



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD MEETING AGENDA
BOARD OF TRUSTEES
Tuesday, July 15, 2014
5:00 PM, Gilbert Hall**

I. PRELIMINARY:

A. CALL TO ORDER: 5:00 PM

5:05 pm

B. ROLL CALL: 5:00 PM - 5:05 PM

	Present	Absent		Present	Absent
Mark Epstein	X late		Jeanne Saiza	X	
Allison Holdorff Polhill	X		Ben Safvati	X	
Monica Iannessa	X		Kimberly Thomas	X late	
Emilie Larew	X		Leslie Woolley	X	
Greg Nepomuceno	X		Matthew Wunder	x	
James Pasto	x		VACANT		

NON VOTING MEMBERS

	Present	Absent
Ben Safvati	X	

PCHS MANAGEMENT/STAFF

	Present	Absent
Pamela Magee	X	
Greg Wood	x	

II. APPROVAL OF THE MINUTES: (5:05 PM - 5:10 PM)

A. REGULAR MEETING 6/10/14

Motion: Matthew Wunder

Seconded the motion: Jeanne Saiza

	Yes	No	Abs		Yes	No	Abs
Mark Epstein				Jeanne Saiza	X		
Allison Holdorff Polhill	X			Ben Safvati	X		
Monica Iannessa	X			Kimberly Thomas			
Emilie Larew			X	Leslie Woolley	X		
Greg Nepomuceno	X			Matthew Wunder	X		
James Pasto	x			VACANT			

As amended: Page 3 under public comment section add word “for” between traveling teachers

B. SPECIAL MEETING 6/25/14

Motion: Leslie Woolley

Secoded the motion: Jeanne Saiza

	Yes	No	Abs		Yes	No	Abs
Mark Epstein				Jeanne Saiza	X		
Allison Holdorff Polhill	x			Ben Safvati	X		
Monica Iannessa	X			Kimberly Thomas	X		
Emilie Larew			X	Leslie Woolley	X		
Greg Nepomuceno	X			Matthew Wunder			X
James Pasto	X			VACANT			

As amended: Change attendance of PCHS management staff Greg was present via phone.

III. PUBLIC COMMENT:(5:10 PM - 5:26 PM)

Non-agenda items: No individual presentation shall be for more than two (2) minutes and the total time for this purpose shall not exceed sixteen (16) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

Architect and parent, Doug Sussman, provided a visual slide show presentation regarding the plans to change the front of Pali’s hardscape and landscape. Funds provided by Boosters, Proposition 39 and Rose Gilbert support Phase One of this project that will be completed by 8/2/14.

Grant writer/consultant, Ellen Sloan gave an update regarding the \$50,000 Americorp grant to apply for the larger grant (for several \$100,000) that could provide a substantial support and programs to enhance the quality of education at Pali.

Board member Leslie Woolley, noted that the board should introduce and welcome new board

members: James Pasto principal of Partnerships to Uplift Communities PUC Schools, Greg Nepomuceno PCHS parent and 4th grade teacher, Emilie Larew PCHS resource teacher.

IV. PRESENTATION ITEMS:(5:26 pm – 6:05 pm)

A. UPDATE ON JOB STUDY- Jim Schiffman

Human Resource Director, Jim Schiffman, reported that the Ewing Job Study is virtually complete. They are looking at the salary tables and will discuss these with the bargaining groups and non-unionized employees as well. It has been a long process. The goal is to have comprehensive job descriptions. Mr. Schiffman indicated that the Board will be briefed regarding the progress of the Job Study implementation.

B. NEW CLASSIFIED POSITIONS – Jim Schiffman

- A. MAINTENANCE TECHNICIAN
- B. HR SPECIALIST
- C. DATABASE COORDINATOR

Human Resource Director, Jim Schiffman referred the Board to the proposed written job descriptions of the proposed maintenance Technician, HR Specialist and Database Coordinator (please see posted Board materials). Dr. Magee emphasized that these jobs would be posted and individuals will have to apply for the particular positions. Currently, temporary employees are filling these positions. Proposed salaries may be an additional cost beyond the approved budget. Monies from the 2014/15 budget may have to be reallocated. In that event, such reallocations would be brought to the Budget and Finance Committee. CBO, Greg Wood, assured he would report back to the Board regarding the monetary impact of these positions. Mr. Wood stated that the position for Database Coordinator may already in the budget due to allocation for Infinite Campus. The Budget Committee will **BE CONSULTED** in the event there are proposed budget reallocations.

C. PCHS ACADEMIC OUTCOMES- Monica Iannessa

- 1. PLC NOTEBOOKS
- 2. COURSE PASS RATES
- 3. GRADUATION RATE

Assistant Principal, Monica Iannessa, presented data regarding academic outcomes, but stressed there are many pieces of data Pali will analyze in the future to determine academic success. She discussed PLC Notebooks, Course Pass Rates and Graduation Rates. The Board received current graduation rates, however, Ms. Iannessa pointed out there are many seniors taking summer school so the number of graduates can go up. Pali's current graduation number is 96%.

