



Palisades Charter High School

More Than 50 Years of Innovation and Excellence



BOARD OF TRUSTEES

BOARD MEETING MINUTES

July 21, 2015

5:00 PM, Gilbert Hall

I. PRELIMINARY:

A. CALL TO ORDER: 5:08 PM

B. ROLL CALL: 5:08 PM

	Present	Absent		Present	Absent
Emilie Larew	X		Torino Johnson	X	
Allison Holdorff Polhill	X		Ellen Pfahler	X	
Monica Iannessa	X		Alexander Shuhgalter		X
Emilie Larew	X		Dara Williams	X	
Marcia Haskin	X		Leslie Woolley	X	
Amanda Campbell	X				

NON-VOTING MEMBERS

	Present	Absent
Evan Holland	X	

PCHS MANAGEMENT/STAFF

	Present	Absent
Pamela Magee	X	
Greg Wood	X	

II. APPROVAL OF THE MINUTES:

A. REGULAR MEETING – JUNE 16, 2015

ACTION: *Leslie Woolley moved to approve the minutes.*

Seconded the motion: Monica Iannessa.

Minutes approved.

	Yes	No	Ab		Yes	No	Ab
Emilie Larew	X			Torino Johnson			X
Allison Holdorff Polhill	X			Ellen Pfahler			X
Monica Iannessa	X			Alexander Shuhgalter (absent)			
Greg Nepomuceno	X			Dara Williams			X
Marcia Haskin			X	Leslie Woolley	X		
Amanda Campbell			X				

B. SPECIAL MEETING – JUNE 23, 2015

ACTION: *Leslie Woolley moved to approve the minutes as amended.*

Seconded the motion: Monica Iannessa.

Minutes approved as amended.

	Yes	No	Ab		Yes	No	Ab
Emilie Larew	X			Torino Johnson			X
Allison Holdorff Polhill	X			Ellen Pfahler			X
Monica Iannessa	X			Alexander Shuhgalter (absent)			
Greg Nepomuceno	X			Dara Williams			X
Marcia Haskin			X	Leslie Woolley	X		
Amanda Campbell			X				

C. SPECIAL MEETING – JUNE 29, 2015

ACTION: *Monica Iannessa moved to approve the minutes as amended.*

Seconded the motion: Emilie Larew.

Minutes approved as amended.

	Yes	No	Ab		Yes	No	Ab
Emilie Larew	X			Torino Johnson			X
Allison Holdorff Polhill	X			Ellen Pfahler			X
Monica Iannessa	✗			Alexander Shuhgalter (absent)			
Greg Nepomuceno	X			Dara Williams			X
Marcia Haskin			X	Leslie Woolley	X		
Amanda Campbell			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.

There was no public comment.

IV. PRESENTATION ITEMS

A. PCHS 2015 Graduation Data – Kim Theard

Director of Academic Planning and Guidance Services Kim Theard followed up last month's presentation on 2015 graduation data with a detailed analysis of the data, specifically PCHS students and A-G requirements. She reviewed the various A-G requirements and stated that, this year, 180 graduating PCHS students did not meet the A-G requirements.

Of those 180 students, 31% did not meet the A-G requirements by one required course (19.7% due to Math; 4.9% English; 2.7% Social Studies; 2.1% Science; 1.6% World Languages).

69% of the 180 students did not meet A-G requirements in two or more courses. 14.75% of this group was as a result of not passing both Math (mostly Algebra 2) and Science.

Ms. Theard reviewed plans to continue to increase A-G eligibility. Five additional A-G courses have been approved for 2015-16 enabling more Pali students to meet the A-G requirements.

Board members inquired whether the Administration was focusing on math scores. Ms. Theard reminded the Board of all the efforts being made to address improving math scores including the Math Lab and credit recovery over the summer. Leslie Woolley asked if PCHS was looking at addressing the math standards and how the grading of these standards negatively affect effect students. She also asked if PCHS was going to eliminate the "punishment piece" policy for math class test scores. Ms. Theard indicated the Administration was looking at the standards and policies. Dr. Magee concurred. Dara Williams asked about the summer school cut off requirement for those students who will end up behind a semester in math. Ms. Theard indicated that there were students who could not take summer school classes due to the cut off, because the priority was to ensure seniors and those with "Fs" and "Ds" were able to recover credit over the summer.

Allison Holdorff Polhill inquired whether PCHS is looking to expand summer school and Ms. Theard suggested they would do so if the funds were available.

