



**BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, April 22, 2008
5:00 PM – B101**

I. PRELIMINARY:

A. CALL TO ORDER – Ms. Rene Rodman – 5:08 PM

B. ROLL CALL – Ms. Rene Rodman

Members Present:

Steve Klima
Darcy Stamler
Rene Rodman
Dave Suarez
Victoria Francis
Eileen Savage

John Riley
Amy Dresser Held
James Paleno
Michael Rogers
Torino Johnson (absent)

Ex-officio Members:

Marcia Haskin (absent)
Greg Wood
James Bourne

C. APPROVAL OF MINUTES FROM BOARD MEETING ON MARCH 25, 2008 AND APRIL 8, 2008. See final approved version at www.palihigh.org.

This was postponed until the next meeting as the final version of the draft minutes weren't available for review.

II. PUBLIC COMMENTS:

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. Use of names of individuals should be avoided when referring to accusations or wrongdoing (names should be presented to the Executive Director for follow-up action). Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

III. ACTION ITEMS:

A. BOARD DISCUSSION AND ACTION ON THE BUDGET AND FINANCE COMMITTEE'S PROPOSED REVISIONS TO THEIR BYLAWS.

- Mr. Gregory Wood presented the budget committee's proposed revisions to their bylaws which named the board representative, booster club designee and student member (except for contracts if student is under 18) as voting members of the committee and the Executive Director, Chief Business Officer, Financial Administrator, HR Director and Finance Manager as ex-officio members. It also noted that it will be the committee chair or designee who will update the board monthly and the committee meetings will no longer take place in the library.
- It was agreed to designate someone on the Charter Renewal Committee to look at all of the committee's bylaws for consistency.

- Dr. John Riley moved that the Board approve the Budget and Finance Committee's proposed revisions to their bylaws. Mr. Michael Rogers seconded the motion.

BOARD ACTION: The Board voted to approve the Budget and Finance Committee's proposed revisions to their bylaws.

10 – yes (Ms. Darcy Stamler, Mr. Michael Rogers, Mr. James Paleno, Dr. John Riley, Ms. Rene Rodman, Ms. Eileen Savage, Mr. Steve Klima, Ms. Vicky Francis, Mr. Dave Suarez and Ms. Amy Dresser Held)

1 – absent (Mr. Torino Johnson)

B. BOARD DISCUSSION AND ACTION ON THE ORGANIZATIONAL REVIEW TASKFORCE'S RECOMMENDATIONS FOR THE 2008-2009 SCHOOL YEAR

- The members of the Organizational Review Task Force presented their recommendations for the upcoming 2008 – 2009 school year as follows:

- i) Create an on-site Leadership Academy to facilitate a home grown, flexible and innovative leadership structure. Currently, we have to seek training outside because we do not have strong leadership training on campus.
 - It was asked that this item be tabled for further clarification of its goals, structure, and funding requirements.
- ii) Limit Board involvement in personnel actions to substantial changes in job descriptions and reporting structures at the Director level and above.
 - Allow the Executive Director and Principal (with the input and involvement of the individuals impacted) the flexibility to alter and redistribute job duties of Directors to best meet the needs of the school. The Board should only be involved if substantial changes are made to a Director's job description (defined as changes in more than 30% of a Director's primary job duties).
 - Continue to have the Board involved in changes to the Executive Director's and the Principal's job descriptions.
 - All new managers will be placed on a one year contract for the first year.
- iii) Hire a certificated Director of Student Services reporting to the Principal whose primary responsibilities would be overseeing attendance, admissions, compliance, the Dean's Office, and student activities.
 - Realigning this position will eliminate the need for dual reporting responsibilities. Although this position includes a significant number of duties, many of these involve oversight and follow-through, coordinating the work of others. The right person will have strong management skills.
- iv) Hire a non-certificated Operations Manager reporting to the Executive Director whose primary responsibilities would be overseeing plant / facilities, IT, and transportation (including buses, traffic, parking permits, etc.).
- v) Update the job descriptions of the Principal and Director of Instruction.
 - This item was tabled until the May 20th meeting.

- Mr. James Paleno moved that the Board approve items ii, iii, and iv as recommended by the Organizational Review Task Force for the 2008 – 2009 school year and table items i and v until further clarification can be brought to the Board. Ms. Eileen Savage seconded the motion.

