



A CALIFORNIA DISTINGUISHED SCHOOL  
**REGULAR MEETING MINUTES**  
**BOARD OF TRUSTEES**  
**Tuesday, August 16, 2011**  
**Mercer Hall, 5:00 PM**

**I. PRELIMINARY**

- A. Call to order 5:17 PM
- B. Roll call

Board Members Present

James Paleno  
Stephanie Inyama  
Lisa Kaas Boyle  
Naomi Norwood  
Wendy Hagan

Susan Frank  
Eleanor Rozell  
Chris Lee  
Monica Iannessa

Board Members Absent

Allison Holdorff Polhill  
Jason Cutler

Non-Voting Board Member Present:

Eeman Khorramian – Student

Officers/Senior Staff Present:

Dr. Pamela Magee , Greg Wood

**II. APPROVAL OF MINUTES**

- A. July 19, 2011 Regular Board Meeting  
*Naomi Norwood moved to approve the July 19, 2011 Board Meeting Minutes as amended. Stephanie Inyama seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Naomi Norwood, Stephanie Inyama, James Paleno, Chris Lee, Monica Iannessa, Eleanor Rozell, Wendy Hagan, Susan Frank, Lisa Kaas Boyle)**

**No – 0**

**Abstain – 0**

- B. July 31, 2011 Special Board Meeting  
*Stephanie Inyama moved to approve the July 19, 2011 Board Meeting Minutes as amended. Monica Iannessa seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 3 (Stephanie Inyama, Monica Iannessa, Susan Frank)**

**No – 0**

**Abstain – 0**

### **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.

Rose Gilbert, teacher, requested that student registration, and any necessary exams, be completed before school starts. She also announced that the Rose Gilbert scholarships will continue.

Peter Friedman, parent, who spoke prior to the outstanding business agenda item, asked the Board and the Principal to convey to teachers that many families are having financial difficulties and that they need to be sensitive to this fact.

### **IV. ORGANIZATIONAL REPORTS: (see meeting materials posted with agenda)**

#### **A. Principal's report- Dr. Pamela Magee**

Dr. Magee thanked the Department Chairs, and consultant Brett Shibata, for their tremendous efforts in programming the Master Schedule during the summer. She noted that teachers will receive their final schedules before September 1<sup>st</sup>. Dr. Magee also discussed the campus beautification project and gave special thanks to Quay and Sharon Hays and the Booster Club.

#### **B. Chief Business Officer's report- Greg Wood**

Greg Wood disclosed that financial information, due from LAUSD, is late.

#### **C. Human Resources report- Jennifer Eustice**

Jennifer Eustice noted that 2 teachers, Jonathan Jay and Lisa Evans, will not be returning in the fall. She also notified that Board that the art teacher position not being filled will be re-posted, and that LAUSD has agreed to fund one of the ROP positions.

#### **D. Classified report- Eleanor Rozell**

There was no report.

#### **E. Students' report- Eeman Khorramian**

Eeman Khorramian disclosed that the Leadership class will be assisting at student orientation.

#### **F. Faculty report- James Paleno, Wendy Hagan, Chris Lee**

Chris Lee spoke about the great response he received on his doctoral program faculty survey concerning professional development. He said that the results would be shared with the Board, WASC, and the administration.

James Paleno spoke about the high level of excitement and activity on campus this summer.

#### **G. Budget and Finance Committee report- Rob King**

There was no report.

H. Policy Committee report- Julia O'Grady

There was no report.

I. Educational Programs Committee report- Simon Santana

There was no report.

J. Communications Committee report- Michael Friedman

There was no report.

K. Operations, Facilities & Technology Committee report- A. King & C. Herrmann

There was no report.

L. Parent Liaison report- Julia O'Grady

There was no report.

V. **PRESENTATION ITEMS** (see meeting materials)

A. Non-Certificated Administrative/Manager Salary Table

There was some clarification as to the non-certificated administrative/manager salary table. Longevity increases: 1<sup>st</sup> increment of \$1,500 after 5 years at the highest step (9), and a 2<sup>nd</sup> increment of \$2,800 after an additional 5 years.

Salary information for non-certificated administrators and managers not identified on the salary schedule will be provided to the Board as information.

