



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD MEETING MINUTES
BOARD OF TRUSTEES
TUESDAY, DECEMBER 17, 2013
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
Allison Holdorff Polhill	X		Mark Epstein	X	
Chris Lee	X		Matthew Wunder	X	
Leslie Woolley	X		Monica Iannessa	X	
Kimberly Thomas	X		Polly Bamberger	X	
Mystic Thompson	X		Stephanie Inyama	X	
Jeanne Saiza	X				

NON VOTING MEMBERS

	Present	Absent
Tucker Reynolds	X	

PCHS MANAGEMENT

	Present	Absent
Pamela Magee	X	
Greg Wood	X	
Jim Schiffman	X	
David Riccardi	X	

III. APPROVAL OF THE MINUTES: (5:05 PM - 6:15 PM)

A. REGULAR MEETING 10/15/13

Motion: Mystic Thompson moved to approve the October 15 minutes as amended.

Seconded the motion:

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

Please amend C. Formatting in iPad and D. omit “see exhaustive report” to “as submitted”.

B. REGULAR MEETING 11/19/13

Motion: Leslie Woolley moved to approve the minutes of the regular Board meeting held on 11/19/13 as amended.

Seconded the motion: Polly Bamberger

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

Please amend VIB. omit “Sodexo’s internal audit...”

IV. PUBLIC COMMENT: (6:15 PM – 6:30 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.

The Board observed a moment of silence in honor of Rose Gilbert.

V. PRESENTATION ITEMS: (6:30 PM – 7:00 PM)

A. FALL SEMESTER SCHOOL WIDE HONORS – DR. MAGEE
PCHS Marching Band 2013 District Champions

1. MARCHING BAND – District Champions

Arwen Hernandez reported to the Board that the Marching Band received 2nd Place in the State. During final competition, LAUSD asked PCHS to move from division 3a down to a lower division, but PCHS insisted on moving up to division 4a. PCHS marching band prevailed against Granada. For the last three consecutive years, the marching band has been awarded city champions. The marching band is aptly named “the Pride of the Palisades.”

2. Constitutional Rights Foundation LA Mock Trial Competition 2013

Jenna Lewinstein placed 2nd in LA as courtroom journalist and will be competing at the state in Sacramento. Honorable Mention Awards: Wen-Yu Chou, John “Hunter” Dellaverson, David Davytan, Catherine Lee, Tucker Reynolds, Pippa Thomas, and Maddie Zauss

3. Photography – Art Cooke won the Young Arts competition and will be going to Miami to study with Photographer Bruce Weber and Frank Gheary

4. National Merit Scholarship – Four National Merit Scholarship Semi-finalists and fifteen commended. Five students qualified for the National Spanish Recognition Program.

5. POSSE Scholarships – Three students have been identified as POSSE scholars.

6. Robotics – Vex Robotics Competition Amaze Award

7. PCHS English learners met all three of the required measurable achievement objectives.

8. PCHS Theatre Program- Finalists in the Drama Teachers’ Association of Southern California and Successful Fall Plays.

9. PCHS Dance Program- Continual growth and expertise has been evident in the programs recitals and school performances.

10. Football – 12th in the City Division 1 playoffs, 3rd in Western league

11. Girls Volleyball – LA City CIF Section Finalist, Western League Champions
 12. Cross Country – Girls LA City CIF Champions, Marissa Williams finished 1st in the CIF Section; Boys sent qualifiers to the state
 13. Girls Tennis – LA City CIF Section Champions, Western League Champions
 14. Boys’ Water Polo – LA City CIF Section Champions
 15. Celebrate My Drive won \$25,000 for PCHS.
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B. IPAD PROGRAM UPDATE (METRICS FOR SUCCESS AND PLANS FOR NEXT YEAR) – DONNA MANDOSA