BOARD ACTION: The Board voted to approve items ii, iii, & iv as recommended by the Organizational Review Task Force for the 2008 – 2009 school year and to table items i and v until further clarification can be brought to the Board.

6 – yes (Ms. Darcy Stamler, Mr. Michael Rogers, Mr. James Paleno, Dr. John Riley, Ms. Rene Rodman, and Ms. Eileen Savage)

2 – no (Mr. Steve Klima and Ms. Vicky Francis)

2 – abstained (Mr. Dave Suarez and Ms. Amy Dresser Held)

1 – absent (Mr. Torino Johnson)

C. DISCUSSION AND ACTION ON EXECUTIVE DIRECTOR EXPENSE REPORTS
(STANDING ITEM)

- Mrs. Held submitted an expense report for \$123.14 to cover the cost of food and beverages purchased for the off-site Master Planning Meeting.
- Mr. Rogers moved that the Board approve the expense report submitted by the Executive Director in the amount of \$123.14. Mrs. Darcy Stamler seconded the motion.

BOARD ACTION: The Board voted to approve the expense report submitted by the Executive Director in the amount of \$123.14.

9 – yes (, Ms. Darcy Stamler, Mr. Michael Rogers, Mr. James Paleno, Dr. John Riley, Ms. Rene Rodman, Mr. Steve Klima, Ms. Vicky Francis, Mr. Dave Suarez and Ms. Eileen Savage)

1 – abstained (Ms. Amy Dresser Held)

1 – absent (Mr. Torino Johnson)

IV. DISCUSSION/INFORMATION ITEMS:

A. BOARD DISCUSSION ON TIMELINE AND PROCESS FOR COMMITTEE ELECTIONS.

- A timeline and process for bringing consistency in how committees hold their elections was brought to the Board, and it was agreed that the issue should come back to the Board at the May meeting as an Action Item.
- Currently there are varying degrees of how stakeholders are voted into position by the various committees. The proposal is to align the timeline and process with that of the Board of Directors and have the elections in the Fall offering staggered two year terms without term limits. By doing this, it will give new staff and new parents the opportunity to run for the positions on committees that interest them. The first meeting of the new school year would consist of the previous year's members.

B. CONFIRMATION OF NEXT MEETING FOR MAY 20, 2008 AT 4:00PM IN THE LIBRARY.

V. ORGANIZATIONAL REPORTS:

This is a presentation of information concerning non-confidential matters which have occurred since the previous Board meeting.

A. Student Report – **James Bourne**

- The students would like to be voting members on the standing committees on which they serve, as well as on the Board of Directors.
- Again, it was asked about using part of the ASB money for the new sound system to be installed in the stadium.
- There are concerns about the cafeteria food and if lighter and healthier food could be served as requested by the athletes.
- Questions about the policy on Community Service with the restriction being the “helpless, homeless and hungry.” This was referred to the Policy Committee.

B. Parent Report – **Julia O’Grady**

- Parent Advisory Committee –
 - The upcoming monthly meeting will be “A Conversation With...Pali’s Budget Team”. Some of the topics to be explored will be:
 - i. What is the level of cutbacks anticipated for next year?

- ii. Where will the cuts be made – which programs, departments will be most affected?
- iii. Will class size be increased?
- iv. Is Pali in good financial health?

- The meeting will take place on Thursday, May 1, 2008, at 6:30 PM, in the Library. Refreshments will be served.

➤ PTSA –

- Dr. Iverson M. Eicken, PhD, will present “Making Test Anxiety Work For You” at a special workshop on Thursday, April 30, 2008, 6:30 – 7:30 PM, in the Library. Some of the topics covered will be:
 - i. Recognizing Test Anxiety
 - ii. Managing Test Anxiety
 - iii. Using Test Anxiety as a Tool
- May 1, 2008, 8:00 AM, in the Library. Special Guest Speaker Mr. Richard Cohen will speak at 8:30 AM on “Privacy Issues: Backpacks, My Room and MySpace”

➤ BOOSTER CLUB –

- Booster Club Allocations for February and March 2008

Staples Gift Cards For All Teachers	\$ 6,000
Physics Field Trip	\$ 2,700
Emergency supplies	\$ 3,500
ACADEC traveling expenses	\$ 3,500
Girl’s Tennis Luncheon	\$ 2,727
Drama	\$10,000
Band equipment	\$ 3,350
License plates	\$ 1,250
Banners	\$ 2,428
Palisades Charter Schools Foundation	\$ 1,500
Journalism	\$ 1,284
Aquatic Center Pledge	\$50,000 (installments).

