit Update**

Dr. Magee reported today was the second day of visits and thanked Chris Humphrey for attending. The oversight visit went very well. We should expect a final report later.

## **B. PCHS Employment Process Including Classifications & Evaluations**

Amy Ngugen discussed the PCHS employment process including classifications and evaluations. PCHS has three main staff classifications: Union Employees (UTLA and PESPU) and At-Will-Employees (Administrators, Mid-Level Managers, Salaried Professions like coaches).

The evaluations used for UTLA and PESPU are included in the Board Materials. The evaluations are rigorous and comprehensive review for each teacher. The evaluation process is an opportunity to honor teachers and staff members and also address concerns.

There is a due process in place: Verbal Warnings, which is counseling, Letter of Warning, which is not considered discipline and Letter of Reprimand, which is discipline. Letters of Reprimand can be grieved if employee is part of a Union. Suspension Process is a possible next step for Union Members: Notice of Unsatisfactory Service or Notice of Unprofessional Conduct; Pre-disciplinary meeting to communicate concerns with employee; Administrative Review (Skelly Hearing); Board Action. At-Will employees can be terminated after the Letter of Reprimand if there is no improvement.

## **C. Employee Health Plan Updates**

No bid available. Bid will be brought back to the Board at a later date.

## **D. Certification of Board Elections & Information Regarding Mandatory Board Legal/Governance Training**

Rocky Montz reviewed the election results and a few Election Committee recommendations to the Board.

Election Winners:

Community Seat - Leslie Woolley

Parent Seat- Reeve Chudd

Parent Seat (Traveling Student)- Dara Williams

Faculty Seat- Larry Weiner

Administration/Management Seat-Brooke King

Faculty Seat (Student Elected)- Susan Ackerman



Recommendations: (1). Have a Board without interested members-employees and parents. (2) Consider reducing the number of Board Members and how they are elected. Having appointed Board Members for a longer term maybe more effective.

Mystic Thompson made a motion to certify the 2018 election results for the PCHS Board of Trustees as presented by the Election Committee.

Andrew Paris seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                    |         |
|--------------------|---------|
| Emilie Larew       | Aye     |
| Emily Hirsch       | Aye     |
| Leslie Woolley     | Abstain |
| David Carini       | Aye     |
| Shawn McClellan    | Aye     |
| Deanna Hamilton    | Aye     |
| Camille Schoenberg | Aye     |
| Andrew Paris       | Aye     |
| Rocky Montz        | Abstain |
| Mystic Thompson    | Aye     |
| Robert Rene        | Absent  |

**E. Board Member Recusal Policy (Revised)**

Rocky Montz made a motion to approve the Recusal Policy as written.

Emily Hirsch seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

|                    |        |
|--------------------|--------|
| Mystic Thompson    | Aye    |
| Leslie Woolley     | Aye    |
| David Carini       | Aye    |
| Rocky Montz        | Aye    |
| Robert Rene        | Absent |
| Emily Hirsch       | Aye    |
| Camille Schoenberg | Aye    |
| Shawn McClellan    | Aye    |
| Andrew Paris       | Aye    |
| Deanna Hamilton    | Aye    |
| Emilie Larew       | Aye    |

Emilie briefly refreshed the Board's memory regarding the purpose of Recusal Policy. Section B.iii-would provide an exception for Administrative Employee Board Members' participation in open or closed session discussions.

**F. Approval of 2018-2019 Board Meeting Dates**

Mystic Thompson made a motion to approve the 2018/2019 Board Meeting Dates with an amendment to change the August meeting to the 28th.

Leslie Woolley seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

|                    |        |
|--------------------|--------|
| Robert Rene        | Absent |
| Camille Schoenberg | Aye    |
| Deanna Hamilton    | Aye    |
| Shawn McClellan    | Absent |
| Rocky Montz        | Aye    |
| Mystic Thompson    | Aye    |
| Leslie Woolley     | Aye    |
| Andrew Paris       | Aye    |
| Emily Hirsch       | Aye    |
| Emilie Larew       | Aye    |
| David Carini       | Aye    |

Emilie discussed the 2018-2019 Board Meeting schedule. Improving attendance at the Board Meeting was considered when developing the schedule. During a previous Board Meeting Saturday meetings or more frequent but shorter meetings were discussed.

