

## 11-17-11 Board Agenda Item IV. A

### PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEE'S MEETING EXECUTIVE DIRECTOR AND PRINCIPAL'S REPORT NOVEMBER 17, 2011

**Community Meeting** – PCHS held a community forum for neighbors facilitated by Assistant Principal Russ Howard on November 2. The following concerns and solutions were addressed at this meeting:

1. Lights on the football field - Neighbors requested that all permit holders adhere to the times allotted on their permits. PCHS will enforce the expectation to shut off lights with all permit holders. In addition, the lights will be set on an automatic timer to ensure that they are shut off by 10:00pm at the latest and earlier if there is no activity on the field.
2. Noise from school events - It was suggested that Pali post a calendar of practice times and events on the school website and provide notification via email newsletters and other postings.
3. Publication of times that the athletic track is available for public use – PCHS will post these times on the website and in other community publications.
4. System to notify the community of school events – PCHS will provide information about school events to the community via email, the school website, and community publications when possible.
5. Signage on the Sunset Boulevard fence – PCHS will adhere to Community Council regulations of no more than four signs on this corner at one time.
6. El Medio gate use and neighborhood parking - Neighbors expressed concerns about additional traffic and noise in the neighborhood since this gate was opened at the beginning of the school year. Although opening the gate has improved the drop-off and pick-up traffic around the school, some neighbors feel that this has had a negative impact on the surrounding areas. Since the opening of school in September, PCHS has posted a staff member at the El Medio gate in the morning and afternoon. PCHS is working to involve LA police with the school to patrol the area. Students who create disturbances will continue to receive school consequences and when appropriate will be ticketed by police. The school's goal is to create more parking on campus to reduce the number of students who are parking in surrounding neighborhoods.

**Council of Councils** - Chairpersons of each of the PCHS five governing committees will meet monthly to discuss key initiatives in their respective committees for the purpose of keeping all committees informed and to address areas of overlap. Topics identified for future discussion include reviewing all committee bylaws to develop consistency among committees. Other topics for future discussion include procedures for proposing and approving new courses, planning for prioritizing future expenditures associated with textbooks and technology, addressing the early start proposal for 2012-2013, and review of “priority scheduling” regulations.

**Professional Learning Community (PLC) focus – PCHS** PLC's are working toward the annual goals set for this year. Department chairs provided input on the goals at the November Department Chair meeting and discussed the support their departments need to accomplish these objectives. The PLC goals are:

*PLCs in English Language Arts, Foreign Language, Math, Science, and Social Studies will meet the following goals:*

1. All instructors will be within a two-week window of a PLC pacing plan as verified by the administration four times this year. Each PLC pacing plan can be skill and/or content driven;
2. Create a minimum of 3 common assessments (formative or summative) to be administered by each instructor in a PLC verified by administration via Mastery Manager reports. Common assessment must contain identified standards and performance levels to determine student proficiency;
3. Analyze student work/data for 3 common assessments as verified by administration via PLC submission of student work/data analysis worksheets;
4. Participate at least one time in the R&R (re-teaching and reassessing) program as verified by administration via R&R data; and
5. Submit a consistent grading policy outlining how grades will be determined in a PLC based on student common assessments and homework. PLC grading policies will be submitted to the administration by June 2012 for implementation next fall.

PLCs in Physical Education, Technical Education, and VAPA will meet the following goals:

1. Create a minimum of 2 common assessments (formative or summative) to be administered by each instructor in a PLC verified by administration via Mastery Manager reports. Common assessments must contain identified ELA/Math standards and performance levels to determine student proficiency; and
2. Analyze student work/data for 2 common assessments as verified by administration via PLC submission of student work/data analysis worksheets.

**School schedule for 2012-2013** – LAUSD has decided to proceed with implementation of a District-wide Early Start Instructional Calendar for the 2012-2013 school year. The LAUSD Board voted a second time to make this change at last week's meeting. All students in grades K-12 will continue with a two-semester instructional calendar. Under the District-wide Early Start Instructional Calendar, the first day of instruction will be August 14, 2012 and the last day of instruction will be June 4, 2013. LAUSD reports that for the first time in decades, almost the entire school district will be on one calendar. PCHS is currently investigating the feasibility of adopting this calendar to be in alignment with other schools in the charter complex.