- Booster Club is still seeking volunteers for three very important positions for the 2008-2009 school year. Please alert your fellow parents. We need a:
 - i. Secretary (laptop included for secretary’s use)
 - ii. Silent Auction Chair
 - iii. Phon-A-Thon Chair
 Please contact Richard Held @rod264@aol.com.
- “Year End Potluck Party and Meeting” - June 10 – 6:30 PM – at the home of Bud and Cheryl Kling – 890 Oreo Place, Pacific Palisades (North of Sunset, off Las Lomas). E-mail Bud at pali10@aol.com to RSVP and let him know what you will bring to share – an appetizer, salad, main dish, dessert or drinks.

C. Faculty Report – **James Paleno/Dave Suarez**

- Faculty shared that the UTLA survey/evaluation of the Principal and Executive Director is being conducted right now.
- Concerns about the status of the bungalow landscaping project.

D. Academic Principal’s Report – **Marcia Haskin**

E. Executive Director’s Report – **Amy Held**

➤ **Plan for my absence**

I anticipate being out for approximately 12 weeks but will make myself available as needed and to the extent possible by email, phone and in person. There are a number of major issues in development or projects underway at this time including review of the organizational structure, principal and director recruitment, charter renewal, zero based

budgeting, the work to achieve the school wide goals, facilities master planning, labor negotiations, and the pool project. I have created the chart below to detail my thoughts on the status of each area, proposed next steps and the plan for coverage. On a daily basis, I envision Marcia Haskin being the site leader who will run our weekly administrative staff meetings and deal with all major issues as they arise through the end of the school year.

Topic	One time/ Ongoing	Status	Next Steps	Plan for Coverage
charter renewal	ongoing	in process	staff mtngs to get input; get all input by 4/30; get it vetted, voted on and incorporated by 5/10 for first draft review 5/15;...	Steve/Olivia/Paul/Marcia/Eileen
principal recruitment	onetime	in process	reference checks, follow up on first round interviews 4/28	Colleen/Rene
master plan	ongoing	in process	update timeline and gameplan for plan development - figure out how to get info on vision to them and who can coordinate their work	Rick/Eileen/Angie
any moves for next year	onetime	haven't started	needs to coincide with org review process, master planning, etc.	
weekly staff meetings/manage leadership team	ongoing	in process	Marcia to assume	Marcia
plan and run board meetings	ongoing	in process	Rene and Angie to assume	Rene and Angie
pool project	ongoing	in process	Maggie/Chaz/Jeanne/Greg	Maggie/Chaz/Jeanne/Greg
right of return	onetime	in process	should be settled by 4/30 -	Colleen/Rene
lifetime benefits	onetime	in process	nd to collab w bb and jose to finalize	Colleen/Rene/Greg
negotiations with PESPU	ongoing	in process	dates scheduled	Jim/Colleen (Marcia/Greg)
negotiations with UTLA	ongoing	haven't started	need to schedule dates	Jim/Colleen/Marcia/Greg
performance evaluations of leadership	onetime	in process	completed	
organizational review	onetime	in process	plan finalized and being presented to board 4/22	Rene
contracts for leadership team	onetime	haven't started	need to start these - review achievement of goals to determine increases, get board's input and start negotiation	Colleen/Rene

Budgets	onetime	in process	need to develop facilities budget, review and edit team's and ensure zero based process is on track	Greg
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➤ **Signatories in my absence:**

- Check Signing – I propose James Paleno
- LAUSD MOU's – I propose Marcia Haskin or Rene Rodman
- Contract Signatory- Insurance, etc. – I propose Rene Rodman
- Consolidated Application or other CDE required items. – I propose Marcia Haskin

➤ **Charter Renewal**

The process is well underway. The focus has been on getting the word out to all stakeholder groups to submit suggested changes by 4/30 either to their board rep, via the online suggestion form or at one of the bimonthly meetings. Academic departments worked on this for a good amount of time on the Professional Development Day on 4/15 and submitted recommended changes to Mrs. Haskin. Administrators are meeting on Friday to share their suggested changes to the current charter language and to provide feedback on the district's proposed boilerplate and on what other conversion charters have recently gotten approved in their charters. At our last taskforce meeting, we had some student representatives who shared that their top priority was to convert the student board member position to a voting member of the board. We have solicited a legal opinion on this that basically notes that according to the Education Code, it is not legal for students to serve on boards of education and participate in closed sessions. However, with the mega waiver for charters, there may be more latitude, though there is no case law on it. It is not advisable for student board members to participate in closed sessions. Student board members would also need to be 18 years old to legally vote on any contracts under the public contract code.