Donna Mandosa, PCHS Technology Supervisor, is continuously evaluating Pali’s infrastructure to determine that it will support future roll out plans. She presented the Board with comprehensive data regarding the current iPad Program. 94% of students have iPads with 32 gigs, 4% with 16G, and 2% with 64G or more. Currently, students are allowed to download apps. This allows the students to seek apps that will support their education. PCHS uses JAMF Software to create comprehensive enterprise management software for the Apple platform and simplify management of Macs, iPads, and iPhones. JAMF has the capacity to block the iPad to use only one application. For more details, please see the Technology Department Update Report, December 2013 provided as Board materials online. Currently, apps are not restricted. Using JAMF analytics, Ms. Mandosa can determine what apps are being installed by students. The Infinite Campus app is used by 90% of students. The Schoology app is used by 96% of students.

According to Mandosa, based on faculty survey feedback, professional development on technology needs to be differentiated and given in smaller groups.

Developing a metric to assess the success

C. AUDIT COMMITTEE PRESENTATION – MATT MILLER VAVRINEK, DAY & CO LLC

Matt Miller of Vavrinek, Trine, Day (VTD) & Co. LLC reported that it was a pleasure working with the Audit Committee, Greg Wood, Kevin Olsen, the staff, and PCHS Associated Student Body leadership. Mr. Miller reviewed the highlights of the audit report with the Board (page 2, page 7, page 19, and page 42). Differences between audits were noted from last year noted on page two of the report. PCHS has stayed consistent with assets. VTD’s report wrapped in the financials all of the monies including ASB. An actuarial study is coming up next year. PCHS is distinguished because of its set aside monies in a trust account for staff retirement. Only 2% of VTD’s clients have such monies set aside. VTD suggested identifying the chart of accounts for ASB. Auditors did not express opinion on the internal controls at PCHS. The bulk of PCHS funding comes from the state. However, the school brings in 1.4 million from outside sources. According to Matt Miller, the more detailed, responsive and transparent the school is to its

donors, the more successful PCHS will be in raising outside funds. Systems should be in place to validate monies coming in from the outside. According to the Audit Report, PCHS has healthy fiscal balances. Therefore, the audit reflected that PCHS is a fiscally healthy charter school. For more details, please see the Annual Financial Report, dated June 30, 2013 attached as Board Materials, 12/17/13.

D. SCHOOL CLIMATE UPDATE – CHRIS LEE

The School Climate Committee meeting was held last week. Members of the committee will be participating with Russ Howard in a PD session on December 20 on school climate. ASB Leadership is delegating five students to help plan a council “fishbowl” activity on January 14 to field student concerns. The committee will continue the same activity to address student and faculty concerns on January 27. In the month of February, the faculty and school leadership (administration, union, Board) will share concerns. Members of the committee and students attended a community concerns meeting in the Palisades. Tiffany Kim (ASB Leadership), Ben Safvati (ASB Leadership), Evan Holland (ASB Leadership) Tara Vahdani (marching band student leader), and Brooke King (Aquatic Director) all spoke eloquently in support of the school. A goal of these meetings is to develop more Pali Pride in the community. Dr. Wunder recommended that we survey stakeholders again to get a sense of the perceptions in comparison with the stakeholders as a whole. The committee review the Board survey taken last May.

VI. **ORGANIZATIONAL REPORTS:** (7:00 PM – 7:45 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

As submitted. Special Note: Dr. Magee recognized and honored Leadership for all the work that went into the Celebrate My Drive campaign. State Farm Insurance awarded PCHS a \$25,000 prize for the school’s participation. Last year, the \$100,000 prize provided much needed funding for student mental health support, school security, and student assemblies. Dr. Magee asked for ASB leadership to poll the student body to plan for how the prize will be spent this year.

B. CHIEF BUSINESS OFFICER’S REPORT–Greg Wood

As submitted. Budget Update: The school will work with the audit company to prepare the school's tax return. Mr. Wood will attend the School Services of CA conference to obtain the Governor's preliminary budget information. Additionally, Mr. Wood will receive more information on the Local Control Funding Formula. Mr. Wood reported that the November Holiday Boutique netted \$10,000.