**Human Resources Update** – PCHS has posted the position of the Aquatics Director. Brooke King is currently serving as the interim Aquatics Director. In addition, Nikki Washington will be filling the Human Resources Director position pending Board approval.

## **11-17-11 Board Agenda Item IV. I**

### **COMMUNICATIONS COMMITTEE REPORT TO THE BOARD OF TRUSTEES REGULAR BOARD MEETING - NOVEMBER 17, 2011**

#### Website Update Subcommittee Report

Committee members recommend that the Pali homepage should be simple, with rotating graphics (photos) and a horizontal drop-down menu (see archer.org as an example). The current look is too busy and contains too much information. Amount of change possible and style template availability will depend on cost and available funding, and who hosts Pali's website.

#### Pali Video Creation

There was an initial discussion regarding creation of a Pali video that can be used to showcase Pali to the community. Committee members thought several areas to cover are: student life and student freedom, school safety, school diversity, academic offerings, college admission and matriculation. The Committee is planning to work with Mr. Passan's video production class to produce this video.

#### Board Chair Response to Public Speaker Email Template

It was thought that the Board chair acknowledge each public speaker in an email. Members brainstormed about what should be included: speaker's name, email address, subject of public speech, follow-up, if any. This will be worked on at the next meeting.

**11-17-11 Board Agenda Item IV. G.**

**POLICY COMMITTEE REPORT TO THE BOARD OF TRUSTEES  
REGULAR BOARD MEETING – NOVEMBER 17, 2011**

Overnight Field Trip Policy-Revision of Current Policy

Ms. Monica Iannessa, AP Admissions, Attendance, and Student Welfare, presented a revision of the PCHS Field Trip Policy which was adopted by the Board of Directors in June 2007. The 2007 policy did not have a special overnight field trips section and one is needed since there are several regularly-occurring, school-sponsored, overnight field trips (Marching Band is campus organization that has overnight field trips when the Band competes in out-of-area competitions.) The Committee will be working with Ms. Iannessa to craft the Overnight Field Trip Policy. Discussion and revision of the policy will continue at the December 2011 meeting.

Sports Teams Policy – proposed

Ms. Sue Pascoe, Pali parent, presented her Sports Team Policy proposal. She is advocating for an easily accessed and comprehensive sports team policy description that can be posted to the website that covers: team tryout rules, head coach qualifications, selection and duties, team discipline, team fundraising, student athlete academic qualification requirements, class scheduling accommodations for student athletes, planning for participation in college sports, concern and complaint protocol, and end-of-year feedback on team experience. Mr. Russel Howard, AP Athletics, Discipline, and Student Activities, informed the Committee that much of the proposed policy is already PCHS policy concerning sports. He said that the information covered in the proposed Sports Teams Policy is not found in one single place and compared current policy with the proposed policy. Discussion of the proposed policy will continue at the December 2011 meeting. The Committee will be working with Mr. Howard and Athletic Director Mr. John Achen to craft the Sports Team Policy.

## 11-17-11 Board Agenda Item VI E.

### **Subject: Necessity of Public Hearing for Receipt of Tier III State Categorical Funding**

When the 2009 – 10 State Budget was enacted funding was cut for a number of categorical programs, as well as the Categorical Block Grant. In exchange, the State allowed districts and charter schools the flexibility to use some of these previously restricted funds for unrestricted general programming through the 2012 – 13 school year. These programs were arrayed into three “tiers” with each tier receiving a different treatment for funding reductions and spending flexibility.

Special education is in Tier I, with no cuts and no flexibility transfers. A number of categorical programs not available to charter schools are included in Tier II, with cuts but not flexibility. Tier III programs are subject to budget cuts and there is flexibility in their use. Beginning in 2009 – 10, the use of these funds is completely unrestricted and at the direction of the Governing Board.

