



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD MEETING AGENDA MINUTES  
BOARD OF TRUSTEES  
Tuesday, July 16, 2013  
5:00 PM, GILBERT HALL**

**I. PRELIMINARY:**

A. CALL TO ORDER: 5:05 PM

B. ROLL CALL: ALL PRESENT

Chris Lee	Tucker Reynolds
Allison Holdorff Polhill	Jeanne Saiza
Monica Iannessa	Kimberly Thomas
Polly Bamberger	Mystic Thompson
Mark Epstein (arrived at 5:12 PM)	Leslie Woolley
Stephanie Inyama	Matt Wunder

Greg Wood- Ex Officio  
Dr. Pamela Magee- Ex Officio

<i>Conference Call</i>	<i>1-646-307-1300</i>
<i>Participant Access Code</i>	<i>3959481</i>
<i>Organizer Access Code</i>	<i>*4249317</i>

**II. APPROVAL OF THE MINUTES:**

A. SPECIAL MEETING 7/9/13

*Motion to approve 7/9/13 minutes: ALLISON HOLDORFF POLHILL  
2<sup>nd</sup>: STEPHANIE INYAMA*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	---	---	---	Mystic Thompson			X
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley			X
Stephanie Inyama	X			Matt Wunder	X		
Chris Lee	X						

B. SPECIAL MEETING 7/2/13

*Motion to approve 7/2/13 minutes: ALLISON HOLDORFF POLHILL  
2<sup>nd</sup>: POLLY BAMBERGER*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	---	---	---	Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley			X
Stephanie Inyama			X	Matt Wunder	X		
Chris Lee	X						

C. SPECIAL MEETING 6/28/13

*Motion to approve 6/28/13 minutes: ALLISON HOLDORFF POLHILL  
2<sup>nd</sup>: MYSTIC THOMPSON*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas			X
Mark Epstein	---	---	---	Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama			X	Matt Wunder	X		
Chris Lee	X						

D. REGULAR MEETING 6/18/13

*Motion to approve 6/18/13 minutes: MATT WUNDER  
2<sup>nd</sup>: STEPHANIE INYAMA*

	YES	NO	AB		YES	NO	AB
Polly Bamberger			X	Kimberly Thomas			X
Mark Epstein	X			Mystic Thompson			X
Allison Holdorff Polhill			X	Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley			X
Stephanie Inyama	X			Matt Wunder	X		
Chris Lee	X						

E. SPECIAL MEETING 5/30/13

*Motion to approve 5/30/13 minutes as amended: ALLISON HOLDORFF  
POLHILL  
2<sup>nd</sup>: MYSTIC THOMPSON*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	---	---	---	Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley			X
Stephanie Inyama			X	Matt Wunder	X		
Chris Lee	X						

F. SPECIAL MEETING 5/28/13

*Motion to approve 5/28/13 minutes as amended: ALLISON HOLDORFF  
POLHILL  
2<sup>nd</sup>: MATT WUNDER*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	X			Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley			X
Stephanie Inyama	X			Matt Wunder	X		
Chris Lee	X						

G. REGULAR MEETING 5/21/13

*Motion to approve 5/21/13 minutes as amended: MYSTIC THOMPSON  
2<sup>nd</sup>: POLLY BAMBERGER*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	---	---	---	Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley			X
Stephanie Inyama			X	Matt Wunder	X		
Chris Lee	X						

H. SPECIAL MEETING 5/14/13

*Motion to approve 5/14/13 minutes: ALLISON HOLDORFF POLHILL  
2<sup>nd</sup>: MATT WUNDER*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	---	---	---	Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley			X
Stephanie Inyama			X	Matt Wunder	X		
Chris Lee	X						

**III. PUBLIC COMMENT:**

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.

Matt Miller from Vavrinek, Trine, Day & Co., LLP- Pali’s auditor was introduced to the Board. Mr. Miller has been with the firm for seventeen years. This is the testing phase of the audit. During this first phase the auditors set controls. Currently, they are preparing the required financial data to file with the federal government. Additionally, they will be preparing the 990s and federal and state tax returns before their submittal. Mr. Miller and his team have been working with Greg Wood, Kevin Olson and Eleanor Rozell. The Board will have an opportunity to review tax returns before submission. There are a few new standards with the audit process. One change is that the auditor’s report will have headings that clearly designate between the auditor’s role and manager’s role. The firm engages in interviews, procedures and inquiries (phase one) before summarizing financial data (phase two). Mr. Miller appreciates working with Greg Wood, Eleanor Rozell, Kevin Olson and Polly Bamberger.

