



Palisades Charter High School

More Than 50 Years of Innovation and Excellence



BOARD OF TRUSTEES

BOARD MEETING MINUTES BOARD OF TRUSTEES December 16, 2014 5:00 PM, Gilbert Hall

I. PRELIMINARY:

- A. CALL TO ORDER: 5:08 PM
- B. ROLL CALL: 5:08 PM

	Present	Absent		Present	Absent
Mark Epstein	X		Jeanne Saiza	X	
Allison Holdorff Polhill	X		Kimberley Allen	CALLED IN FOR PART OF MEETING	
Monica Iannessa	X		Leslie Woolley	X	
Emilie Larew	X		Mystic Thompson	X	
Greg Nepomuceno	X		Michael Stryer	X	
James Pasto	X				

NON-VOTING MEMBERS

	Present	Absent
Ben Safvati	X	

PCHS MANAGEMENT/STAFF

	Present	Absent
Pamela Magee	X	
Greg Wood	X	

II. 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.

III. APPROVAL OF MINUTES

- A. REGULAR MEETING – Nov. 20, 2014
Tabled.
- B. SPECIAL MEETING – Dec. 4, 2014
Tabled.

IV. PRESENTATIONS

- A. **Special Education** – Mary Bush and John Tomasi presented on Student Support Services and the Special Education Department. They described dozens of personnel positions and their responsibilities.
- B. **Homeless Count** – Stephanie Inyama, Regional Coordinator, Homeless Count 2015. Ms. Inyama explained the 2015 Homeless Count for the Westside, which works to identify the homeless and what services they require. She asked for volunteers for the Palisades Count on Jan 28-29.
- C. **VAPA Dept.** – Nancy Fracchiolla, Arwen Hernandez, and Rick Steil described the Visual & Performing Arts departments and specifically noted the various accomplishments and awards of the Drama, Marching Band, and Photography departments. They noted that PCHS lacks an arts center. Mark Epstein suggested that developer Michael Caruso might be approached to fund such an arts center. Monica Iannessa noted that students must take a VAPA course as a graduation requirement; a VAPA course is also a UC-CSU requirement.
- D. **Customer Service/School Climate Schoolwide Goal Update** – Dr. Magee updated the board on the school's customer service progress. The administration has raised staff awareness of the importance of customer service. Human Resources will provide customer service training. Staff is providing feedback and suggestions. Offices in the main office building have been provided surveys for customer feedback. She explained the changes in the main office including parent volunteers and cubicles to better allow staff to focus on detail-oriented work.
- E. **Administration Compensation**
Tabled until January.

V. ORGANIZATIONAL REPORTS

- A. **Executive Director & Principal's Report – Dr. Pam Magee**
Report stands as submitted.

B. CBO Report – Greg Wood

Report stands as submitted. Greg Wood also communicated that the audited financials were filed and the results will be presented at the Jan. 20 board meeting. In response to Mike Stryer's question, he agreed that replacing old textbooks should be an important part of the budget. In response to Leslie Woolley's question, Dr. Magee noted that E-books do not necessarily result in savings. Jeanne Saiza noted that the History department is discussing utilizing a class set of books and online subscriptions instead of books for each and every student. Currently, a significant number of books are being lost and damaged which is expensive. Monica Iannessa advised that the English department is also investigating physical readers, which could save monies.

C. Director of Operations – Dave Riccardi

Report stands as submitted. Dave Riccardi added that he is looking for a timer for the Board, hopefully for the January board meeting. In response to Jeanne Saiza, he advised that certain bathrooms should be repaired over Winter Break.

D. Human Resources – Jim Schiffman

Report stands as submitted. Jim Schiffman relayed that Human Resources surveyed employees about the need for a day care facility on campus and received a significant amount of interest. The next step will be to analyze considerations such as space, etc.

E. Classified Report – Kimberly Thomas

Nothing to report.

F. Student 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. Jeanne Saiza stated that the faculty is looking for a workspace on campus for traveling teachers. Allison Holdorff Polhill noted that in Long Term Strategic Planning – Facilities, they discussed this issue and noted that each dept. has a Department Room that could potentially be used for a workspace (some rooms need cleaning). In response to Mystic Thompson's question, Wood noted that teachers who were hired after the start of the 2014-15 budget year have a different basis of pay compared to the returning teachers. Emilie Larew relayed that new teachers are concerned with the way that they are being paid. Greg Wood then described new teacher compensation and asked that any new teachers come to him and he will explain the details.

I. Budget and Finance Committee Report – Sara Margiotta

Report stands as submitted.

J. Audit Committee – Mark Epstein, Kimberly Allen, Greg Nepocumeno

They will meet before the January board meeting to organize.

VI. DISCUSSION ITEMS

A. Amending School-wide Goal A of the 2014-15 Goals to add as a “Reach” Goal that the increases set forth in the goal be achieved by each class – Mark Epstein

There was lengthy discussion about “Reach” goals, evolving curriculum and assessments per Common Core, assessment data and data analysis, and board/faculty communication. There was no action taken to amend School-wide Goal A.