C. HUMAN RESOURCES DIRECTOR–Jim Schiffman

As submitted. Ewing Consulting, Inc. will begin the preliminary steps of their job study process on Thursday. The bulk of the project will begin after school is back in session in January. The process requires communication with a school committee.

D. DIRECTOR OF OPERATIONS – Dave Riccardi

As submitted. The Kennedy-Marshall Learning Center celebrated their ribbon cutting on December 8. Due to Rose Gilbert's passing, the gym ribbon cutting will be postponed until further notice.

E. CLASSIFIED REPORT – Kimberly Thomas

The classified staff held a meeting today with PESPU representatives and the Human Resources Director.

F. STUDENTS' REPORT – Tucker Reynolds

The year 2014 will be an exciting year. The Crowne Plaza Hotel is the site of the winter formal. The dance is calendared for March 1. Casino Night will be held on March 14. In preparation for this event, leadership students are recruiting event sponsors. President Reynolds invited the Board to attend and sponsor a prize for Casino Night. Leadership is planning a Celebrate My Drive meeting to discuss how funds should be allocated. Leadership raised \$700.00 with their holiday grams. They will be planning a ropes course activity for their bonding days. This Thursday, December 17, the seniors are participating in Skate Night.

G. FACULTY REPORT – Jeanne Saiza, Chris Lee, Mystic Thompson

As submitted. In the future, the report will clarify exactly how many teachers feel a certain way. Currently vague language is used to indicate that “some” teachers feel a certain way. Data and statistics are needed to support these claims. The report contains inaccuracies in respect to office hours. Dr. Magee clarified that office hours and their times have NOT been officially changed to anything. Department chairs have been asked to survey their departments for feedback on the best way to schedule office hours. All staff is encouraged to give feedback regarding office hours. Additionally, State Farm intended the Celebrate My Drive assembly to be a surprise presentation of the \$25,000 prize.

H. BUDGET AND FINANCE COMMITTEE REPORT – Rob King

The draft of the December 9 meeting is submitted. Kimberly Thomas Allen was designated as the Board member who sits on this Board standing committee.

I. LONG TERM STRATEGIC PLANNING COMMITTEE REPORT-Dr. Magee

The draft of the minutes is submitted. The committee is meeting tomorrow at 3:15 PM in Mercer Hall.

J. PARENT REPORT- Mark Epstein, Polly Bamberger, Allison Holdorff-Polhill

Booster had an end of the year party at the Goodall Residence. Sara Margiotti and Hema Anwar made \$2,500 for the Education Foundation Fund by holding a dinner. Ed Fund voted to allocate over \$19,000 to support technology infrastructure. Ed Foundation will be meeting on January 14, 2014 to plan for the rest of the year. PTSA will be coordinating the restocking of emergency supplies into the new emergency supply bin located near the football field.

K. AUDIT COMMITTEE – Polly Bamberger, Mark Epstein, Stephanie Inyama

As submitted.

L. SCHOOL CLIMATE COMMITTEE – Dr. Pamela Magee

Refer to item IV. D

M. COMMUNICATION COMMITTEE

Report will be presented at next Board meeting.

N. FUNDRAISING COMMITTEE – Polly Bamberger, Allison Holdorff-Pohill

Discussed in Budget and Parent report.

VII. DISCUSSION ITEMS: (7:45 PM – 8:35 PM)

A. PIP CREDENTIALS- JIM SCHIFFMAN

PIP credential material was reviewed. Mr. Schiffman reviewed the PIP credential process with the Board.

B. AUDIT COMMITTEE UPDATE- POLLY BAMBERGER

Polly Bamberger, chair of the committee, thanked the PCHS staff members who participated in the audit process as well as the members of the audit committee (Stephanie Inyama, Ben Safvati, Mark Epstein, and Rob King.) The content of the audit report was previously explained by Matt Miller from VTD &Co. LLC.