In addition, part of the 2009 – 10 State Budget enacted, ABX4 2, references that a public hearing is required “as a condition of receipt of funds for Tier III categorical programs.” The consequence of not conducting the public hearing is the loss of all Tier III funds, regardless of how they are expended. The key elements of the public hearing are:

- At a regular scheduled open meeting, the Governing Board convenes a hearing
- The Governing Board takes testimony from the public
- The hearing is closed and the Governing Board discusses the proposed use of the funding
- The Governing Board approves or disapproves the proposed use of funding from the 39 programs identified in Section 42605 of the Education Code

Below are listed the programs for which the school receives funding in this group, along with the estimated amount for 2011 – 12 and the proposed use of the funds:

Program	Resource	Budgeted 2011 – 2012 amount	Proposed Use of Funds
Art / Music Block Grant	6760	\$36,286.00	Continued expenditure for Art and Music Programs (Included in IMA)
CAHSEE Intervention	7055	\$21,747.00	Continues expenditure for CAHSEE intervention
Counselors, GR. 7 – 12	7080	\$147,486.00	Maintain support for counselors
Targeted Instructional Improvement Block Grant	7394	\$217,734.00	Continued support of teachers in Magnet Program (Grades 11-12)

It is our recommendation that the Governing Board approve the continued use of these funds in accordance with their original purposes.

11-17-11 Board Agenda Item VI. I.

## **Proposed Community-Wide "Standards of Behavior" Policy Draft**

*"Good behavior is a necessary condition for effective teaching to take place."*  
(Education Observed 5 - DES 1987)

The Governing Body of Palisades Charter High School accepts this principle and seeks to create a school environment that encourages and reinforces good behavior. Furthermore, it is acknowledged that society expects good behavior as an important outcome of the educational process.

### **Objectives:**

- To define acceptable standards of behavior, known as the Code of Conduct.
- To create an environment that encourages and reinforces good behavior.
- To encourage consistency of response to both positive and negative behavior.
- To promote self-esteem, self-discipline and positive relationships.
- To ensure that the school's expectations, strategies and mission are widely known and understood.
- To encourage the involvement of all stakeholders in the implementation and practice of this policy.

### **Standards of Behavior:**

In seeking to define acceptable standards of behavior or a Code of Conduct, it is acknowledged that these represent ultimate goals and must encompass the basic principles of honesty, respect, consideration and responsibility. Thus the school has a central role in the children's social and moral development just as it does in their academic development. As we measure academic achievement in terms of progress and development over time, so we measure standards of behavior in terms of the children's developing ability to conform to our behavioral goals.

### **School Ethos:**

Critical to teaching acceptable standards of behavior is creating an environment of mutual respect and consideration. It is the adults' responsibility to model high standards of behavior, both in their dealings with the children and with each other, as their example has an important influence.

As adults, we should aim to:

- Create a positive climate with realistic expectations.
- Promote, through example, honesty, courtesy, and mutual respect.
- Provide a caring and effective learning environment that encourages students to seek help, challenge themselves, ask questions and achieve academic success.

- Encourage relationships based on kindness, respect and understanding of the needs of others.
- Emphasize the importance of being valued as an individual.
- Ensure fair treatment for all regardless of age, gender, race, ability and disability.
- Demonstrate appreciation for the efforts and contribution of all.

### **Sanctions:**

Although rewards are central to the encouragement of good behavior, realistically there is a need for sanctions to register the disapproval of unacceptable behavior and to protect the security and stability of the school community. In an environment where respect is central, loss of respect, or disapproval, is a powerful punishment.

Sanctions must be applied according to the following guidelines:

- It must be clear why the sanction is being applied.
- It must be made clear what changes in behavior are required to avoid future punishment.
- Group punishment should be avoided as it breeds resentment.
- There should be a clear distinction between minor and major offenses.
- It should be clear that it is the behavior, rather than the person, that is being sanctioned.

### **Communication and Parental Partnership:**

We give high priority to clear communication within the school and to a positive partnership with parents, since these are crucial in promoting and maintaining high standards of behavior. The Code of Conduct will be clearly communicated throughout the school community. Students, parents and staff will be asked to sign a contract that ensures their understanding and commitment to the Code.

When a child's behavior causes concern, it is important that his or her parents and counselor be made aware of those concerns and of the steps being taken in response. The classroom teacher is key in this process of communication and has the initial responsibility for the child's welfare. Concerns must be communicated to the student's counselor early so that strategies can be adopted before more formal steps are required.

