



Palisades Charter High School

More Than 50 Years of Innovation and Excellence



BOARD OF TRUSTEES

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MINUTES

Tuesday, October 21, 2014

5:00 PM, Library

I. PRELIMINARY:

A. CALL TO ORDER: 5:05 PM

B. ROLL CALL: 5:05 PM - 5:08 PM

	Present	Absent		Present	Absent
Mark Epstein	X		Jeanne Saiza	X	
Allison Holdorff Polhill	X		Kimberley Allen	X	
Monica Iannessa	X		Leslie Woolley		X
Emilie Larew	X		Mike Stryer	CALLED IN LATE	
Greg Nepomuceno	X		Mystic Thompson	X	
James Pasto	X				

NON VOTING MEMBERS

	Present	Absent
Ben Safvati	LATE	

PCHS MANAGEMENT/STAFF

	Present	Absent
Pamela Magee	X	
Greg Wood	X	

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

A. SPECIAL MEETING – Sept. 13, 2014

Motion: Mystic Thompson (to accept minutes as amended)

Seconded the motion: Mark Epstein

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberly Allen	X		
Monica Iannessa	X			Leslie Woolley			
Emilie Larew	X			Mystic Thompson	X		
Greg Nepomuceno	X			Mike Stryer			
James Pasto	X						

B. REGULAR MEETING – Sept. 16, 2014

Minutes were tabled.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein				Jeanne Saiza			
Allison Holdorff Polhill				Kimberly Allen			
Monica Iannessa				Leslie Woolley			
Emilie Larew				Mystic Thompson			
Greg Nepomuceno				Mike Stryer			
James Pasto							

C. SPECIAL MEETING – Sept. 23, 2014

Motion: Mark Epstein (to approve minutes as amended).

Seconded: Greg Nepomuceno

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberly Allen	X		
Monica Iannessa	X			Leslie Woolley			

Emilie Larew	X			Mystic Thompson			X
Greg Nepomuceno	X			Mike Stryer			
James Pasto	X						

D. SPECIAL MEETING – Sept. 26, 2014

Motion: Mystic Thompson

Seconded the motion: Monica Iannessa

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberly Allen	X		
Monica Iannessa	X			Leslie Woolley			
Emilie Larew			X	Mystic Thompson	X		
Greg Nepomuceno	X			Mike Stryer			
James Pasto	X						

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.

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

A. Ph.D. Update –Tami Christopher

PCHS Teacher Tami Christopher updated the Board on her Ph.D. dissertation research. Her research is focused on how adults interact with high school African American males and also how these students perceive themselves. Ms. Christopher also highlighted recent developments with The Village Nation (TVN). For example, TVN joined forces with Parent Involvement for Quality Education (PIQE); 109 parents graduated from a five-week course which was geared toward educating parents on how to best assist their son or daughter in attending college. Parents learned about the requirements for college admission, the financial aid application, and other practical training to aid them in supporting college transition.

B. Job Study – Jim Schiffman

Jim Schiffman presented a revised classified salary schedule in response to Board inquiries from a previous meeting. The accomplishments of the Ewing Study include: job descriptions for all positions as required by LAUSD in our charter renewal; adjusting position to avoid hefty overtime payments;

creating an equal amount of steps for each classified position and increasing the school-wide climate. Schiffman explained justifications for the salary scale for each position. He indicated that until classified bargaining is complete, the Administration would not ask the Board to consider approving the job salary table.

C. LEA Medical Reimbursement aka LEA Billing Consortium

Mary Bush presented on School Medicaid Programs; she advised that as a part of COP Consortium, PCHS would be able to seek reimbursements for Medi-Cal and also for administrative activities.

D. Proposition 39 – David Riccardi & Marika Erdely, CEO of green Econome

David Riccardi and Marika Erdely, CEO of Green Econome relayed how PCHS can decrease its energy consumption and expenses. Prop 39 funds will pay for retrofits. PCHS is enrolled in LADWP EETAP Rebate program. An extensive analysis of our facility is underway to determine how be more energy efficient.