B. Updated Salary Scales: PCHS Administration, Mid-Management, Unrepresented Salary Tables – Amy Nguyen

Director of Human Resources Amy Nguyen presented the Board with updated salary scales for PCHS administration, mid-management, and unrepresented employees. The salary scales had not been adjusted since 2011, and since that time UTLA-PCHS and PESPU have negotiated salary increases of over 12 percent. The updated salary tables were adjusted to include eight-step salary scales for all employees and raised salaries for certificated and classified positions. It also aligned most PCHS salaries with market salaries of comparable charter schools and districts. Some positions remain below market in salary, including director level administrators and some non-unionized positions.

Amanda Campbell inquired why some PCHS non-unionized employees receive less than at comparable charter schools. Ellen Pfahler suggested that the salary tables be reviewed annually to prevent PCHS from losing good people. Ms. Nguyen responded that this was a compromise based on the impact to PCHS's budget and HR committed to review salary tables annually so certain employees would receive adjustments in line with unionized employees. The Board thanked Ms. Nguyen for her efforts to create consistent and fair tables. The non-interested members of the Board (non-employees) voted unanimously to approve of the salary tables and all upper management contracts.

ACTION: *Ellen Pfahler moved to approve the Updated Salary Scales as presented.*

Seconded the motion: Leslie Woolley.

	Yes	No	Ab		Yes	No	Ab
Emilie Larew			X	Torino Johnson			X
Allison Holdorff Polhill	X			Ellen Pfahler	X		
Monica Iannessa			X	Alexander Shuhgalter (absent)			

Greg Nepomuceno	X			Dara Williams	X		
Marcia Haskin	X			Leslie Woolley	X		
Amanda Campbell			X				

C. School Wide Goals 2 through 5 – Dr. Pam Magee

Executive Director / Principal Dr. Pam Magee updated the Board on 2014-15 School Wide Goals 2 through 5. Through a detailed PowerPoint presentation, she reviewed the progress of major goals including expanding intervention support for students (including tutoring and emotional support), establishing customer service and communication throughout the organization, increasing 21st century career awareness and opportunities for students, and refining school data analysis in order to increase academic achievement. Dr. Magee described SMART goals and the extensive review by the Administration of PLC notebooks and other supporting data. Marcia Haskin praised Dr. Magee for her progress in attaining these extensive goals and for the thoroughness of her presentation. Ms. Haskin also requested for the language in Goal 3D (“Prioritize ‘civil discourse’ through outreach to collective bargaining groups and all stakeholder groups.”) to be more expansive in the future and just specify “all stakeholders” in order to promote unity. The Board thanked Dr. Magee for her great efforts in ensuring PCHS School-wide goals are met. She will update the Board on Goal 1, which focuses on math, at the August 18, 2015 regular Board meeting.

D. PCHS Organization Chart Related to Committees – Allison Holdorff Polhill

Tabled until July regular meeting in order to continue refining math data.

E. Board Calendar 2015-16 – Allison Holdorff Polhill

The Board discussed, revised, and approved the Board calendar for 2015-16.

ACTION: *Ellen Pfahler moved to approve the 2015-16 Board Calendar as amended.*

Seconded the motion: Leslie Woolley.

	Yes	No	Ab		Yes	No	Ab
Emilie Larew	X			Torino Johnson	X		
Allison Holdorff Polhill	X			Ellen Pfahler	X		
Monica Iannessa	X			Alexander Shuhgalter (absent)			
Greg Nepomuceno	X			Dara Williams	X		
Marcia Haskin	X			Leslie Woolley	X		
Amanda Campbell	X						

F. Con App Report Filed June 30 2015 – Greg Wood

Greg Wood informed the Board that he had submitted the Consolidated Application to California Department of Education.

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 – Dr. Magee
Report stands as submitted.
- B. Chief Business Officer – Greg Wood
Report stands as submitted.
- C. Director of Operations - Dave Riccardi
Report stands as submitted.
- D. Human Resources Director – Amy Nguyen
Report stands as submitted.
- E. Classified Report – Torino Johnson
There was no report.
- F. Student's Report – Evan Holland
There was no report.
- G. Parent's Report – Allison Holdorff Polhill, Mark Epstein, Greg Nepocumeno
Report stands as submitted.
- H. Faculty Report – Emilie Larew
Dolphin Days are underway and going very well.
- I. Budget & Finance – Dr. Minh Ha Ngo, Olivia Castro
There was no report.
- J. Audit – Greg Nepomuceno
There was no report.
- K. Post-Retirement Health Care Benefits Subcommittee – Michael Stryer
No report.