Greg Wood would move the June meeting just in case last minute budget approval is needed. The schedule will be revisited during the first Board Meeting of 2018-2019 and presented to the newly elected Board Members.

**G. Communications Policy - Review & Recommendations**

Dr. Magee reviewed the existing PCHS Communications Policy included in the Board Materials and includes proposed communication guidelines which should be reviewed and feedback should be provided. The finalized policy will be updated in our Student/Parent Handbook. David Carini raised concerns about only authorized employees engaging with the Press/Media. The proposed communication guidelines would require all communication with members of the Press and Media to be approved beforehand by the Communications Coordinator and the Executive Director. The Communication Coordinator is Morgan Taylor.

**H. SELPA (Special Education Local Plan Area) Exit Letter**

Mary Bush reviewed the purpose, benefits and structure of the LAUSD SELPA, Charter Operated Programs. The SELPA allows districts to pool and share special education money and act as watch dogs for one another to ensure compliance.

We currently stay with the LAUSD SELPA to receive higher funding. LAUSD approved a reorganization of their SELPA, so there are two programs the District Operated Program and the Charter Operated Program. .

1. Special Ed Funds

- 2. 10% LAUSD Administrative Costs
- 3. 10% COP Administarive Cost

COP Benefits include:

Liaison between charter & district  
 Professional development and programs support

Opporutnities to recover special education funding through:

- Grants- (2017-2018) -\$141K (just to PCHS)
- Request for assistance/money- Requested \$170K +
- Programs (extended school year)- \$5,000.00

Purpose for exit letter

Charter Operated Programs Division exists at the discretion of the district  
 District can opt to discontinue at any time

PCHS and other members of the Charter Operated Programs collective submit a letter reserving the right to exit the LAUSD/SELPA. The letter which is effective July 1, 2018 is included in the Board Materials Exit Letter. Reason for the exit letter:

- Provide Charters with options should LAUSD cease to support COP model
- Required annually (one year prior) to allow charter to explore membership in other SELPAs

Rocky Montz made a motion to approve as presented the SELPA (Special Education Local Plan Area) Exit Letter.

Leslie Woolley seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

|                    |        |
|--------------------|--------|
| Shawn McClellan    | Absent |
| David Carini       | Aye    |
| Rocky Montz        | Aye    |
| Camille Schoenberg | Aye    |
| Emilie Larew       | Aye    |
| Deanna Hamilton    | Aye    |
| Emily Hirsch       | Aye    |
| Robert Rene        | Absent |
| Andrew Paris       | Aye    |
| Leslie Woolley     | Aye    |
| Mystic Thompson    | Aye    |

**VII. Facilities / Operations**

**A. School Safety & Security Update**

Don Parcell provided an update on Safety and Security. The first phase of the fundraising campaign for security is complete; we collected \$57,000 in donations. There are pending commitments. We are soliciting support from incoming 9th grade families, applying for grants and will be requesting funding through the Budget and Finance Committee.

We continue to work with the NESSI DHS representatives: Exhibit A (page 37) of the Operation Report includes a number of capital expense items that are recommended as additional security measures:

