



Palisades Charter High School

More Than 50 Years of Innovation and Excellence



BOARD OF TRUSTEES

BOARD MEETING MINUTES

Jan. 20, 2015

5:00 PM, Gilbert Hall

I. PRELIMINARY:

A. CALL TO ORDER: 5:09 PM

B. ROLL CALL: 5:10 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	LATE		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. APPROVAL OF THE MINUTES

A. Regular Meeting – Nov. 20, 2014

Motion to approve as amended: Jeanne Saiza

Seconded: Kimberly Allen

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

B. Special Meeting – Dec. 4, 2014

Motion: Mystic Thompson

Seconded: James Pasto

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

Leadership students discussed the lack of parking spaces for students. They were concerned that 10 additional spots were created for faculty. They were also concerned that more parking spots were sold to students than were available.

IV. PRESENTATIONS

A. Financial Audit Report – Matt Miller Vavrinek, Trine, Day & Company

Mike Miller of Vavrinek, Trine, Day & Co presented the June 30, 2014 Audit Report (60 pages). After questions from various Board members, the Board unanimously approved of the Audit Report.

ACTION ITEM – Approval of the June 30, 2014 Audit Report

Motion: Mark Epstein

Seconded: Jeanne Saiza

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

B. Resolution Regarding Academic Presentations – Monica Iannessa, Jeanne Saiza, Mark Epstein and Dr. Magee

Mark Epstein explained that it is imperative to focus discussions on academic excellence. The Board Resolution regarding Academic Presentations passed unanimously. **SEE ATTACHMENT A FOR RESOLUTION.**

Motion: Mark Epstein

Seconded: Jeanne Saiza

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

C. Administration Compensation – Greg Wood, Jim Schiffman, Dr. Magee

Greg Wood presented data reviewing administrative compensation from 2006 to the present. Mr. Wood went through the narrative of the history of administrative positions. Mr. Wood also presented a comparison of administrative positions, salaries and benefits to other comparable schools. Yearly differences resulted from a number of factors including furlough days in one year but not the next year, an increase in the number of contract days for some administrative positions one year, and a change in job descriptions/requirements for one position.

D. Update on Goals One and Two – Dr. Magee

PCHS will increase math support for both students and teachers; and PCHS will expand tutoring for all students. Dr. Magee discussed the progress regarding both goals. PCHS has adopted math SMART Goals. Pali is verifying the increase percentage of ninth graders passing Algebra I by 5%. The three-semester math program may have skewed data. Student surveys regarding math lab, office hours and tutoring will take place. PCHS has implemented a math lab. Survey information to be reported back at the next meeting. PCHS will provide professional development for math department. The department is piloting a program where there is reflection on how they instruct in class and a deep level of personal reflection of practices. In addition, two math coaches are available to assist and support. Strategically, PCHS is reducing math class size and offering three sections of math support.

V. ORGANIZATIONAL REPORTS

A. Executive Director & Principal's Report – Dr. Pam Magee

Dr. Magee asked the Board to observe a moment of silence for deceased wrestling coach and Physical Education teacher Randy Aguirre.

Report stands as submitted.

B. CBO Report – Greg Wood

Report stands as submitted. Greg Wood also introduced new PCHS Finance Manager Lisa Boulos. The separate fund accounting and segregated accounts changes discussed and approved during the last board meeting have been executed.

C. Director of Operations – Dave Riccardi

Report stands as submitted.

D. Human Resources – Jim Schiffman

Report stands as submitted.

E. Classified Report – Kimberley Allen

Kimberley Allen relayed that cafeteria employees were not included in the ALICE training of Jan. 12. Greg Wood answered that since the cafeteria employees were contract employees, they were not scheduled to work. Wood relayed that David Riccardi will incorporate the ALICE training into the cafeteria workers' monthly training.

F. Student Report – Ben Safvati

In reference to the PCHS student parking situation (this meeting's Public Comments), Ben Safvati emphasized the need for better communication. He relayed that he is adjusting the student activity Casino Night and will share the results with Risk Management before holding the event.

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 faculty wanted an In-service on the topic of interpreting paychecks. Ben Safvati asked whether faculty were told what to tell students in case of an emergency. Dr. Magee answered that the initial ALICE training had been focused on how best to assess emergency situations, and that communications from teachers and administration would be included in the next phase of training.

I. Budget and Finance Committee Report – Sara Margiotta

The Budget and Finance Committee will be meeting later this month. Michael Stryer reported that the Post Retirement Health Care benefits had a good initial meeting and described the complex issues they will address in coming months.

J. Fundraising Committee

The committee did not meet.