B. Monies owed by Civic Center Permit Account to the General Fund (see end of meeting minutes)

Greg Wood presented a Civic Center Permit account cash flow statement which detailed revenue, expenses, interest and debt service on loans, as well as unreserved deferred maintenance projections. The Civic Center Permit account is repaying the General Fund for general construction funding and interest and debt payments on track and pool loans out of operating profits. As of June 30, 2011 the Civic Center Permit account owes the General Fund \$615,216 with \$550,000 coming from a pool construction loan and \$65,216 coming from operating losses.

Mr. Wood, on an interest/principal loan schedule, estimated track and pool interest and principal loan payments of \$437,149 for the 2011-2012 school year, versus \$301,915 in 2010-2011. Payments in 2012-2013 are projected to remain flat with 2011-2012 and then decline. Assuming the Bank of the West balloon payment, due in approximately 4 years, is refinanced for another 5 years at the same terms, the last payment is scheduled for the 2020-2021 school year.

VI. **ACTION ITEMS**

A. Approval of Non-Certificated Administrative/Manager Salary Table

*Chris Lee moved to approve the Non-Certificated Administrative/Manager Salary Table as proposed. Monica Iannessa seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Stephanie Inyama, Monica Iannessa, Susan Frank, James Paleno, Chris Lee, Eleanor Rozell, Wendy Hagan, Lisa Kaas Boyle, Naomi Norwood)**

**No – 0**

**Abstain – 0**

- B. Addition to the Governing Policies Schedule for Periodic Monitoring of PCAO's Compliance with Policy the Accounting of Monies owed by Civic Center Permit Account to General Fund

*Susan Frank moved that the Board add the PCHS cash flow projection Civic Center Permits accounting, including monies owed to the General Fund, to the Governing Policies Schedule for Periodic Monitoring of PCAO's Compliance with Policy. Lisa Kaas Boyle seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Stephanie Inyama, Monica Iannessa, Susan Frank, James Paleno, Chris Lee, Eleanor Rozell, Wendy Hagan, Lisa Kaas Boyle, Naomi Norwood)**

**No – 0**

**Abstain – 0**

The Board decided that a bi-annual accounting was appropriate.

- C. Mid-Year State Funding Cuts to Education –Implications for PCHS Budget  
Dr. Pam Magee and Greg Wood will deliver a message from the Board, to the Budget & Finance Committee, regarding the need to have contingency plans in place for mid-year state funding cuts.
- D. Amend Board of Trustees Regular Meeting Calendar  
Board member Wendy Hagan is unable to attend the scheduled September, October, and November Board meetings. She said that she did not feel strongly about changing the date to accommodate her circumstances, but needed some direction from the Board.

There was a discussion about holding new Board member training on the regularly scheduled meeting date of November 15<sup>th</sup>, and to move the monthly Board meeting to November 17<sup>th</sup>.

*Naomi Norwood moved to move the November 15<sup>th</sup> Regular Board meeting to Thursday, November 17<sup>th</sup> Lisa Kaas Boyle seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 6 (Stephanie Inyama, Monica Iannessa, Chris Lee, Eleanor Rozell, Lisa Kaas Boyle, Naomi Norwood)**

**No – 2 (Susan Frank, James Paleno)**

**Abstain – 0**

**Recuse – 1 (Wendy Hagan)**

- E. Student Transportation  
- Approval of LAUSD MOU  
- Other

TIIG funding will be dealt with in a side agreement.

*Monica Iannessa moved to authorize the Principal and Chief Administrative Officer to sign the LAUSD Transportation MOU. Lisa Kaas Boyle seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Stephanie Inyama, Monica Iannessa, Chris Lee, Eleanor Rozell, Lisa Kaas Boyle, Naomi Norwood, Susan Frank, James Paleno, Wendy Hagan)**

**No – 0**

**Abstain – 0**

F. Reinstatement of PCHS' Membership in the California Charter School Association

*Lisa Kaas Boyle moved to reinstate PCHS' membership in the California Charter School Association. Naomi Norwood seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Stephanie Inyama, Monica Iannessa, Chris Lee, Eleanor Rozell, Lisa Kaas Boyle, Naomi Norwood, Susan Frank, James Paleno, Wendy Hagan)**

**No – 0**

**Abstain – 0**

G. Board Allocation of Funds for Board Training

This agenda item was tabled until the September 17<sup>th</sup> Board Retreat.