Kenneth Spencer – Mr. Spencer, attorney and parent of an incoming basketball player, had initial concerns regarding Pali’s basketball program considering Coach Paleno resignation as head coach. However, he praised Dr. Magee and the administration’s rapid response to parent concerns. Dr. Magee, Russ Howard and John Achen met with Mr. Spencer and another parent to discuss the basketball program. Mr. Spencer was also interested in supporting the renovation of the gym and weight room.

**IV. PRESENTATION ITEMS:**

A. COLLEGE CENTER UPDATE – HELENE KUNKEL, RUTH GRUBB

Helene Kunkel and Ruth Grubb provided the Board with impressive statistics for the college bound Class of 2013. The number of PCHS students attending 4 year colleges has held steady for the past few years. Students are going to universities

and colleges throughout the nation ranging from Ivy League to community colleges. While many Pali graduates are attending UCs, Ms. Kunkel pointed out that these schools are incredibly difficult to get into now because they are highly impacted. Ms. Kunkel reported that Ruth Grubb and Melissa Rangel have been working all summer. They have spent several hundred hours going through students' transcripts to ensure accuracy after the school data system transition. Melissa Rangel is a terrific addition to the College Center and will receive benefits this year. The College Center wrote over three hundred letters of recommendation for the Class of 2013. Helene Kunkel, Ruth Grubb and Melissa Rangel will be visiting colleges in the Midwest this fall. The College Center has visited over 500 colleges throughout the years.

**B. REVIEW OF UPDATED 2013-14 PCHS ORGANIZATIONAL CHART – MONICA IANNESSA**

Monica Iannessa explained PCHS' Organizational Chart and the list of new duties and individuals. Monica Iannessa is transitioning from Director of Admissions and Attendance to Director of Student Achievement. She will be working with a team of coordinators and coaches to help support teaching and learning at the school. The Student Achievement Team consists of Myrna Cervantes (EL Coordinator), Dr. Minh Ha Ngo (Data Coordinator), Lisa Saxon (Literacy Coach), Sarah Crompton (Instructional Coach) and Cheryl Onoye (Math Coach). Monica Iannessa explained the range of duties each administrator had as they oversee each of the various departments.

**C. UPDATE ON PCHS TECHNOLOGY INFRASTRUCTURE RFP- DONNA MANDOSA**

Donna Mandosa, Technology Supervisor, explained that the administration contracted with AkinsIT for approximately \$264,000 after comparing three extensive bids, weighing long-term costs and feasibility. The Akins IT contract includes a financial penalty for delayed completion. The deadline is 7/31/13. Equipment has been ordered. Crews are onsite measuring out fiber lines. The A, B, C, J, M buildings will be retrofitted first and the rest of the buildings will be retrofitted prior to the start of school. In addition to overseeing this project and the 1:1 iPad project, Ms. Mandosa will be picking up some aspects of Infinite Campus to make use of this robust system. Ms. Mandosa provided the Board with written materials including an outline of the PCHS Infrastructure Project, dated 7/12/13 and an extensive two-page outline of all Summer Tech Department Projects, dated 7/11/13. These documents are available online.

**D. REPORT ON SCHOOLWIDE PROJECTS – DAVE RICCARDI**

David Riccardi provided the Board with an exhaustive list specifying repairs to each classroom and a report of 25 projects and 10 permit activities. Mr. Riccardi showed the Board where Pali's new security cameras will be installed. Cameras will house footage for 30 days. 32 cameras can be brought up on computer screens to enhance the security at Pali. Signs will be posted informing individuals that they are under surveillance. Photographs depicting "before and after"

renovations to the science rooms and the virtually complete Learning Lab were provided. Mr. Riccardi emphasized the tedious nature of taking rooms apart and putting the room back together. Work will be conducted on the air handlers. Mr. Riccardi stated that according to the company contracted to clean our air handlers, it does not appear that these air ducts have ever been cleaned since the school was built.

#### E. SCHOOLGY - STEVE BURR

Steve Burr presented a detailed explanation of the learning management system entitled, Schoology. Schoology has three key components: learning management, enhanced communication and third party integration. This system will be behind the iPad program providing a centralized location where teachers can get their information out. It is a great organizational tool. Teachers can use Schoology to post assignments, give tests, and manage instructional resources. The system inherently encourages collaboration among teachers and students.