K. Audit Committee – Mark Epstein, Kimberley Allen, Greg Nepocumeno

The audit report passed unanimously.

VI. DISCUSSION ITEMS

A. Standing Board Committees

- Academic Accountability Committee
- Budget and Finance Committee
- Charter Committee
- Elections Committee

Our Charter was approved by LAUSD on November 10, 2014. Stakeholder Board Level Committees (SBLCs) are committees that report directly to the Board of Trustees and are made up of at least one Board member and additional members

who need not be on the Board of Trustees. SBLCs are limited to topics in which the Board of Trustees has principal responsibility, rather than topics in which the EDP has principal responsibility. These committees have a majority of faculty members as a right, not an obligation. There are four SBLCs. The Budget and Finance Committee has filled its membership. The following committees need stakeholder members: Academic Accountability; Charter and Elections. The Academic Accountability Committee will focus on student achievement and will examine quantitative and qualitative academic data in order to ensure that PCHS is complying with state and charter accountability measures and fulfilling PCHS's mission, as well as any other issues referred to it by the Board of Trustees. The Elections Committee is made up of one classified representative, two faculty representatives, and no fewer than three Board members (at least one of whom shall be a parent representative and two of whom shall be non-interested), none of whom are running for election to the Board of Trustees in the next coming election. The Charter Committee is tasked with considering and recommending to the Board of Trustees changes to PCHS's Charter.

VII. ACTION ITEMS

- A. Delegate authority to EDP to sign previous year's Consolidated Application Part II Due Jan. 31, 2015

This action item was tabled for the February meeting.

VIII. CONSENT AGENDA

- A. Approval of Field Trips
The Board approved Science teacher Jamie Agius' field trip to I-Fly.

IX. NEW BUSINESS

The Board took up a collection for the family of Randy Aguirre.

X. CLOSED SESSION The Board went into closed session at 6:55 pm

- A. Pending, threatened or potential litigation
- B. Public Employee Evaluation (Executive Director and Principal)
- C. UTLA
- D. PESPU
- E. Employee Investigation

There was no report out.

X. OPEN SESSION

Ratification of Amendment to Contract for Employment of Principal & Chief Administrative Officer Between Palisades Charter High School and Dr. Pamela A. Magee

Dr. Magee's Contract: In the interest of preserving long-term quality leadership at PCHS, the Board (non-interested members only) unanimously passed a resolution to

amend Dr. Magee’s contract for employment. No interested members were present. According to her contract dated June 12, 2011, the Board may extend the terms of employment for an additional year upon Dr. Magee receiving an evaluation of “satisfactory” or above. During the 2011-12 school year, the 2012-2013 school year, and the 2013-2014 school year, Dr. Magee received an evaluation of “Outstanding” from the Board (non-interested members only).

(SEE ATTACHMENT B FOR RESOLUTION)

VOTE:

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

XI. ADJOURNMENT

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

The meeting was adjourned at 8:30 pm.

ATTACHMENT A

Resolution Regarding Academic Presentations

(Minutes, Section 4-B)

ATTACHMENT

RESOLUTION – ACADEMIC ACCOUNTABILITY

WHEREAS the Board of Trustees has adopted, as a general school-wide goal, educational excellence as follows: “In a safe, supportive, and healthy environment, the diverse students of PCHS shall receive excellent instruction that shall deliver a comprehensive rigorous education that shall enable them to become inquiring, productive, and ethical members of society” and “Excellent instruction means that excellent teachers are appropriately recognized, that teachers are adequately supported and given the resources necessary to deliver an excellent education to students, that teachers who need to improve are given the tools to improve quickly, and that appropriate action is taken with regard to teachers who need to improve, but fail to do so” (Governance Policies, Global Goals Policies and Goal Policy #3); and

WHEREAS the Board of Trustees believes that in order for it to fulfill its duties to the school and determine whether or not school-wide goals, both Global and specific, have been achieved it must receive specific information as to academics at PCHS; and

WHEREAS the Academic Accountability Committee is well positioned to assist in this regard;

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

1. The Academic Accountability Committee will identify monthly an academic department or departments to discuss for purposes of providing information to the Board of

Trustees, and, that in determining the academic department to discuss, the Academic Accountability Committee shall endeavor to rotate among the departments so that each year it hears from each major academic department at least once. The Academic Accountability Committee shall determine which department it will discuss unless requested by the Board to present information about a specific department.