E. Common Core budget – Monica Iannessa

Monica Iannessa reported on Common Core budget for 2014-15. The majority of the 2013/14 budget was designated to technology and professional development. Department chairs are weighing in on the curricular needs. PCHS' history books are 10 years out of date; foreign language books 13 years out of date. She advised that PCHS look at curricular needs and start budgeting.

F. Technology Update – Donna Mandosa

Donna Mandosa provided an extensive technology update. She introduced the Information Technology Team: Jeff Roepel, Manny Waters, Jesse Garcia and George Lozano. Mandosa discussed computer deployment, tech event calendar, PCHS network and bandwidth analysis. She also discussed the iPad program comparing 2013/14 with 2014/15 data including device enrollment and managed distribution. Students are able to bring their own devices, borrow iPads or buy iPads. She discussed digital citizenship, the Microsoft settlement, the e-rate program, campus technology and extracurricular technology activities involving STEAM workshops.

G. Overview of PCHS Academic Data/tests – Dr. Magee & Monica Iannessa

Monica Iannessa reported on various data usage possibilities that the Board could utilize and discussed how the Board could look at data. She presented basic board dashboards with examples of data indicators. She asked for specifics on what the Board would want to measure and discussed questions that should guide such analysis. She reviewed CASHEE, AYP and API data, and discussed ADA, enrollment, demographics, SMART goals and surveys. Dr. Magee described how various No Child Left Behind regulations have been revised which will change Program Improvement as well. More information will be brought to the Board at a future meeting.

H. Charter Renewal & 2014-15 PCHS School-wide Goals – Dr. Magee

Dr. Pam Magee officially reported that PCHS' Charter was renewed. She updated the Board on 2014-15 PCHS Goals. The top five goals were created as Specific measurable Action-oriented, Realistic and Time Bound (SMART) goals. The five goals:

1. PCHS will increase math support for both students and teachers.
2. PCHS will expand intervention support options including tutoring for all students
3. PCHS will establish a positive culture and customer service focus throughout the organization from the Board of Trustees, administrative offices, and classrooms to demonstrate respect and encouragement for all stakeholders.
4. PCHS will increase 21st century career awareness and opportunities for students.
5. PCHS will refine school data analysis including metrics and measurements to increase academic achievement.

Mark Epstein suggested adding a goal of a reduction in the number of students who feel like they need private tutoring in math; he also raised the issue of educational equity. He suggested specifics on what the class sizes goal will be. Dr. Magee explained the challenges in hiring an additional quality math teacher; she stated that additional staff is needed to reduce math class sizes.

Monica Iannessa relayed that one of the math coaches is running the Math Lab and that students are able to retake standards in the Math Lab, which should alleviate some of the anxiety of students. Emilie Larew noted that transportation was an issue for some students who wanted to attend the Math Lab as attending late in the day made it difficult for them to get home (because the late buses take a different route). Jeanne Saiza suggested tweaking the schedule to allow math enrichment during the school day.

Epstein suggested having civil discourse as a goal. Dr. Magee noted the progress on this and agreed to add it as a formal goal. Holdorff Polhill suggested that Academic Accountability Committee be added to Goal 5.

ACTION: The Board approved of the school-wide goals with the condition that they be amended to include the discussion above.

- I. **Physical Education Department Presentation – Mystic Thompson**
Physical Education teacher and board member Mystic Thompson presented on the P.E. department activities and developments.

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. Magee
Report stands as submitted.
- B. CHIEF BUSINESS OFFICER'S REPORT–Greg Wood
Report stands as submitted.
- C. DIRECTOR OF OPERATIONS- Dave Riccardi
Report stands as submitted.

- D. HUMAN RESOURCES DIRECTOR–Jim Schiffman
Report stands as submitted.
- E. CLASSIFIED REPORT – Kimberly Thomas
- F. STUDENTS’ REPORT – Ben Safvati
Report stands as submitted.
- G. PARENTS’ REPORT – Allison Holdorff Polhill, Mark Epstein, Greg Nepocumeno
Report stands as submitted.
- H. FACULTY REPORT – Jeanne Saiza
Report stands as submitted.
- I. BUDGET AND FINANCE COMMITTEE REPORT – Cheryl Onoye
Report stands as submitted.
- J. FUNDRAISING COMMITTEE – Allison Holdorff Polhill
Report stands as submitted.
- K. ELECTIONS COMMITTEE – Jeanne Saiza, Leslie Woolley
Report stands as submitted.