B. Proposed Board Resolution regarding Academic Department Presentations – Mark Epstein

Mark Epstein stated that the Board should have greater access to academic data via department reports for a detailed analysis of how PCHS is fulfilling its academic mission. Allison Holdorff Polhill noted that the Board had previously agreed that every agenda would have a dept. reporting. Jeanne Saiza, Mystic Thompson, and Ben Safvati commented on logistics and concerns of narrowing the reports down to PLCs/SLCs. Monica Iannessa and Saiza advised that the Board should also focus on Common Core and Curriculum including textbooks.

After a lengthy discussion and comments from most board members, Mark Epstein motioned to create a subcommittee in order to revise or amend his initial resolution and subsequently make a recommendation to the Board on Jan. 20. The motion passed unanimously. This subcommittee’s members will be Monica Iannessa, James Pasto, Ben Safvati, Mark Epstein, Jeanne Saiza, and Dr. Magee. The motion passed unanimously.

ACTION ITEM – Form a subcommittee to revise or amend the Proposed Board Resolution (above) and subsequently make a recommendation to the Board on Jan. 20. Members: Monica Iannessa, James Pasto, Ben Safvati, Mark Epstein, Jeanne Saiza, and Dr. Magee.

Motion: Mark Epstein

Seconded: Mystic Thompson

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		

Allison Holdorff Polhill	X			Kimberly Allen			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson	X		
Greg Nepomuceno	X			Michael Stryer	X		
James Pasto	X						

C. Direct the Los Angeles County Office of Education (LACOE) – Michael Stryer

- To open a new, separate fund for the Retiree Health Care (OPEB) assets.

- To transfer \$4,522,196 from the General Fund account into the new OPEB fund.

- To designate Board officer as signators on the account –

Mike Stryer and Greg Wood explained the resolution, which would segregate the Retiree Health Care Benefit Fund from the General Fund. The primary purpose for separating these funds would be to protect staff members by preventing the use of the Retiree Funds for other needs. After discussion, Mike Stryer motioned that the Board approve the resolution. It was passed unanimously.

ACTION ITEM –

Direct the Los Angeles County Office of Education (LACOE) to:

- **Open a new, separate fund for the Retiree Health Care (OPEB) assets.**

- **Transfer \$4,522,196 from the General Fund account into the new OPEB fund.**

- **Designate Board officers as signators on the account.**

Motion: Jeanne Saiza

Seconded: Leslie Woolley

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

D. Determination of the amount of compounded interest income earned by the Retiree Health Care assets (2008-2014) and transfer of this amount from the General Fund to the Retiree Health Care assets – Michael Stryer

Michael Stryer and Greg Wood explained the Resolution, and after discussion and questions from board members it passed unanimously.

ACTION ITEM – Provide for determination compounded interest income earned by the Retiree Health Care assets (2008-2014) and transfer of this amount from the General Fund to the Retiree Health Care Fund

Motion: Michael Stryer

Seconded: Mystic Thompson

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

E. Ewing Job Study – Jim Schiffman

Jim Schiffman relayed that the Budget Committee unanimously approved to support attachments A and B (in the board materials). The resolution under discussion is attachment C. Dr. Magee noted that Step 7 would provide classified staff with a stretch goal and it would be part of upcoming PESPU negotiations. Mystic Thompson motioned that the Board approve the Human Resource Specialist position, the Maintenance Technician position, and the Job Study resolution. The motion passed unanimously.

ACTION ITEM: Approval of the Human Resource Specialist position, the Maintenance Technician position, and the Job Study resolution.

Motion: Mystic Thompson

Seconded: Jeanne Saiza

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

F. Budget and Finance Committee Roles & Responsibilities – Dr. Magee

Dr. Magee noted that the Budget & Finance Committee, a subcommittee of the Board, is mostly new members and that they have been requesting information that is not normally the purview of the committee. She asked the Board for clarification on the proper role of this subcommittee. Greg Wood agreed that clarification was needed as there seemed to be an expansion of the Budget and Finance Committee's role. Allison Holdorff Polhill stated that recently the Budget & Finance Committee requested information from the Administration that had already been provided to the Board. She suggested a conversation with the Budget & Finance Committee to clarify roles and responsibilities.

G. CA Charter School Conference Sign Up – Dr. Magee

Dr. Magee stated that Early Bird Registration has opened, and asked if any Board members will attend (March 16-19, 2015).

VII. ACTION ITEMS

A. LACOE Certificate of Signatures - The Board members signed the annual LACOE Certificate of Signatures. Mystic Thompson motioned that the Board accept the Certificate and it was passed unanimously.

VIII. CONSENT AGENDA

- A. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR/PRINCIPAL
- B. APPROVAL OF FIELD TRIPS

IX. NEW BUSINESS

X. CLOSED SESSION

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

XI. OPEN SESSION

XII. ADJOURNMENT (8:11 PM)

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

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