A positive partnership with parents is crucial to building trust and developing a common approach to behavioral expectations and strategies for dealing with problems. The school will clearly communicate policy and expectations to parents. Where behavior is causing concern, parents will be informed at an early stage and given an opportunity for further discussion. Classroom teachers and counseling staff will involve parents in developing strategies for addressing behavioral concerns.

# PCHS Financials

## Profit & Loss Statement

November 11,2011

2011-2012

	BOARD APPROVED 06/21/11	Updated  Projection	COMMENTS
ADA	2,747.0	2,745.3	ADA levels est. updated at Month 2 (10/28/11)
<b>Revenue:</b>			
Revenue Limit Sources	13,012,759	13,004,706	
Federal Revenues	1,345,406	1,361,030	Slight increase in Fed Sp Ed Funding from Budget Lower State Sp Ed Funding (\$117k)/Higher EIA Funding (\$75k) than budgeted
Other State Revenues	3,798,222	3,753,631	
Other Local Revenues	5,116,011	5,053,312	Revised Permit Revenue for Staffing changes
Total Revenues	23,272,398	23,172,678	
<b>Expenses:</b>			
Certificated salaries	10,198,731	10,092,765	
- School Administrative	595,737	587,500	Lowered for Reclass of Cafeteria Salaries to Consulting
Classified Salaries	2,471,783	2,324,527	Open Postions still pending-Estimated Act. Work Comp Rates higher (\$30k), Lower Care benefits (\$75k)
- Administrative	295,239	265,715	
Total employee benefits	4,480,858	4,429,703	
Total Salary & Benefits	18,042,349	17,700,210	
Books and supplies	1,557,252	1,461,872	Favorable Transportation Updates from Budget
Services & other operating expenses	2,652,600	2,912,691	Additional Cafeteria Consulting Exp. Offsets Salary/Benefits
Capital Outlays	150,100	150,100	
Facility use fee to LAUSD	449,618	449,618	LAUSD Facility Use Fees Est. at 2.5% of Funding in 2011-2012 (2010-11 includes prior year amts. Not yet billed)
Subtotal-Operating Expenses	22,851,920	22,674,490	
Debt service	96,267	96,267	2011-2012 Loan Updates
Principal repayment	324,194	324,194	2011-2012 Loan Updates
Total debt service	420,462	420,462	
Total Expenses	23,272,381	23,094,952	
Net General Fund Addition/(Reduction)	\$ 17	\$ 77,726	Fund Addition Available to fund other needs or add to reserve/ Reductions to be funded with reserve or other cuts