C. EDUCATION INNOVATION LAB- DR. MATT WUNDER

Dr. Wunder proposed an idea to create a dedicated space at PCHS for educational research, development, and innovation. This space would provide a way for PCHS educators to experiment with cutting edge research and new practices. With the common core and the race for learning in the 21st century this would be a good idea. Dr. Wunder insisted that the vision for this space be developed from the ground up by the PCHS staff. Some schools link a lab like this to an industry partner. Monica Iannessa suggested that the results of what happens in the lab could go be linked to the Academic Achievement Team. Dr. Magee added that there are a variety of educational projects that could benefit from wood-shedding in a safe environment. After all, educational innovation has been at the heart of the charter movement. Finally, students would be the most important ingredient to this type of lab. This idea was warmly received by the Board.

D. FORMATION OF SPECIAL EDUCATION COMMUNITY COUNCIL- DR. PAMELA MAGEE

Mary Bush presented a recommendation to form this committee. The council would include parents, staff, and a Board member. Trustee Allison Holdorff Polhill volunteered to sit on this committee. The first meeting will be in February.

E. GOVERNANCE POLICY REGARDING \$10,000 LIMIT POLICY EL #3 3.7 – GREG WOOD

The Board tasked the budget committee to research the EL #3 Policy. The research included a comparison of limits at other schools. The comparisons were:

El Camino Charter High School: \$50,000.00

Birmingham Charter High School: \$45,000.00

Granada Charter High School: Limit only on capital expenditures \$50,000 Budgeted items and \$10-50,000 Un-budgeted items.

Discussion pursued to determine a reasonable limit while still upholding the Boards fiduciary duty.

F. BUDGET & FINANCE COMMITTEE MEMBERS – POLLY BAMBERGER

Administrative member: Mary Bush

Parent member: Sara Margiotta and Vacancy

Classified/Board member: Kimberly Thomas Allen

Faculty members: Olivia Castro, Rob King, Sandra Martin, Karyn Newbill, Cheryl Onoye, Nancy Simon, Rick Steil,

Community members: Michelle Lynch and Rachel Galper (alternate)

G. TECHNOLOGY PROPOSAL/QUOTE – DONNA MANDOSA

Ms. Mandosa submitted 2013-2014 Technology Department Update, dated December 2013. Technology recommendations are for upgrades and a six-month contract for Atkins IT. Given that the state is moving to computer adaptive testing and that PCHS is a testing site in the spring, Ms. Mandosa believes that PCHS should have its own internet emergency recovery system. Ms. Mandosa is going through old Microsoft billing invoices because PCHS has access to approximately \$45,000 in reimbursement. The monies from this reimbursement should go right back to technology. The school needs to invest in infrastructure safeguards and teacher computer upgrades.

H. UNISERVE CONTRACT – DAVID RICCARDI

David Riccardi reported that operations will increase the number of Uniserve staff by one and one-half employees. This will aid in school set-ups. Permit duties have been redistributed, so that the increase in staff does not reflect an increase in budget. There still is an overall savings to the school.

I. TECHNOLOGY DEPARTMENT BUDGET NEEDS – DONNA MANDOSA

The technology department has increased the PCHS bandwidth from 90 to 180 bits in two weeks. At this point, PCHS technology has the capacity to back up files; however, the school needs to develop the capacity to back up the school server. Donna Mandosa recommended a Barracuda software tool because it is a device that does not occupy the school server's bandwidth.