L. Academic Accountability Committee – Monica Iannessa, Evan Holland

They will continue with ad hoc meetings and are looking for faculty to join.

M. Election Committee – Emilie Larew

See Discussion item 6B.

VI. DISCUSSION ITEMS

A. Board Policy Regarding Civility – Leslie Woolley

Board member Leslie Woolley announced the formation of an ad hoc committee to create a code of civility for PCHS. Dara Williams volunteered to serve on the committee with Ms. Woolley.

B. Investigation of Complaint Regarding Electioneering – Emilie Larew

Emilie Larew reviewed the investigation of complaint regarding electioneering. The Board had postponed continuing the investigation until the new Board took office. The Board discussed various considerations, including the fact that the election in question was a particularly close election (the winner tallied 51.4% of the student vote) and what impact continuing the election investigation would have on campus morale. The Board voted to not to continue the election investigation at this time. The Board also stated that it was up to the EDP to pursue employee matters separate and aside from allegations of electioneering.

ACTION: *Dara Williams moved to cease the Board's involvement in the investigation.*

Seconded the motion: Torino Johnson

	Yes	No	Ab		Yes	No	Ab
Emilie Larew	X			Torino Johnson	X		
Allison Holdorff Polhill	X			Ellen Pfahler	X		
Monica Iannessa	X			Alexander Shuhgalter (absent)			
Greg Nepomuceno	X			Dara Williams	X		
Marcia Haskin	X			Leslie Woolley	X		
Amanda Campbell	X						

C. Board Retreat & Agenda – Allison Holdorff Polhill

The Board decided that the annual Board Retreat will be held on Saturday, August 29, at St. Matthews Church.

D. Approval of EDP Training Through Association of CA Administrators Conference – Dr. Magee

The Board approved ASCA renewal dues for the EDP and approved EDP training at the Association of California Administrators conference.

ACTION: *Amanda Campbell moved to approve the renewal dues and EDP training at the Association of CA Administrators conference.*

Seconded the motion: Greg Nepomuceno.

	Yes	No	Ab		Yes	No	Ab
Emilie Larew	X			Torino Johnson	X		
Allison Holdorff Polhill	X			Ellen Pfahler	X		
Monica Iannessa	X			Alexander Shuhgalter (absent)			
Greg Nepomuceno	X			Dara Williams	X		
Marcia Haskin	X			Leslie Woolley	X		
Amanda Campbell	X						

E. Student Petition Review Update – Allison Holdorff Polhill

Allison Holdorff Polhill stated, "The Evaluation Committee received information from investigator Nicole Miller, and considered that information to weigh the role of the petition in evaluating the EDP. That ended the Board's involvement in the matter, as it was the purpose of the Board's action initiating the investigation. There was information obtained in the investigation related to employee conduct, but whether there is any follow-up or action related to employees is an issue handled by administrative staff, in consultation with counsel. I do not know the status, nor do I expect the Board to become involved unless staff concludes Board involvement is necessary or appropriate." The Board agreed that the investigation was properly turned over to the Administration at the end of June 2015.

F. District Attorney Inquiries Relating to Brown Act Compliance and PCHS Response – Allison Holdorff Polhill

Allison Holdorff Polhill updated the Board on a letter from the District Attorney's Office and the Board's response. After receiving a complaint, the Los Angeles District Attorney's office sent the Board an inquiry asking if, when the Board went into closed session to evaluate the Executive Director/Principal, whether the Board in fact met about the student petition. The complainant alleged that the Board did not meet regarding Dr. Magee's evaluation but rather to discuss what to do about students and teachers involved in the petition. Holdorff Polhill stated that the complaint was false and the Board had in fact met to consider how to weigh the

petition in relation to the EDP evaluation (which was then occurring). The evaluation included a section from the preliminary investigation of the student petition.

Part of the EDP's evaluation rubric includes a section regarding student interaction with the EDP. Allison Holdorff Polhill stated that the Board acted appropriately and took the confidential evaluation of the EDP very seriously. Dara Williams stated that she, prior to serving on the Board, had sent complaints, and a follow up letter, to the District Attorney's office because she was concerned that the Board had violated the Brown Act. Board member Ellen Pfahler opined that there may have been significant costs to PCHS in legal fees to respond to such inquiries.