**PALISADES CHARTER HIGH SCHOOL**  
**2010-2011 Unaudited Actuals and 2011-2012 Budget Updates**

PALISADES CHARTER HIGH SCHOOL	2010-2011 Unaudited Actuals	Board of Trustees 2011-2012 Budget	2011-2012 Updates (11/11/2011)	Comments
<b>Revenue Limit Sources</b>				
Rate per Appointment/At Risk of Retention, Low STAR, Grades Supp or Rem	2,716.7	2,747.0	2,745.3	
ADA	36,346	29,772	29,772	Month 2 Enrollment projection (lower est. ADA) by 1.7 ADA
Summer School - Current Year	40,908	28,037	28,037	
Summer School - PY adjustments	(1,731)			
General Purpose Entitlement - State Aid - Current Year	12,961,067	13,012,753	13,004,706	
General Purpose Entitlement - State Aid - PY adjustments	320,562			Prior Year Adjustment Coordinated w/ GP PY
Summer School Reclassifications	(77,523)	(57,809)	(57,809)	
	13,281,629	13,012,759	13,004,706	
<b>Federal Revenues</b>				
NCLB:TI, Basic School Support	252,363	250,276	250,276	
NCLB: ARRA T1, Part A Basic Grs Low-inc & Neglected	131,337	0	0	
194.65 Special Ed: IDEA Basic Local Assistance Entitlement	531,994	520,208	537,365	Slightly Higher Funding than Budgeted in 2011-2012
Special Ed: IDEA PY Adj	(484)	0	0	Additional Fed Funding in 2010-2011
<b>Federal Stimulus Funding/Federal Jobs</b>				
NCLB:TI, Teacher Quality	750,243	0	25,810	
NCLB:III, Enhancing Ed Thru Tech: Formula Grs	27,668	25,810	2,300	
NCLB:TV, Innovative Ed Strategies	2,138	2,300	0	
NCLB:III, Ld English Prof (LEP)	9,412	11,886	10,353	
Child Nutrition Program	431,594	534,926	534,926	Projected to Continue Growth of Cafeteria Meals
	2,136,255	1,345,405	1,361,030	
<b>Other State Revenues</b>				
Charter School Categorical Block Grant- Current Year	1,115,771	1,126,270	1,126,270	
Charter School Categorical Block Grant- PY adjustments	(1,453)	0	0	
Economic Impact Aid (EIA)	252,996	177,060	252,986	Updated Increases in 2011-2012 Funding using Unaudited Actuals
State Lottery/Non Prop 20 - Current Year	304,273	304,917	304,728	
State Lottery/Non Prop 20 - PY adjustments	3,673	0	0	
Child Nutrition: School Programs	42,544	46,978	46,949	
Mandated Costs Reimbursement	85,353	0	0	
State Lottery/Prop 20 Instructional Materials-Current Year	46,184	48,073	48,073	
State Lottery/Prop 20 Instructional Materials: PY adjustments	2,499	0	0	
Special Education-	1,761,934	1,613,863	1,493,553	Decrease in 2011-2012 Funding from Projected Amounts
Special Education - PY adjustments	(1,454)	0	0	
Targeted Instructional Improvement Block Grant (TIIBG)	222,024	217,734	217,734	
Arts and Music Block Grant	37,272	36,286	36,286	
Supplemental School Counseling Program	152,365	147,486	147,486	
<b>All other State Revenues:</b>				
CAHSEE intensive instruction	0	21,747	21,747	
Beg. Teachers Salary (BTS)	3,900	0	0	
Student ID	717	0	0	
Summer School Reclassification	77,523	57,809	57,809	
	4,110,121	3,798,222	3,753,631	

**PALISADES CHARTER HIGH SCHOOL  
2010-2011 Unaudited Actuals and 2011-2012 Budget Updates**

2010-2011 Unaudited Actuals	Board of Trustees 2011-2012 Budget	2011-2012 Updates (11/11/2011)	Comments
184,388	164,716	164,716	
489,447	804,744	744,388	Reduction for Staff Cafeteria Down Size
63,374	58,658	58,658	Lowered estimates due to Mgt. Restructuring. To be reviewed
3,746,737	3,787,893	3,785,549	
(432,636)			
271,227	300,000	300,000	Prior Year Adjustment Coordinated w/ GP PIY
1,000,000			
5,322,538	5,116,011	5,063,312	
24,850,543	23,272,398	23,172,678	
(1,000,000)			
23,850,543	23,272,398	23,172,678	
8,985,856	8,973,666	8,973,666	
702,971	595,737	587,500	
100,876	98,478	98,478	
564,772	582,464	536,762	Part Time Counselor utilized in 2011-2012
162,071	160,959	160,329	
	300,000	270,362	2011-2012 Step & Column est. now \$270,000
10,515,546	10,794,465	10,880,265	Auxiliaries, New Hires in Process-No ROP pd Teachers/1 Step Added
561,218	580,239	580,239	
243,534	295,239	265,715	2 Open Positions Amounts to be updated as filled
1,148,428	1,074,968	1,074,968	
32,072	31,000	31,000	
205,892	175,256	28,000	Will be reclassified to Consulting for Cafeteria EE's hired by Sodexo
559,671	563,750	563,750	
	85,000	85,000	Est. to be updated
	(18,430)	(18,430)	Positions in transition amount TBD
2,750,815	2,767,023	2,690,242	
13,267,361	13,561,491	13,270,507	
736,058	833,289	833,289	
206,681	262,777	247,777	Lowered for Cafeteria Employees
8,732	2,500	2,500	Lowered for Cafeteria Employees
166,429	177,554	167,554	
147,382	144,629	144,629	
41,007	40,093	40,093	
1,405,284	1,449,991	1,449,991	Lowered for Cafeteria Employees
622,486	621,425	564,425	
13,660	21,235	21,235	
5,365	11,789	11,789	
126,793	178,535	185,180	Total Work Comp Up \$30k from Budgeted Amount
56,255	46,041	70,241	
483,000	483,000	483,000	
206,000	206,000	206,000	
4,229,034	4,480,858	4,429,703	