Students enjoy Schoology because it is like Facebook for school. It can help teachers with classroom workflow on iPads. Students can submit assignments online. Both Infinite Campus and Turn-it-in.com will be integrated with this system. A paperless classroom is possible! The school calendar and class calendar will be part of the system. Parents can login as well. Parents can simply message teachers on Schoology. Mr. Burr compared Edmodo and determined that Schoology was a better fit. Teachers will be able to use their time more efficiently. The system gives easy opportunities for re-teaching and re-learning. The system works with Infinite Campus. Unlike Teacher web, one can easily monitor whether teachers are using Schoology as well. Dr. Magee and Steve Burr stated they will implement a significant amount of professional development to assist teachers in using Schoology as soon as the Board approves of Schoology.

While there is a free version of Schoology, Mr. Burr recommended that the Board purchase the Enterprise package for the following reasons:

1. Import course data from Infinite Campus (two way integration system)
2. Common core 1:1 iPad help facilitate successful
3. Single sign-on for parents
4. Advisee function (TVN)
5. Integration with 3<sup>rd</sup> parties
6. Advanced user management
7. Video conference capabilities
8. Unlimited storage and uploading

#### V. **ORGANIZATIONAL REPORTS:**

*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  
As submitted.
  
- B. CHIEF BUSINESS OFFICER'S REPORT–Greg Wood  
As submitted. Greg Wood reported on budget updates indicating he is tracking the new local control funding formulas for the 2013-14 state budget and will be attending at Conference for further information. Form 700 was discussed and obtained for new Board members.
  
- C. HUMAN RESOURCES DIRECTOR–Dr. Pamela Magee  
Dr. Magee indicated that the search for a Human Resource Director is ongoing and she was hoping they would have a person in place by the beginning of the school year.
  
- D. DIRECTOR OF OPERATIONS – Dave Riccardi  
As submitted.
  
- E. CLASSIFIED REPORT – Kimberly Thomas  
No report.
  
- F. STUDENTS' REPORT – Tucker Reynolds  
ASB President, Tucker Reynolds, reported that ASB was participating in calendar planning for the upcoming year. Tucker is looking forward to ASB leadership's upcoming retreat in Catalina. ASB will be participating in Freshman Orientation on August 9<sup>th</sup>. They will be recruiting their friends to accommodate smaller groups of freshman.
  
- G. FACULTY REPORT – Jeanne Saiza, Chris Lee, Mystic Thompson  
Many Pali teachers are using the summer months to prepare for classes. Some tenth and eleventh grade teachers are teaming in English and Social Studies to pilot a Humanitas curriculum. Some teachers involved in this pilot will be attending a History Alive (TCI) training this month. The Village Nation elders met this month to plan the first assembly (August 29) and calendar other events for the 2013-14 school year.
  
- H. BUDGET AND FINANCE COMMITTEE REPORT – Rob King  
N/A
  
- I. LONG TERM STRATEGIC PLANNING COMMITTEE REPORT-Dr. Magee  
Long-term strategic planning committee meetings have been calendared for next year. The minutes of the meetings will be published. Meeting times will be set to accommodate all stakeholders.

- J. PARENT REPORT- Mark Epstein, Polly Bamberger, Allison Holdorff Polhill Polly Bamberger reported that Ed Fund received a \$5,000 scholarship grant for the iPad program. Boosters paid for part of the science lab renovations and the summer school program. Boosters, PTSA, and the Ed Fund have been actively meeting with each other to improve communication between the parent groups. Booster is having their annual kick-off party is on August 27 at 6:30 pm at the home of Michele and Larry Lynch.