Former Board member Mark Epstein stated that the Board, in his opinion, had not violated the Brown Act, and that the purpose of going into closed session was to investigate the legitimacy of the student petition so that the Board could determine how to weigh it during the annual EDP evaluation process. Allison Holdorff Polhill stated that the Board takes accusations of criminal activity very seriously. She emphasized that the Board had to determine the weight and validity of the petition in conducting the evaluation of the EDP. Student representative Evan Holland noted that Student Leadership had been concerned that many of the students who signed the petition were either pressured into signing or had signed it frivolously.

Ms. Holdorff Polhill noted the potential seriousness of any exchange with the District Attorney's office inasmuch as the school's charter could be revoked.

G. Election of Board Officers – Allison Holdorff Polhill

Allison Holdorff Polhill nominated Emilie Larew to serve as Board Chair based on Ms. Larew's exceptional experience in running the Board elections, her ethics, and her attention to detail. The Board unanimously voted for Ms. Larew to serve as Board Chair. The Board also unanimously elected Allison Holdorff Polhill as Vice Chair and Leslie Woolley as Secretary. The Board also reviewed and revised membership for the 2015-16 term in the following committees: Academic Accountability, Election, Charter, Budget, Risk Management, Audit, Grade Appeal, and Fundraising. Various Board members volunteered to be members of each committee.

ACTION: Allison Holdorff Polhill nominated Emilie Larew to serve as Chair of the Board of Trustees for the 2015-16 school year.
Seconded the motion: Amanda Campbell.

	Yes	No	Ab		Yes	No	Ab
Emilie Larew	X			Torino Johnson	X		
Allison Holdorff Polhill	X			Ellen Pfahler	X		
Monica Iannessa	X			Alexander Shuhgalter (absent)			
Greg Nepomuceno	X			Dara Williams	X		

Marcia Haskin	X			Leslie Woolley	X		
Amanda Campbell	X						

ACTION: *Monica Iannessa nominated Allison Holdorff Polhill to serve as Vice Chair of the Board of Trustees for the 2015-16 school year.*

Seconded the motion: Amanda Campbell.

	Yes	No	Ab		Yes	No	Ab
Emilie Larew	X			Torino Johnson	X		
Allison Holdorff Polhill	X			Ellen Pfahler	X		
Monica Iannessa	X			Alexander Shuhgalter (absent)			
Greg Nepomuceno	X			Dara Williams	X		
Marcia Haskin	X			Leslie Woolley	X		
Amanda Campbell	X						

ACTION: *Allison Holdorff Polhill nominated Leslie Woolley to serve as Secretary of the Board of Trustees for the 2015-16 school year.*

Seconded the motion: Dara Williams.

	Yes	No	Ab		Yes	No	Ab
Emilie Larew	X			Torino Johnson	X		
Allison Holdorff Polhill	X			Ellen Pfahler	X		
Monica Iannessa	X			Alexander Shuhgalter (absent)			
Greg Nepomuceno	X			Dara Williams	X		
Marcia Haskin	X			Leslie Woolley	X		
Amanda Campbell	X						

H. Board Committees

The Board also reviewed and revised membership for the 2015-16 term for the following committees: Academic Accountability, Election, Charter, Budget, Risk Management, Audit,

Grade Appeal, and Fundraising. The new committee compositions: **AA:** Monica Iannessa, Greg Nepomuceno, Evan Holland; **Election:** Emilie Larew, Greg Nepomuceno, Allison Holdorff Polhill, Leslie Woolley (alternate); **Charter:** Allison Holdorff Polhill, Evan Holland, Monica Iannessa, Torino Johnson, Dara Williams; **Budget & Finance:** Ellen Pfahler, Amanda Campbell, Evan Holland; **Risk Management:** Allison Holdorff Polhill, Emilie Larew, Leslie Woolley; **Audit:** Greg Nepomuceno, Amanda Campbell, Dara Williams, Torino Johnson; **Grade Appeal:** Leslie Woolley, Torino Johnson, Amanda Campbell.

I. Board Retreat & Agenda – Allison Holdorff Polhill

The Board decided that the annual Board Retreat will be held on Saturday, August 29, at St. Matthews Church.

VII. CONSENT AGENDA

A. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR/PRINCIPAL

There was not a reimbursement request submitted.

B. APPROVAL OF FIELD TRIPS

There were no field trips up for approval.

VIII. OUTSTANDING BUSINESS

No outstanding business.

IX. NEW BUSINESS

There was no new business.

XI. CLOSED SESSION

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

The Board did not go into closed session.

XII. OPEN SESSION

XIII. ADJOURNMENT

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

The meeting adjourned at 8:15 pm.