2. The Academic Accountability Committee, as part of this review, will examine the following areas: (a) specific steps each course, PLC or SLC (e.g., AP US History; Algebra I, Spanish II, Honors Chemistry) has taken (or is taking) to align the course to the new Common Core standards and what professional development teachers have received to help prepare students for Common Core; (b) beginning in 2016, the areas of strengths and challenges in ELA and Math (using Common Core data or Mastery Manager data, as appropriate), as well as student pass rates (C or better) for each such class; (c) starting in 2016 (or as soon thereafter as Common Core scores or other data are available), a comparison of PCHS's scores with those of PCHS's peers, which shall include (as available), but not necessarily be limited to, LAUSD generally, high performing high schools within LAUSD, Santa Monica High School, Beverly Hills High School, Granada Hills High School, and, to the extent that data is available, showing that comparison over the last 5 years; (d) a candid, honest, and detailed discussion of the department's strengths and challenges; (e) areas in which the Board of Trustees can aid the department in improving; (f) steps that the administration and department are taking to improve areas where the department is challenged and solidify areas of strength; and (g) whatever other areas of information the department believes would be helpful to the Academic Accountability Committee and the Board.

3. At each regular Board of Trustees meeting, the Academic Accountability Committee will make a presentation to the Board concerning an academic department or part of an academic department. Its presentation shall include items (d) through (g) above, and items (b) and (c) to the extent there is meaningful data obtainable (and, if not, then a similar presentation to the extent possible), item (a) to the extent the Committee believes it would be helpful, and such other information as the Academic Accountability Committee believes is pertinent to the Board. In making its presentation, the Committee shall be cognizant that the level of detail presented to, and obtained by, the Committee during its meetings may well be more specific than the appropriate level of detail for the Board of Trustees.

4. The presentation shall be the subject of discussion at the Board meeting at which it takes place, and shall be placed on the agenda as a Discussion Item. Sufficient time shall be set aside at each meeting as early in the meeting as is practicable for the presentation and discussion. Appropriate members of the faculty will be invited to the Board of Trustees meeting to aid in the presentation, answer any questions, or present any other information that the faculty believes is helpful.

5. In the event that the Academic Accountability Committee is unable to obtain the information necessary to make a presentation to the Board, the administration shall, to the extent reasonably possible, aid the Committee in making the presentation.

6. It is intended that, over the course of an academic year, the Board of Trustees shall have had a presentation from the Academic Accountability Committee as to each academic department, recognizing that in some cases, the presentation of information as to a single department may extend over more than one meeting.

6. Nothing in this Resolution shall be interpreted to be in conflict with any collective bargaining agreement and, to the extent such a conflict exists, the terms of the collective bargaining agreement shall control.

ATTACHMENT B

Ratification of Amendment to Contract

For Employment of

Principal & Chief Administrative Officer

Between Palisades Charter High School

and Dr. Pamela A. Magee

(Minutes, Section 10)

**AMENDMENT
TO CONTRACT FOR EMPLOYMENT
OF PRINCIPAL & CHIEF ADMINISTRATIVE OFFICER
BETWEEN
PALISADES CHARTER HIGH SCHOOL
AND
DR. PAMELA A. MAGEE**

This AMENDMENT is made and entered into this 20th day of January, 2015, by and between the Board of Trustees of Palisades Charter High School ("Board") and Dr. Pamela A. Magee (Dr. Magee").

WHEREAS, the Board and Dr. Magee entered into a Contract for Employment of Principal and Chief Administrative Officer ("Contract") on June 12, 2011; and

WHEREAS, the term of the Contract was for four (4) years, from July 1, 2011 through June 30, 2015; and

WHEREAS, the Contract provides that the Board may extend the contract for an additional year upon Dr. Magee receiving a satisfactory performance evaluation by the Board; and

WHEREAS, for the 2011-12 school year, the 2012-13 school year, and the 2013-14 school year Dr. Magee received an evaluation of "Outstanding" from the Board; and

WHEREAS, the Board wishes to exercise its discretion to extend the Contract, for a period of one year for each of these three evaluations.

NOW THEREFORE it is hereby agreed as follows:

1. All of the foregoing recitals are true and correct.
2. Section 2 of the Contract, entitled Term of Employment, is modified to reflect a four-year term of employment, commencing July 1, 2014 through June 30, 2018.
3. All other provisions of the June 12, 2011 Contract shall remain in full force and effect.

IN WITNESS WHEREOF, we affix our signatures to this Amendment to the Contract for Employment of Principal and Chief Administrative Officer, effective January 20, 2015.

FOR THE BOARD OF TRUSTEE OF
PALISADES CHARTER HIGH SCHOOL

Allison 1/20/15
Allison Holdorff-Polhill, President Date

Dr. Pamela A. Magee 1/20/15
Dr. Pamela A. Magee Date