## **VI. DISCUSSION ITEMS:**

- A. BOARD SELF EVALUATION - STEPHANIE INYAMA  
Stephanie Inyama explained that there will be a Board self-evaluation. The evaluation results will be reviewed and reflected upon at the retreat in September.
- B. WEBSITE DEVELOPMENT AND BRANDING CONSULTING CONTRACT  
2012-13- DR. PAMELA MAGEE  
Dr. Magee informed the Board that Carla Levenson's 2012/13 Contract was not brought before the Board and technically should have been brought before the Board pursuant to our Governing Policies. Carla Levenson's 2011/2012 contract was brought before the Board. Systems have been put in place to avoid this situation in the future. As a fellow Executive Director, Matt Wunder stated that with an organization as large as Pali, he was impressed that this kind of error rarely occurs at the school site. Mark Epstein applauded Dr. Magee for self-reporting.
- C. 2013-14 SCHOOL CALENDAR AND EVENTS- MONICA IANNESSA  
Monica Iannessa demonstrated how the school-wide calendar works in conjunction with Schoology. Additionally, she invited the Board to join Schoology.
- D. ACADEMIC ACCOUNTABILITY STANDING COMMITTEE- CHRIS LEE  
This Committee will be established under the Charter Re-write Committee.  
A Charter Committee meeting will take place in the near future.
- E. FACILITIES AND GROUNDS MAINTENANCE SUPERVISOR POSITION-  
DAVE RICCARDI  
David Riccardi explained that there are hundreds of tasks that must be taken care of within Pali's 32 acres. In separating from the District and creating a clean, updated and safe facility, the hiring of a Facilities and Grounds Maintenance Supervisor is warranted to achieve operational excellence and ensure internal accountability. A job description and salary schedule was provided to the Board.

## **VII. CONSENT AGENDA:**

- A. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE  
DIRECTOR/PRINCIPAL



**VIII. ACTION ITEMS:**

**A. APPROVAL OF WEBSITE DEVELOPMENT AND BRANDING CONSULTING EXPENDITURES 2012-13**

*Motion to approve the retroactive expenditure for website development and branding consultation in 2012-13.: MARK EPSTEIN  
2<sup>nd</sup>: STEPHANIE INYAMA*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	X			Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matt Wunder			X
Chris Lee	X						

**B. APPROVAL OF SCHOOLGY CONTRACT (\$22,380)**

*Motion to approve the Schoology contract for \$22,380): ALLISON HOLDORFF POLHILL  
2<sup>nd</sup>: MATT WUNDER*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	X			Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matt Wunder	X		
Chris Lee	X						

**C. APPROVAL OF THE FACILITIES AND GROUNDS MAINTENANCE SUPERVISOR POSITION**

*Motion to approve the Facilities and Grounds Maintenance Supervisor position at a salary range of \$42,500.00 – \$60,000: MATT WUNDER  
2<sup>nd</sup>: ALLISON HOLDORFF POLHILL*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	X			Mystic Thompson	X		

Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matt Wunder	X		
Chris Lee	X						

#### D. ELECTION OF PCHS BOARD OF TRUSTEES OFFICERS

Nominations were open to all trustees for all Board offices. Motions were made for the nominations that were accepted.

##### 1. Board Chair

*Motion to vote for Chris Lee as Board President: JEANNE SAIZA*

*2<sup>nd</sup>: KIMBERLY THOMAS*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	X			Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matt Wunder	X		
Chris Lee			X				

##### 2. Board Vice Chair

*Motion to vote for Allison Holdorff Polhill as Board Vice-President: CHRIS LEE*

*2<sup>nd</sup>: MARK EPSTEIN*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	X			Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matt Wunder	X		
Chris Lee	X						

##### 3. Board Secretary

*Motion to vote for Monica Iannessa as Board Secretary: MARK EPSTEIN*

*2<sup>nd</sup>: MYSTIC THOMPSON*

	YES	NO	AB		YES	NO	AB
Polly Bamberger	X			Kimberly Thomas	X		
Mark Epstein	X			Mystic Thompson	X		
Allison Holdorff Polhill	X			Jeanne Saiza	X		
Monica Iannessa	X			Leslie Woolley	X		
Stephanie Inyama	X			Matt Wunder	X		
Chris Lee	X						

Generally, the Board's minutes are created by the staff; however, a system is in place to make sure that our minutes are accurate wherein the title of the minutes, contents and PDF version are controlled by the officers.

**IX. OUTSTANDING BUSINESS:**

**A. BOARD RETREAT – STEPHANIE INYAMA**

Board Retreat – September 7, 2013 10 am to 4 pm at the Palisades Lutheran Church – Fireside Room. The Training Committee met on July 9, 2013 to plan the retreat.

**B. BOARD TRAINING UPDATE – STEPHANIE INYAMA**

On July 9, 2013 Board Training was conducted. The new trustees were appreciative and satisfied with the training.

**X. NEW BUSINESS:** No New Business

**XI. CLOSED SESSION:**

There were no items for closed session.

**XII. ADJOURNMENT:**

8:01 PM

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