



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD MEETING MINUTES
BOARD OF TRUSTEES
Tuesday, October 15, 2013
5:00 PM, LIBRARY**

I. PRELIMINARY:

A. CALL TO ORDER: 5:00 PM

5:02 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		

PCHS MANAGEMENT

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

II. CLOSED SESSION: (5:05 PM – 6:00 PM)

- A. POTENTIAL/PENDING LITIGATION – ATTORNEY LISA CORR
- B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE GOVERNMENT CODE SECTION 54957

C. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATOR: DR. PAMELA MAGEE, EXECUTIVE DIRECTOR AND PRINCIPAL, MARK BRESEE, ATTORNEY (ATKINSON, ANDELSON, LOYA, RUUD & ROMO), EMPLOYEE ORGANIZATION UTLA

III. APPROVAL OF THE MINUTES: (6:00 PM - 6:10 PM)

A. REGULAR MEETING 9/17/13

Motion: Allison Holdorff Polhill approves minutes as amended

Seconded the motion: Stephanie Inyama

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

Amendment – omit the last sentence since our last meeting.....

B. SPECIAL MEETING 9/25/13

Motion: Allison Holdorff Polhill moves to approve minutes

Seconded the motion: Jeanne Saiza

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

IV. PUBLIC COMMENT: (6:10 PM – 6:25 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.

Mary Redclay- Temescal Academy: Invitation to view presentation by dance group called Turning Point all this week from 10:00 AM- 2:00 PM. The troupe comes from South Carolina and is visiting all week to work with the students to build their self-esteem. The Temescal garden is underway! Construction on the raised beds for the community garden has begun. The board is encouraged to stop by.

V. PRESENTATION ITEMS: (6:25 PM – 7:30 PM)

A. ACADEMIC ACHIEVEMENT TEAM UPDATE – MONICA IANNESSA

Powerpoint presentation

B. GOALS POLICY #3 - DR. PAMELA MAGEE

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. (Governing Policies, approved by Board of Trustees 2/2011)

Word appropriately was specifically chosen and does not include monetary bonuses. Teachers will be appropriately recognized and kudos to those doing exceptional work.

New evaluation tool will be utilized. The goal is to review 1 policy per month.

C. IPAD AND TECHNOLOGY UPDATE – DONNA MANDOSA

New structure for technology department utilizing ticket process from Spice Works. This will help facilitate the issuance of tech staff to various locations as well decrease calls on the radio for assistance. Additionally, tracking and prioritizing workload will help with staffing needs.

Issue regarding blocking Facebook will be addressed with Apple representatives. Link for tech assistance will be soon added to website for easy accessibility by staff.

130 tickets have been serviced in the last 10 days.

The tech department has gone through a physical move in the past week. The workroom storage area was shifted from the back of the Study Center to a D building maintenance closet. This was made possible with the help of the Carl and Jesse – to whom the tech dept owes a huge debt of thanks for the physical and organizational assistance. The tech office still needs cleaning and reorganization and is expected to have the tech dept doors ‘open for business’ by Thursday morning.

During this time the tech dept has also been examining the back end of the network. Many of the issues PCHS is experiencing on campus are due to problems at the server level. The summer infrastructure upgrades strengthened the network skeleton and muscles, but the brain needs cleaning. The tech dept has identified numerous ways that the servers need to be adjusted. The Exchange email server and the Citrix servers are not configured in ways that meet standards of ‘best practices’, which, in the case of Citrix users, cause daily problems. The network domain hasn’t been cleaned correctly and that means that 1 in 4 attempts to log on, communicate with another machine or print to a networked printer will fail. These are back end, upstream issues that lead to daily frustrations for faculty and staff. The tech temps and consultants are discovering and cleaning as quickly as they can.

Many teachers are having Apple TV issues. These seem to fall into two categories. Some TVs were not configured correctly and aren’t viewable by student iPads (as happened in Gilbert Hall this morning), others are losing connection mid-lesson. The lost connection issue seems to relate to the wifi droppages many Apple users are experiencing. The wifi consultant and the Apple tech are working together to diagnose and solve the problem.

The tech dept will continue to keep faculty and staff informed as the department and network go through this time of transition. The firewall and bandwidth upgrades are on track to be completed by the end of the month and PCHS can look forward to a more robust network that fully supports all classroom activities and school functions in November.

D. COMMON CORE BUDGET PROPOSAL – MONICA IANNESSA

Current 11th graders will participate in field test this spring 2014. The official test will be administered to 11th graders in the spring of 2015 in English and/or math. Parent meetings need to be scheduled to ensure that parents understand the new common core standards and what they mean for their students.

E. SCHOOL WIDE GOALS – DR. PAMELA MAGEE

This will be a priority at the November meeting. Additional vetting by LTSP and Department chairs needed before bring to board.

F. FUNDRAISING COMMITTEE UPDATE – ALLISON POLHILL

Focus area are technology and class size reduction. Letter will be sent to all stakeholders including Pali alumni.

G. SPEND MAP PURCHASE ORDER MANAGEMENT SYSTEM – GREG WOOD

This new system will streamline the amount paper generated in the various offices/departments and help track spending. Accountability is a key feature as well as electronic database for storage.

