



# Palisades Charter High School

More Than 50 Years of Innovation and Excellence



## BOARD OF TRUSTEES

### BOARD MEETING MINUTES

April 21, 2015  
5:00 PM, Library

#### I. PRELIMINARY:

- A. CALL TO ORDER: 5:05 PM
- B. ROLL CALL: 5:06 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		Mystic Thompson	X	
Greg Nepomuceno	X		Michael Stryer	X	
James Pasto	X				

#### NON-VOTING MEMBERS

	Present	Absent
Ben Safvati absent; Evan Holland stood in.	X	

#### PCHS MANAGEMENT/STAFF

	Present	Absent
Pamela Magee	X	
Greg Wood	X	

**II. APPROVAL OF THE MINUTES:**

A. REGULAR MEETING – MARCH 24, 2015

*Motion to approve: Mark Epstein.*

*Seconded the motion: Kimberley Allen.*

*Minutes approved.*

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

PCHS science teacher Ms. King recommended that more pertinent information should be included regarding PCHS 2015-16 start date. Ms. King hoped that future discussions would include the differences in length in instruction days (77 in fall; 98 in spring) between the 1<sup>st</sup> and 2<sup>nd</sup> semesters and whether or not that gap supported the PCHS Mission Statement. The administration polled parents electronically and approximately 970 parents voted on the start date. There was significant conversation regarding the numerous components impacting the decision making process for the start date.

Parents Julie Slikhorn and Polly Bamberger asked for clarification about the DaVinci MOU. In addition to referring to Dr. Wunder’s letter, Dr. Magee explained that PCHS had no cash commitment. Parent Doreen MacCuish also questioned the DaVinci MOU and she stated that PCHS was “dumbing down” the curriculum and that white student scores were declining. Board member and Director of Instruction Monica Iannessa explained that curriculum has in fact become more rigorous and that all students are being pulled up. She invited Mrs. MacCuish to meet and to arrange to sit in on PCHS classes to see for herself.

Regarding the 2015 start date question, UTLA representative David Suarez stated that the UTLA's survey of faculty resulted in a majority favoring the August 18 start date. Administration surveys of students and parents resulted in a significant majority favoring the August 18<sup>th</sup> start date.

Hema Anwar of PCHS Education Foundation updated the Board on the initial Pali Profession Connection event: over 250 participants; a presentation by professional recruiters; a session on resume building.

#### **IV. PRESENTATION ITEMS:**

##### **A. Gold Ribbon and WASC Accreditation – Dr. Pam Magee**

Dr. Magee updated the Board on the recent successful campus visits by the WASC accreditation team and the California Gold Ribbon (a replacement of California Distinguished School) team. The WASC team was impressed with the progress made and the goals that Pali has reached in various areas such as technology since their last visit three years ago. They also noticed the dramatic difference in the physical space of the campus. The Gold Ribbon visitors were specifically interested in Pali's 9<sup>th</sup> grade transition program and spent a full day observing PCHS classes and interviewing administration and students. Subsequently, PCHS earned recognition as a "Gold Ribbon School."

##### **B. CCSA Updates**

Chris Lee and Jeanne Saiza updated the Board on their presentation at the California Charter School Association conference. Chris Lee alerted the Board about potential California state legislation assembly bill #787 which would allow LAUSD to select the board members of LAUSD charter schools.

##### **C. Technology Update – Donna Mandosa, Jeff Roepel**

Donna Mandosa and Jeff Roepel reported on the upcoming LAUSD 90 day wireless installation process that will triple the wireless capacity on campus. LAUSD will pay for the 750K installation and equipment. Mandosa communicated tech developments and curriculum: PCHS students will become fluent in different platforms as they progress through grade levels. Tech will initiate campus wide Google Apps for Education and expand Chromebooks in 2015-16; there will be trainings for teachers. The Steam Shop program continues to evolve. PCHS has been invited to go to Maker Faire to speak. It is critical for Pali to partner with organizations like Society of Hispanic Engineers to help PCHS work towards technological equity with Los Angeles private schools and public schools like Granada (for example, building up STEM and Robotics). Incoming parents from Paul Revere will help with grant writing projects to fund this endeavor. Pali is building a Maker Space.

##### **D. Proposed Schoolwide Survey – Dr. Pam Magee, Monica Iannessa, Allison Holdorff Polhill, Ben Safvati**

Allison Holdorff Polhill updated the Board on the work being done on the 2015 Schoolwide Survey. Mark Epstein suggested that some of the previous years' questions were too general and that a more specific approach would be beneficial.