Priority Ranked by Brian Keith of the Dept. of Homeland Security

1. PE Tunnel Fencing
2. Parking Lot Fencing
3. Mercer/Music Fencing
4. Fence Breach Detection/Alerting System around entire perimeter fencing
5. Intrusion Detection System (IDS) for tight perimeter around buildings for when Security Guards are not on campus overnight
6. Pali Academy Location Push-Bar Gate by Drive Gate
7. Extra Security Cameras on each New Push-Bar Gate
8. Extra Security Cameras for Perimeter Fencing Areas
9. Extra Security Cameras on Remaining Trouble Spots as identified by Campus Security & Deans
10. Fix Campus Wide PA System Issues - Some Classrooms need new speakers, some areas need speakers, some need fixing for clarity, etc.
11. W-Building to Sunset Push-Bar Gate - Out by Left Field in the Baseball Outfield
12. El Medio Drive Gate Push-Bar Gate by the Drive Gate
13. A-Building 1st Floor Office Escapes - Window Gates/Grates to open from the Inside Out (offices only have one exit via the door)
14. Bollards by Gilbert Hall Quad where students congregate at Nutrition, Lunch and 7th Period.

The temporary fencing (\$1050.00 per month for 3 months) is now set up in various locations; this fencing will provide an idea of where a more attractive permanent fencing would be installed.

Our PA system needs updating and it was ranked lower on the list by NESSE, Don would like this to push up the ranks for priority.

There are three now Push Bar Gates.

Leslie Woolley expressed concerns about over doing security measures and balancing the needs to keep students safe.

**B. Approval of Cafeteria Contract**

tabled

**C. Approval of Janitorial Services Contract**

tabled

**D. Approval of Transportation Contract**

Don Parcell reviewed the contract with Mission School Transportation. This contract is for the Special Education bus; we should have the contract with ATS by the June 5th meeting. Everyone is happy with the current service provided by Mission. Andy Paris and Mary Bush both agreed the service is fine. There is a 6% price increase over the current contract. The cost will range from \$85,000-\$86,000 for one bus.

Camille Schoenberg made a motion to authorize Dr. Magee to sign the transportation contract with Mission School Transportation.

Leslie Woolley seconded the motion.

The board **VOTED** unanimously to approve the motion.

**E. Approval of Security Services**

tabled

**F. IT Budget for 2018-19**

Don Parcell warned the Board the request for the IT Budget for 2018-2019 will be larger for next year. We have been postponing needed technology and we need to investing in our technology infrastructure.

**VIII. Finance**

**A. 2018-19 Food Service Vendor Contract**

tabled

**B. 2018-19 Educator Effectiveness Final Expenditure Report**

tabled

**C. 2018-19 IMA/TextBook Approval**

tabled

**IX. Consent Agenda 1: Non-Finance Items**

**A. Approval of Field Trips**

table for more information

**B. Board Committees - Approval of New Members**

Nothing to Approve

**X. Consent Agenda 2: Finance Items**

**A. Approval of reimbursements for Executive Director / Principal**

Camille Schoenberg made a motion to to approve the consent agenda-2: Finance Items.

Deanna Hamilton seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                    |         |
|--------------------|---------|
| Mystic Thompson    | Aye     |
| Robert Rene        | Absent  |
| Leslie Woolley     | Aye     |
| Camille Schoenberg | Aye     |
| Andrew Paris       | Abstain |
| Emilie Larew       | Abstain |
| Emily Hirsch       | Aye     |
| Rocky Montz        | Abstain |
| Shawn McClellan    | Absent  |
| Deanna Hamilton    | Aye     |
| David Carini       | Abstain |

Board Members: Emilie Larew, David Carini, Rocky Montz and Andy Paris recused themselves from the vote.

**XI. Closed Session**

**A. Conference with Legal Counsel: Existing Litigation**

**B. Consideration of Student Appeal: 2018-01**

Went into closed session at 7:55pm

Returned to Open Session at 9:16pm

Reporting out for consideration of student appeal: 2018-01. The Board voted to deny the appeal for case 2018-01 in a 5 to 3 vote.

**C. Student Matter: Discipline/Expulsion**

**D. Public Employee Discipline/Dismissal/Release**

**E. Conference with Legal Counsel: Anticipated Litigation**

Closed Session 9:17pm

Open Session: 9:37pm

There is no reportable action taken.

## **XII. 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 9:38 PM.

Respectfully Submitted,  
Deanna Hamilton