

**PCHS Board of Trustees
SPECIAL BOARD MEETING MINUTES
September 8, 2012
9:30 am – 4:00 pm
Pacific Lutheran Church
15905 Sunset Blvd. Pacific Palisades 90272**

I. PRELIMINARY
a. Call to Order

9:42 AM

b. Roll Call

| | Present | Absent | | Present | Absent |
|-------------------------|---------|--------|------------------|---------|--------|
| Allison Holdorff Polhil | X | | Mark Epstein | X | |
| Chris Lee | X | | Matthew Wunder | X | |
| Jason Cutler | X | | Monica Iannessa | X | |
| Judi Firth | X | | Polly Bamberger | X | |
| Mystic Thompson | X | | Stephanie Inyama | X | |
| Marike Anderson-Dam | X | | | | |

Non Board Members Present

Michelle Brantley, Pamela Magee, Russ Howard, Kimberly Theard, Mary Bush, Dave Riccardi, Greg Wood, Haley Biscow, Tucker Reynolds, Wen Yu Chou and Helia Bidad.

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.

Susan Frank – Reimbursement Resolution

**PCHS Board of Trustees
SPECIAL BOARD MEETING MINUTES
September 8, 2012
9:30 am – 4:00 pm
Pacific Lutheran Church
15905 Sunset Blvd. Pacific Palisades 90272**

III. PRESENTATION ITEMS

10:00 am – 12:00 pm

- **Welcome – Chris**
 - Team Building Activity – Monica

Two Teams go through maze designed on floor.

- **School Leadership – Chris**
 - Committees Updates, Goals & Timelines for 2012-2013 (Committee chairs briefly discuss goals)
 - Audit Committee

Handout. Tasks listed to be complete October 2012.

- Charter Renewal Committee

Handout – find out way to navigate system with LAUSD before renewal date in 2015

- Elections Committee

Explore ideas. Appoint vs. Elect community members

- Evaluation Committee

In process of establishing goals and clarifying process of evaluating administration.

**PCHS Board of Trustees
SPECIAL BOARD MEETING MINUTES
September 8, 2012
9:30 am – 4:00 pm
Pacific Lutheran Church
15905 Sunset Blvd. Pacific Palisades 90272**

\

➤ Fundraising Committee

Handout. Film for education foundation underway. Holiday Boutique Judy Firth is planning for November 2012. Possible speaker/concert with Wil.I.am who is passionate about education specifically STEM

➤ Negotiation Committee

Working on developing better relationships.

➤ Governance/Training Committee

Educating ourselves.

- Becoming Better School Leaders

**SEE NOTES ATTACHED SEPARATELY

➤ Brainstorm ideas (Break into groups use flipcharts)

➤ Leadership culture – What kind of leaders do we want to become?

**PCHS Board of Trustees
SPECIAL BOARD MEETING MINUTES
September 8, 2012
9:30 am – 4:00 pm
Pacific Lutheran Church**

15905 Sunset Blvd. Pacific Palisades 90272

- Communication – What’s our message & communication strategy?

- Dynamics of school leadership (commit to at least 1 or 2 of the ideas/self-monitor and report @ board mtgs)

12pm – Working Lunch

12:30pm-1:15pm

- 2011/2012: How did we do? (Pam/Monica)

****TABLED TO NEXT MEETING**

- Self-Assessment (what data do we need to collect?)

- Results of Self-Assessment tool & School Accountability Report Card, CST’s& other data

- What did we learn?

**PCHS Board of Trustees
SPECIAL BOARD MEETING MINUTES
September 8, 2012
9:30 am – 4:00 pm
Pacific Lutheran Church
15905 Sunset Blvd. Pacific Palisades 90272**

- What needs to improve?

- 2014 new standards/A-G Requirements

- How do we incorporate improvements into the Strategic Plan?

1:15 pm – 3:30 pm

- **Strategic Planning (Stephanie & Allison)**

**** SEE NOTES ATTACHED SEPARATELY**

- Review WASC Action Plan, Strategic Plan, 2011/2012 Goals, Stakeholder suggestions

- Discuss & Prioritize Short and Long-term Goals

- Identify Board Goals

**PCHS Board of Trustees
SPECIAL BOARD MEETING MINUTES
September 8, 2012
9:30 am – 4:00 pm
Pacific Lutheran Church
15905 Sunset Blvd. Pacific Palisades 90272**

- Board Support and Accountability
-
-
-

IV. DISCUSSION ITEMS

- a) Reimbursement Resolution

Orrick was contacted. Board discussed and clarified. The reimbursement resolution is an important tool and will help with facilities projects.

- b) Zimmer Resolution

September 11, 2012 11 am. Click and send petition sent by email. Emergency item 2/3 vote.

- c) Education Foundation bank account Resolution
-
-
-

**PCHS Board of Trustees
SPECIAL BOARD MEETING MINUTES
September 8, 2012
9:30 am – 4:00 pm
Pacific Lutheran Church
15905 Sunset Blvd. Pacific Palisades 90272**

V. ACTION ITEMS

a) Zimmer Resolution

Allison Polhil moves to put resolution on agenda as action item. Judi Firth 2nd.

b) Resolution for PCHS Education Foundation bank account – The PCHS Board of Trustees authorizes the Executive Director/Principal to open an Education Foundation bank account with Bank of the West. Double signatures from authorized school signers are required. Bank statements will come to Palisades Charter High School. Checks require approved purchase orders. Education Foundation monies will be spent for pre-approved items. Signers for the 2012-2013 school year are Pam Magee, Greg Wood, Ellen Pfahler and Ellen Sloan.

| | YES | NO | AB | | YES | NO | AB |
|-------------------------|-----|----|----|------------------|-----|----|----|
| Allison Holdorff Polhil | X | | | Mark Epstein | X | | |
| Chris Lee | X | | | Matthew Wunder | | | |
| Jason Cutler | X | | | Monica Iannessa | X | | |
| Judi Firth | X | | | Polly Bamberger | X | | |
| Mystic Thompson | X | | | Stephanie Inyama | X | | |
| Marika Anderson-Dam | x | | | | | | |

Chris Lee amendment for items pre approved by the Executive Director/Principal and the Education Foundation subject to the approval requirements of the board governing policies. Governance Policy EL 3 and 5

Motion – Mark Epstein 2nd Alison Polhill Unanimously passed

**PCHS Board of Trustees
SPECIAL BOARD MEETING MINUTES
September 8, 2012
9:30 am – 4:00 pm
Pacific Lutheran Church
15905 Sunset Blvd. Pacific Palisades 90272**

2:00 pm-2:15 pm Break

PRESENTATION ITEMS continued

3:30 pm – 3:45 pm

- **Timelines & Accountability (Monica & Stephanie)**

TABLED

- Creation of Dashboards
 - School Dashboard – School Accountability

TABLED

- Board Dashboard – Board Accountability

TABLED

3:45 pm-4:00 pm

- **Council – (Marika) Reflection on what we accomplished today and the possibilities for tomorrow**

TABLED

MEETING ADJOURNED

4:20 pm