H. Board Approval of Cosca Group Purchase Order for Board Retreat

Stephanie Inyama discussed the upcoming Board retreat and the work being done by the sub-committee and Don Brann of the Cosca Group in advance of the meeting. She pointed out that PCHS is only being charged for the actual hours of the retreat, not for the 2 sub-committee meetings and other preparation time.

*Stephanie Inyama moved that the Board approve a purchase order to the Cosca Group, at a rate of \$400 an hour, not to exceed \$2,500 for the purpose of training the Board and the administration. Susan Frank seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Stephanie Inyama, Monica Iannessa, Chris Lee, Eleanor Rozell, Lisa Kaas Boyle, Naomi Norwood, Susan Frank, James Paleno, Wendy Hagan)**

**No – 0**

**Abstain – 0**

I. 2012 California Charter School Conference in Sacramento

There was a discussion of the benefits of having PCHS employees as presenters at the conference, and whether presenters should receive reimbursement above the cost of the registration.

*Chris Lee moved to approve 5 registrations for the 2012 California Charter School conference in Sacramento at the summer special price of \$250 a person with the possibility of future registrations being purchased at a later date. Susan Frank seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Stephanie Inyama, Monica Iannessa, Chris Lee, Eleanor Rozell, Lisa Kaas Boyle, Naomi Norwood, Susan Frank, James Paleno, Wendy Hagan)**

**No – 0**

**Abstain – 0**

**VII. DISCUSSION ITEMS**

A. PCHS Financial Statement Review (see meeting minutes)

Greg Wood presented updated 2010-2011 and 2011-2012 Profit & Loss Statements, selected balance sheet items for the June 30, 2011 and June 30, 2012 fiscal year ends, and a monthly 2011-2012 cash flow statement.

From the Profit & Loss statement, the 2010-2011 budget surplus is projected to be \$316,031. For the 2011-2012 school year, a \$17 budget surplus is projected.

From the Balance Sheet, cash at year end 2011 is expected to approximate \$3.5 million, which includes \$2.7 million Board designated to the retiree healthcare benefit fund. Cash at year end 2012 is expected to decrease by approximately \$1 million, with accounts receivable rising by the same amount due to state funding deferrals.

A 2011-2012 projection of monthly cash flow shows wide swings in working capital due to the state funding deferrals.

B. Review of Signed Consolidated Application- Part 1

Greg Wood walked the Board through the information provided in the Consolidated Application- Part 1.

C. Board Retreat

An update was given by the committee, which met on July 26, 2011 and would be meeting again on August 30<sup>th</sup>. A preliminary agenda has been developed for the September 17<sup>th</sup> Board retreat at St. Matthews. Documents will be distributed to Board members after August 30<sup>th</sup>. Stakeholders will be asked to contribute their thoughts regarding school wide goals. Wendy Hagan, WASC Coordinator, handed out the Governance section of the WASC review for Board members to complete prior to the Board retreat.

D. WASC Update

Wendy Hagan discussed the work done over the summer. The next professional day will be dedicated to WASC.

E. Responding to Stakeholder Comments and Inquiries

There was a discussion focused on the role of the Board, and the role of the Principal, in responding to authorizer and stakeholder comments and inquiries.

**VIII. OUTSTANDING BUSINESS**

Global Transportation accounting, including amounts owed by parents, for the 2010-2011 school year.

**IX. NEW BUSINESS**

*Board chair to announce items for closed session.*

Open session ends at 7:36 PM

**X. CLOSED SESSION 7:49 PM**

**A. Public Employment**

Title: Assistant Principal of Counseling and Guidance Services

*Stephanie Inyama moved to authorize the Principal and Chief Administrative Officer to offer an employment contract to Kimberly Theard for the Assistant Principal of Counseling and Guidance Services position. Wendy Hagan seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Stephanie Inyama, Monica Iannessa, Chris Lee, Eleanor Rozell, Lisa Kaas Boyle, Naomi Norwood, Susan Frank, James Paleno, Wendy Hagan)**

**No – 0**

**Abstain – 0**

**B. Conference With Information From Labor Negotiator:** Dr. Pamela Magee, Principal and Chief Administrative Officer; James Young, Middleton Young & Minney  
Employee organization: UTLA

**C. Conference With Information From Labor Negotiator:** Dr. Pamela Magee, Principal and Chief Administrative Officer; James Young, Middleton Young & Minney  
Employee organization: PESPU

**OPEN SESSION 9:20 PM**

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

**XI. ADJOURNMENT 9:20 PM**

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