Ms. Iannessa reviewed extensive data regarding course pass rates. Infinite Campus coordinator Lily Pierre collected the data. Several graphs were presented to the Board outlining the numbers of grades per subject area. Leslie Woolley suggested it would be helpful to analyze the data over the course of three years including last year 2013/14.

Ms. Iannessa suggested that Pali discuss and develop SMART goals at the Board retreat that are specific, measurable and timely. In addition, she suggested Pali look at longitudinal goals. Regarding PLCs (Professional Learning Communities) and the analysis of the data, Ms. Iannessa suggested that Pali must teach better protocols for analyzing data at the PLC Level. To what extent do PLCs influence classroom instruction? Ms. Iannessa emphasized, we need to answer this reflection question. She also suggested that Pali look at grading policies across the board.

Mark Epstein praised the use of SMART goals. Epstein and other Board members were troubled by the math scores and stressed we need to acknowledge that there is a problem. It is important to dig and find out what to do. Matt Wunder complimented Ms. Iannessa and agreed with Mark Epstein. Dr. Magee clarified that there were SMART goals from last year regarding Pali's math department. For example there was a specific goal of reducing Fs by 10%. During the 2013/14 school year administrators Magee, Theard, and Iannessa and members of the Academic Achieve Team (AAT): met with Math Department; developed three semester courses where needed; implemented class size reduction in Algebra 1 classes; offered math courses during 7th period, made plans to hire two more math teachers; and started intervention courses. The Academic Achievement Team is continuing with a math coaches, attempting to mentor struggling teachers. Emilie Larew emphasized that she was pleased Pali is building on pyramid of intervention. Matt Wunder suggested that the data take into consideration the students taking math online outside of Pali. Dr. Magee thanked Monica Iannessa and Kimberly Theard for collecting this academic data and all of their efforts to create SMART goals and implement changes.

V. ORGANIZATIONAL REPORTS: (6:05 PM – 7:00 PM)

Organizational reports shall be submitted in writing, it is recommended that oral reports be limited to less than 3 minutes.

A. EXECUTIVE DIRECTOR & PRINCIPAL'S REPORT – Dr. Pamela Magee

Executive Director and Principal (EDP) Dr. Magee – Charter Renewal Update – Lisa Saxon has been working tirelessly to prepare Pali's charter. Monica Iannessa, Paul Mittelbach, Karen Perkins, Dr. Magee, Linda Burgess, Mark Epstein, Olivia Castro and Allison Holdorff Polhill have been contributing to charter renewal process as well. It is important to submit our charter by mid-September. Dr. Magee presented a revised organizational chart. Additionally, Dr. Magee discussed new requirement for charter renewal which requires board members to submit their resume and complete detailed questionnaire. It was suggested that a special meeting be held to set deadline to meet this requirement.

B. CHIEF BUSINESS OFFICER'S REPORT–Greg Wood

Report as submitted

C. DIRECTOR OF OPERATIONS- Dave Riccardi

Report as submitted. A more detailed report will be provided at the August meeting. Phase of Garden project is underway thanks to Booster Club and donation from Rose Gilbert. Work

being done by Mr. Sussman is on volunteer basis. Additional work on air handlers being done particularly in D, E, F buildings. A bldg, Gilbert Hall and Mercer Hall and cafeteria already completed. Waterless urinals and other energy saving conservations projects being reviewed. Proposal for sun glare reflectors on windows will be part of Phase 2 of project and funding will come from Prop 39 funding.

D. HUMAN RESOURCES DIRECTOR–Jim Schiffman

Report as submitted.

E. CLASSIFIED REPORT – Kimberly Thomas

No report.

F. STUDENTS’ REPORT – Ben Safvati

Dolphin Leadership Academy going well. ASB leadership team will meet next week to discuss budget.

G. PARENTS’ REPORT – Allison Holdorff Polhill, Mark Epstein, Greg Nepocumeno

Booster Club no report. Education Foundation is planning a walk/run fundraiser with the Pali Complex.

H. FACULTY REPORT – Jeanne Saiza

Jeanne Saiza reported that all departments have been holding extensive interviews for new faculty. Class size reduction main topic of discussion for faculty.

I. BUDGET AND FINANCE COMMITTEE REPORT – Cheryl Onoye

No report.

J. FUNDRAISING COMMITTEE – Allison Holdorff Polhill

No report.

K. ELECTIONS COMMITTEE – Jeanne Saiza, Leslie Woolley

Election scheduled for early September to vote on vacant faculty board seat (voted for by PCHS students) and community seat.