VIII. CONSENT AGENDA: (8:35 PM-8:40 PM)

A. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR/PRINCIPAL

1. Charter School Leadership Conference \$1529.58
2. ACT Conference \$250
3. ASCA Subscription \$399
4. Subway - \$77
5. Virgin Airlines LAX to San Francisco \$655.80
6. Virgin Airlines San Francisco to LAX \$79.90
7. Thayer Hotel NY \$132.00
8. Viktor Bene Bakery \$14.95
9. Gelson Market \$38.13
10. Apple iTunes store \$219.99
11. Constant Contact (Nov) \$100.00
12. Hyatt Hotel San Francisco \$402.86
13. Hilton Hotel San Jose \$388.92
14. Constant Contact (Oct) 100.00
15. Subway \$120
16. Apple iTunes \$22.94
17. Apple iTunes .99

GRAND TOTAL \$4926.16

Motion:

Seconded the motion:

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

The Board passed the consent agenda items A and B as amended.

Consent item A #5: Virgin Airlines LAX to New York to San Francisco \$655.80

B. APPROVAL OF OVERNIGHT FIELD TRIPS

1. Mr. Voelkel, Baseball Coach, San Diego April 14-17, 2014

Motion:

Seconded the motion:

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

IX. ACTION ITEMS: (8:40 PM – 9:00 PM)

A. APPROVAL OF SCHOOL-WIDE GOALS

Motion: Mark Epstein made a motion to approve the 2013-14 School Goals as amended to include LTSP Strategy Task 2: Develop a school-wide protocol of reviewing assessment data and systematically identifying an instructional response.

Seconded the motion: Allison Holdorff Polhill

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

B. APPROVAL OF AMENDMENT OF GOVERNANCE POLICY EL #3 3.7

Motion:

Seconded the motion:

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

After an amended motion was withdrawn by Mark Epstein, a discussion ensued about the need to define a non-budget item vs. a budget item. The Board will need to clarify this before making a clear motion. Therefore, the item was TABLED.

C. APPROVAL OF BUDGET COMMITTEE MEMBERS

Motion: Mystic Thompson motioned to accept and approve the slate of Budget Committee Members presented by the Budget Committee.

Seconded the motion: Polly Bamberger

	YES	NO	AB		YES	NO	AB

Allison Holdorff Polhill	X			Mark Epstein	X		
Chris Lee	X			Matthew Wunder	X		
Leslie Woolley	X			Monica Iannessa	X		
Kimberly Thomas	X			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Jeanne Saiza	x						

D. APPROVAL OF PIP CREDENTIALS #00002

Motion: Monica Iannessa moved to adopt the PIP Resolution #00002

Seconded the motion: Mystic Thompson

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

E. APPROVAL OF TECHNOLOGY QUOTE FROM ATKINS IT

Motion: Dr. Wunder moved to approve the technology quote from Atkins IT in the amount of \$18,900.00.

Seconded the motion: Allison Holdorff Polhill

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

X. OUTSTANDING BUSINESS: (9:00 PM- 9:05 PM)

A special Board meeting will be scheduled for Thursday, December 19 at 2:00 PM in the administration conference room to approve the Uniserve contract and Technology Budget.

XI. NEW BUSINESS: (9:05 PM-9:10 PM)

- A. Board will meet to celebrate the new year.
 - B. CCSA conference in March. Teachers can attend using the Common Core Conference Budget.
 - C. The Governance Committee will clarify the language that will be used to amend the Governance Policy EL #3 3.7
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Board chair to announce items for closed session.

XII. CLOSED SESSION: (9:10 PM – 9:45 PM)

- A. POTENTIAL LITIGATION
- B. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATOR: DR. PAMELA MAGEE, PRINCIPAL, MARK BRESEE, ATTORNEY, EMPLOYEE ORGANIZATION UTLA
- C. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATOR: DR. PAMELA MAGEE, PRINCIPAL, MARK BRESEE, ATTORNEY, EMPLOYEE ORGANIZATION PESPU

8:35 pm

XIII. OPEN SESSION: (9:45 PM)

8:45 pm

The Board authorized a settlement for OAH case #2013060984

IX. ADJOURNMENT: (9:50 PM)

8:46 pm

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