##### **E. Risk Management Committee – Dr. Pam Magee, Allison Holdorff Polhill, Mark Epstein, Jeanne Saiza**

Mark Epstein relayed that the Risk Management Committee has been a useful tool that allows the Administration and the Board to identify potential issues.

**F. Customer Service Schoolwide Goal #3 – Dr. Pam Magee**

Dr. Magee updated the Board on the ongoing progress made in School wide Goal 3; she described the significant customer service changes in the main office in particular including positive feedback from parents and marked improvement in communications; HR has done customer service trainings for various offices in the “A” building (*Goal 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*).

**G. School Year 2015-16 Start & End Dates – Dr. Pam Magee**

**ACTION:** *Michael Stryer moved to approve the August 18, 2015 start date.*

*Seconded the motion: James Pasto.*

*Motion passed unanimously.*

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

**H. Review of PCHS Tax Return – Greg Wood**

Greg Wood reviewed the 36-page document.

**I. Academic Accountability Committee – Monica Iannessa, Chris Lee**

Chris Lee spoke about the first meeting of the committee on April 13. They decided the composition would be 6 teachers, 2 students, 1 admin, and 1 open. They reviewed the resolution and determined that their focus should be more global and that they not micromanage departments. They decided to meet the 2<sup>nd</sup> Thursday before the regular Board meeting. Mark Epstein suggested that while the committee and the Board should not micromanage, the Board should have access to specific data which would provide increased clarity on the school’s performance: how PCHS is achieving its educational mission. After discussion, Jeanne Saiza suggested that the Board look at any AA committee revisions at the next Board meeting; Allison Holdorff Polhill added that the AA committee should make sure they are following the by-laws.

## **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. Greg Wood informed the Board that there had been data errors with submitting the Social Security Withholding tax and that they are working to resolve any issues. Employees will not be charged with penalties or interest as a result of this. Mr. Wood relayed the planning of an employee training session to clarify pay stub information.
- C. DIRECTOR OF OPERATIONS- Dave Riccardi  
David Riccardi updated the Board on the recent ALICE training and drill.
- D. HUMAN RESOURCES DIRECTOR–Jim Schiffman  
Report stands as submitted. Jim Schiffman noted that open positions are now linked on the home page ([palihigh.org](http://palihigh.org)).
- 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 – Sara Margiotta.  
Report stands as submitted. Greg Wood relayed that after significant data clean up there would be an ADA (average daily attendance) shortfall of approximately 85 students or approximately \$680K. Monica Iannessa noted that there were errors in reporting mechanisms. It was decided to agendaize ADA for the May Board meeting.
- J. FUNDRAISING COMMITTEE – Allison Holdorff Polhill  
Report stands as submitted.
- K. ELECTIONS COMMITTEE – Jeanne Saiza, Leslie Woolley  
Report stands as submitted. Emilie Larew communicated Election Committee preparations and relayed that electronic voting would be utilized this election season.

**ACTION:** Mark Epstein moved to approve Election Committee members Emilie Larew, Mark Epstein, Jeanne Saiza, Leslie Woolley, Carolin Hermann, Rob King.

*Secoded the motion: James Pasto*

*Motion passed unanimously.*

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

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

**A. Election Committee - Emilie Larew**

Emilie Larew communicated Election Committee preparations and relayed that electronic voting would be utilized this election season.

**B. Standing Board Committee Membership**

Mark Epstein explained how PCHS committee members are chosen and approved. There was discussion about the difficulty in finding faculty to participate in school committees. Monica Iannessa expressed confusion about the structure and actions of the recently formed Faculty Senate. Mystic Thompson suggested that each department was asked to send a representative to the Faculty Senate and suggested that the Board meet with Faculty Senate representatives.

**C. Board Budget – Allison Holdorff Polhill**

*Tabled.*

**D. PCHS Credit Card Policy – Greg Wood**

*Tabled.*

**E. Summer Bridge Program, Summer School Budget, Summer School – Monica Iannessa**

*Tabled.*

**VII. CONSENT AGENDA: (7:35 PM-7: 40 PM)**

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

The Board approved the materials.

**VIII. OUTSTANDING BUSINESS**

**IX. NEW BUSINESS (7:40 PM – 7:50 PM)**

**X. 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)

The Board did not go into closed session.

**XI. OPEN SESSION:**

**XII. 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)*