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

A. Job Study – Jim Schiffman

Jim Schiffman reported on upper management contracts. HR fulfilled the Board’s request for adding specific contractual language. All upper management contracts were approved by Board members who were non-interested parties.

B. Board Goals and Measurement Tools – Jeanne Saiza

Jeanne reviewed the Goals that were discussed and established during the Board Retreat: Communication, Fundraising, and Academic Achievement. Mark Epstein raised the idea of Board ad hoc committees to work on issues before bringing them to the board.

C. Lifetime Benefit Retirement Update – Greg Wood

Greg Wood stated that:

- In 2007, funds were designated to Lifetime Benefit accounts.
- During the 2009-10 school year, the school switched over from LAUSD to solely PCHS. LAUSD continued to charge PCHS Lifetime Benefits through Dec. 31, 2009. State funding was cut and PCHS did not cut teachers as most schools did. PCHS inherited significant liability by committing to Lifetime Benefits.
- All audited financials as reported were correct.
- Every year PCHS has showed the retirement account on our financials. Three sets of independent auditors and two actuarial firms have reviewed this data and presented it to our Board over the last six years. Out of 42 schools reviewed by the most recent actuarial only eight set aside funds.
- Investment policies should be considered to find secure safe higher interest returns. PCHS could do so by hiring investment advisors.

Dr. Magee suggested that a committee made up of Board members and Budget and Finance Committee members should convene and determine what financial

advisors we use to determine how to invest these funds. Financial statements will show aggregate interest.

Mark Epstein confirmed that all the money stayed at PCHS and that no money was misplaced or improperly used; no trust account was ever raided. Mike Stryer confirmed that money was never spent on things without being fully reimbursed.

D. Charter Renewal Update – Dr. Magee

Dr. Magee advised the Board about the PCHS Charter Renewal petition coming up at the LAUSD Nov. 18, 2014 board meeting and advised a positive campaign for the petition. Mike Stryer recommended reaching out to Steve Zimmer before the LAUSD meeting.

VII. ACTION ITEMS: (7:30 PM-7:35 PM)

A. Moving Nov. 18 board meeting from Nov. 18 to Nov. 20 in light of the Charter Renewal petition meeting at LAUSD on Nov. 18

Motion: Jeanne Saiza

Seconded the motion: James Pasto

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberly Allen	X		
Monica Iannessa	X			Leslie Woolley			X
Emilie Larew	X			Mike Stryer	X		
Greg Nepomuceno	X			Mystic Thompson	X		
James Pasto	X						

B. Resolution to include UTLA and PESPU representatives at board meetings.

Motion: Mark Epstein

Seconded the motion: Jeanne Saiza

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberly Allen	X		
Monica Iannessa	X			Leslie Woolley			
Emilie Larew	X			Mike Stryer	X		

Greg Nepomuceno	X			Mystic Thompson	X		
James Pasto	X						

C. Preliminary Approval of School-wide Goals subject to final approval of final version of Goals.

Motion: Mark Epstein

Seconded: James Pasto

VIII. CONSENT AGENDA: (7:35 PM-7:40 PM)

- i. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR/PRINCIPAL
- ii. APPROVAL OF FIELD TRIPS

IX. OUTSTANDING BUSINESS

X. NEW BUSINESS (7:40 PM – 7:50 PM)

- A. REQUEST FOR ADMINISTRATIVE REPORT SPECIFIC ANALYSIS BEING DONE ON DATA COLLECTED IN THE 2013/14 SCHOOL YEAR– Mark Epstein
- B. 22nd ANNUAL CALIFORNIA CHARTER SCHOOL CONFERENCE MARCH 16-19 SACRAMENTO

XI. CLOSED SESSION: (7:50 PM – 8:20 PM)

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

- A. PENDING, THREATENED OR POTENTIAL LITIGATION
- B. CONTRACT NEGOTIATIONS (UTLA and PESPU)

XII. OPEN SESSION:

XIII. ADJOURNMENT: (8:20 PM)

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