**PALISADES CHARTER HIGH SCHOOL**

Other Local Revenues  
 Food Service Sales  
 Leases & Rentals  
 Interest  
 C.S Funding in Lieu of PropTax -  
 CS in Lieu of Property Taxes- PY adjustments  
 Fundraising  
 Loan Proceeds

**Total Revenue**  
 Less: Loan Proceeds  
**ADJUSTED REVENUE** Loan Proceeds

Certificated Salaries  
 Teachers  
 School Admin  
 Librarians  
 Guidance, Welfare  
 Physical/Mental  
 Impact of Furlough/ Step and Column  
 Budget committee adjustments  
**Certificated Salaries**

Classified Salaries  
 Inst'l Aides  
 Admin. Sal  
 Clerical/Office  
 Maint./Oper  
 Food Services  
 Other Classified  
 Impact of Furlough/ Step and Column  
 Budget committee adjustments  
**Classified Salaries**

Employee Benefits  
 STRS - Certificated  
 PERS - Classified  
 OASDI Regular - Certificated  
 OASDI Regular - Classified  
 OASDI Medicare - Certificated  
 OASDI Medicare - Classified  
 Health & Welfare Benefits - Certificated  
 Health & Welfare Benefits - Classified  
 Unemployment Insurance - Certificated  
 Unemployment Insurance - Classified  
 Workers' Compensation - Certificated  
 Workers' Compensation - Classified  
 Other Employment Benefits - Certificated  
 Other Employment Benefits - Classified  
**Employee Benefits**

**PALISADES CHARTER HIGH SCHOOL  
2010-2011 Unaudited Actuals and 2011-2012 Budget Updates**

	2010-2011 Unaudited Actuals	Board of Trustees 2011-2012 Budget	2011-2012 Updates (11/11/2011)	Comments
<b>Total Salary &amp; Benefits</b>	17,496,395	18,042,349	17,700,210	
<b>Books &amp; Supplies</b>				
Textbooks	35,368	43,345	43,345	
Instructional Materials	182,122	224,595	224,595	
Other Supplies	121,362	92,225	92,225	
Pupil Transportation	1,152,231	900,460	805,080	Updated Budget Savings based upon early Transp. Report
Food Service Supplies	273,852	296,627	296,627	
	1,764,935	1,557,252	1,461,872	
<b>Services, Other Operating Exp</b>				
Personnel Services-Mileage	1,045	0		
Travel/Conference	16,587	25,810	25,810	
Due/Memberships	34,919	17,377	31,377	
Insurance	145,189	175,265	151,656	CCSA Membership Added
Operation and Housekeeping Services	436,944	377,913	417,013	Actual Insurance down \$23.5 k from Approved Budget Requesting LAUSD charges to be reviewed
Rentals/Leases/Repairs&Noncapitalized improvements	142,625	108,589	108,589	
Consulting Services-LAUSD	1,745,039	1,326,009	1,326,009	
Professional Consulting Services& Operating Exp	493,189	487,037	716,736	Move \$229,700 from Cafeteria Salaries & Benefits to Consulting
Communications	149,422	135,500	135,500	
	3,164,959	2,552,808	2,972,597	
<b>Services, Other Operating Exp</b>				
<b>Capital Outlay</b>				
Sites & Improvement	1,482,713	0		
Bldgs & Improvement	31,893	25,100	25,100	
Equipment-Technology	129,755	115,000	115,000	
Equipment Replacement	9,512	10,000	10,000	
	1,653,873	150,100	150,100	
<b>Capital Outlay</b>				
<b>Other Outgo</b>				
<b>Debt Service: RESTRICTED FUNDS-IPool</b>				
Interest	86,516	96,267	96,267	
Principal	207,910	324,194	324,194	
<b>Direct Support/Indirect Costs/All Other Financing Uses</b>				
Indirect Cost ( total charter school supervisory oversight fees onl	174,282	449,618	449,618	
	24,548,870	23,272,381	23,054,852	
<b>Operating Addition/(Reduction)</b>	301,673	16	77,726	
<b>Add: Net Pool Construction Revenue/Expense</b>	482,713	0		
<b>Net General Fund Addition/Reduction</b>	784,386	16		