L. SCHOOL CLIMATE COMMITTEE

It was discussed that during the back to school staff development days school climate will be discussed. Additional members need to be added to committee.

M. AUDIT COMMITTEE – Mark Epstein

No report.

VI. DISCUSSION ITEMS: (7:00 pm – 7:30 pm)

A. SCHOOL POLICIES AND THE BOARD’S ROLE IN POLICY

What should the extent of the Board’s role be in reviewing policies? Dr. Magee and Jim Schiffman have been sorting through California School Board Association (CSBA)’s standard policies and determining whether such policies are appropriate or should be modified for Pali. She committed to bring policies to the Board where appropriate. Child abuse policies were pulled from CSBA. Don Brann recommended CSBA policies. Mark Epstein suggested generalized language and working with the Board officers to determine whether such policies are presented to the Board. Pali needs to have systemic policies in place. Matt Wunder suggested that Dr. Magee prioritize what should be done.

B. GOVERNANCE TRAINING

Governance training was successful with all new Board members attending: Greg Nepomuceno, Ben Safvati, Emilie Larew and James Pasto.

C. ELECTION OF BOARD OFFICERS

D. ELECTION OF BOARD COMMITTEE MEMBERS

Discuss in detail at board retreat on September 13th.

E. PCHS ORGANIZATIONAL CHART 2014-2015

A short discussion of regarding the proposed organizational chart ensued. Matt Wunder suggested that students should be at the top or center of the proposed chart. Ben Safvati suggested and many Board members agreed that the organizational chart be used to educate all stakeholders on PCHS’ governance structure and who individuals should contact when they have questions concerning different issue at Pali.

VII. ACTION ITEMS: (7:30 PM-7:50 PM)

A. APPROVAL OF BOARD OFFICERS

Motion: Mark Epstein

Seconded the motion: Kimberly Thomas

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Ben Safvati	-		
Monica Iannessa	X			Kimberly Thomas	X		
Emilie Larew	X			Leslie Woolley	X		
Greg Nepomuceno	X			Matthew Wunder	X		
James Pasto	x			VACANT			

Allison Holdorff Polhill was unanimously elected as Board Chair.

Jeanne Saiza was unanimously elected as Board Vice Chair.

Leslie Woolley was unanimously elected as Board Secretary.

B. APPROVAL OF JOB DESCRIPTION

Motion: Mark Epstein

Seconded the motion: Kimberly Thomas

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza			x
Allison Holdorff Polhill	X			Ben Safvati	-		
Monica Iannessa	-			Kimberly Thomas	X		
Emilie Larew			x	Leslie Woolley	X		
Greg Nepomuceno	X			Matthew Wunder	X		
James Pasto	x			VACANT			

The Board approved of the Database Manager job description as set forth in the Human Resource Board Report (as amended). However, to the extent that filling the position is inconsistent with the budget as approved, by the Board, then the budgetary impact will be considered by the Budget Committee, and any amendment to the Board, before the position is filled.

C. APPROVAL OF PCHS CHILD ABUSE PREVENTION AND REPORTING POLICY

Motion: Matthew Wunder

Seconded the motion: Jeanne Saiza

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Ben Safvati	-		
Monica Iannessa	-			Kimberly Thomas	X		
Emilie Larew	X			Leslie Woolley	X		
Greg Nepomuceno	X			Matthew Wunder	X		
James Pasto	x			VACANT			

The Board approved of the PCHS Child Abuse Prevention and Reporting Policies as amended. Name of reporting agency needs to be listed on page 4 of administrative Regulation. Dept. of Child Family Services, 5757 Wilshire Blvd. Suite 200, Los Angeles, CA 800-540-4000

D. APPROVAL OF SPECIAL ELECTION FOR VACANT BOARD SEAT

The Board tabled the approval of Special Election for Vacant Board Seat.

VIII. CONSENT AGENDA:(7:50 PM-7:55 PM)

A. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR PRINCIPAL

a. Mileage reimbursement for conferences
TOTAL \$ 157.00

APPROVED.

B. APPROVAL OF FIELD TRIPS

NONE

IX. OUTSTANDING BUSINESS

X. NEW BUSINESS

Board chair to announce items for closed session.

XI. CLOSED SESSION:(7:55 PM – 8:00 PM)

Board Chair will report publicly on any closed session action items for which a vote occurred.

A. PENDING, THREATENED OR POTENTIAL LITIGATION

The Board reported out in open session that the Board upheld the Admissions Committee's determination concerning the admission of a ninth grade candidate.

**B. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATION-
Executive Director/Principal, Employee organizations: PESPU, UTLA**

XII. OPEN SESSION:

XIII. ADJOURNMENT:(8:10 PM)

8:26 pm

(Meeting Materials can be found on the Pali website under Governance, Board of Trustees, Agendas and Minutes, Material for Board Meetings)