Spend Map Purchase Order Management System- Kevin Olsen Vetted through Department Chairs. Server can accommodate the software. Professional Development will be provided. Approximately one third of our 500+ customers made the switch to SpendMap because their current purchasing systems lacked the functionality and performance that they needed, resulting in frustrating manual workarounds, a low level of user adoption or the inability to properly control the organization's spending. Many of their customers also replaced patchwork systems of spreadsheets, e-mail or electronic forms with SpendMap to eliminate steps, reduce errors and better control their spending. At Pali, the paper PO and blue-ys and the chase to get the paper work signed will be replaced with electronic management. The system will make track available funds in each account. The Board requested that we collect current customer feedback.

VI. ORGANIZATIONAL REPORTS: (7:30 PM – 8:10 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

Meeting board reps. 1) communication 2) administration – approachable and receptive 3) admin Fridays . “Schools that can”: one of 11 schools symposium Westpoint next Friday. Presenting Charter School Leadership Conference this month.

B. CHIEF BUSINESS OFFICER'S REPORT–Greg Wood

As submitted 2895. Up to date 97.1% ADA. 2815 head of last years' enrollment budgeted on 2753. Local Control Conference

C. HUMAN RESOURCES DIRECTOR–Jim Schiffman

Job classification/description review will be conducted soon. Approximate cost \$14,000

D. DIRECTOR OF OPERATIONS – Dave Riccardi

E. CLASSIFIED REPORT – Kimberly Thomas

Next month after meeting

F. STUDENTS' REPORT – Tucker Reynolds

2nd week of Homecoming Dance tickets 240 sold as of today. USC Town and Gown ballroom Saturday, October 19, 2013. Celebrate My Drive campaign begins soon. This week leadership will be seeking volunteers and going to Sunday Farmers Market and the village to register voters and put up signage. Campaign begins October 18 until the 26th. Also on calendar Blood Drive on the 29th.

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

Trends: Technology, climate morale, communication

H. BUDGET AND FINANCE COMMITTEE REPORT – Rob King

Independent Study being implemented next semester.

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

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

Booster update given at Budget meeting currently \$83,000 in bank. 130 cases of donated water delivered to Pali and distributed to classrooms. Maker space program will offer Robotics, electronics and mobile apps as electives (not A-G courses). Holiday Boutique November 23.

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

Received confirmation that PCHS is bound by the Nonprofit Integrity Act. Meeting with auditors and administration.

L. SCHOOL CLIMATE COMMITTEE – Dr. Pamela Magee

Identified “hot topic” issues. Looking at Positive climate feature at Pali. Avoid generalizations. During meeting discussion involved misperceptions, feeling of voicelessness, bright spots and not being monolithic. Suggestion host a Board mixer. Plan in works for “fish bowl” council.

VII. DISCUSSION ITEMS: (8:10 PM – 8:30 PM)

A. BUDGET COMMITTEE MEMBER COMPOSITION

TABLED

B. OPERATIONS- CLARIFICATION OF ROLES AND RESPONSIBILITIES

Go to chart. Cross training of various departments to help facilitate needs of staff.
Spice works ticket system to assisting with permits, calendaring events, etc.

Brooke King, Pool director, Rocky Montz, Operations assistant, Carl Cormier Maintenance,
Susan Darvish Transportation, Donna Mandosa Technology.

Suggestion – Fun Fridays

VIII. CONSENT AGENDA: (8:30 PM-8:35 PM)

A APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR/PRINCIPAL

B APPROVAL OF OVERNIGHT FIELD TRIPS

- a. Ms. Hernandez, San Francisco June 6-11
- b. Ms. Nance, Black Mountain (San Bernardino) October 11-13

Approved. Note Ms. Nance had to reschedule trip at last minute due to government shut down
of state parks.

IX. ACTION ITEMS: (8:35 PM - 8:45 PM)

A. APPROVAL OF COMMON CORE BUDGET \$576,000

Motion: Mystic Thompson

Seconded the motion: Allison Holdorff Polhill

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein	x		
Chris Lee	X			Matthew Wunder			
Leslie Woolley				Monica Iannessa	x		
Kimberly Thomas	X			Polly Bamberger			

Mystic Thompson	X			Stephanie Inyama	x		
Jeanne Saiza	x						

B. APPROVAL OF SCHOOL WIDE GOALS

Motion:

Secoded 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							

TABLED until after LTSP meeting

C. APPROVAL OF BUDGET COMMITTEE MEMBERS

Motion:

Secoded 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							

TABLED

**D. APPROVAL OF SPEND MAP PURCHASE ORDER MANAGEMENT SYSTEM
(\$18,000 BASIC AND \$2,000 SUPPORT)**

Motion: Allison Holdorff Polhill approve the spend map purchase order management system in the amount of \$24, 369 subject to receiving positive feedback from current customers.

Seconded the motion: Mark Epstein

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

X. OUTSTANDING BUSINESS: (8:45 PM- 8:50 PM)

NONE

XI. NEW BUSINESS: (8:50 PM-8:55 PM)

NONE

Board chair to announce items for closed session.

XII. OPEN SESSION: (8:55 PM)

NONE

XIII. ADJOURNMENT: (9:00 PM)

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

8:36 PM.