➤ **Pool Project Update**

- Aquatic Design Group will complete construction documents by the end of the month for submission to LAUSD and DSA for design review.
- California Environmental Quality Act (CEQA) review underway. A full traffic study and mitigated negative declaration is likely needed. We will also need to work with the Coastal Commission.
- We are in talks with multiple potential end user groups including LA Water Polo, TSM swimming, Westside Aquatics and the YMCA. The formal response from the board has gone to the YMCA and we look forward to talking with them soon.
- The project will go out to bid and the school will select the most responsible bidder to complete the project.

F. Chief Business Officer's Report – **Greg Wood**

➤ **Enrollment/Attendance**

At the close of the seventh month at PCHS (118 days), the enrollment was at 2,672 (707-9th, 703-10th, 622 11th & 640 12th grade enrolled) up 2 students from last month (2,640- Feb. 2008) and the ADA was at 2,555.2 (2,554.5-Mar. 2007). Last month's ADA has lower than previous years by less than 3 ADA. The 2007-2008 Full Year Budgeted Enrollment and ADA are 2,644 and 2,520 respectively (see funding comments below).

➤ **2007-2008 Funding Update**

The P-2 Attendance Report was filed with the State of California on April 8th. The ADA of 2,555.2 (noted above) was reported as a basis of funding for the 2007-2008 school year. The potential funding impact of the increased ADA is approximately \$270,000 in additional revenue.

➤ **2008-2009 Budget Update**

The 2008-2009 PCHS Budget planning is in process. Budget Packets with their rationale have been returned and have/are being sent the appropriate administrators/committees. The

Budget outlook for the 2008-2009 School Year will be communicated by the State of California on May 15th as part of the Governor's "May Revise". This communication will provide us with the most accurate financial picture on the final budget impact for the Current School Year (none currently anticipated) and the State's financial health after Income, Sales and Property Tax Revenues have been updated by the State. Stay tune, it still appears to be a down year.

➤ Pool Donations

As the fundraising initiative has grown, we have donors who had wanted to make donations in Securities (in excess of \$50,000 market value). We have arranged with International Business Securities, Inc., a small securities firm, that has been in business since 1984, and is in good standing with both the SEC and the State of California, to hold and liquidate donated securities. If the securities are traded widely, the fees for this arrangement will be nominal (usually less than \$100). Any fees incurred will be covered through the Pool's Restricted Funds.

➤ STRS Counseling Sessions/PERS Advisor

The third and final CalSTRS STRS Counseling Session was held last week. The attendees have given a positive response to the assistance & guidance that they have received. A CalPERS advisor was on campus last week to provide an overview of the PERS process, eligibility and retirement options to those staff members who chose to attend during the pupil free day.

G. Technology – **Maisha-Cole Perri**

- Tech plan submitted and budget development underway.

H. Human Resources – **Colleen McCarthy**

➤ RECRUITING:

I've attended 11 career fairs; 4 more scheduled in late April and early May.

Principal: 6 finalists interviews, 3 chosen to bring back for second interview to be held Monday afternoon at 3:30.

➤ RIGHT OF RETURN:

Decisions due Friday April 25, 2008, to Carol Walters. I will hand deliver to LAUSD 4/30.

➤ LIFETIME BENEFITS:

Ongoing.

➤ STRS MEETINGS:

Final on-site STRS meeting held 4/17.

PERS held on-site meeting 4/15 for classified staff. Good, general non-charter/PCHS information provided, many employees will need individual follow-up meetings to understand their retirement options.

➤ LEAVE OF ABSENCE:

Continuing to clarify PCHS Leave Policy and all ramifications and impact on all staff. Should have policy recommendation to the board shortly.

➤ INFANT/TODDLER CARE:

With so many PCHS infants and toddlers, and limited day care near the school, am working with the Pacific Palisades Jewish Early Childhood Center on their changing their permit structure to provide Infants and toddler care for our staff.

➤ GENERAL HR:

Daily on-going HR activities: employee relations, compensation questions, labor relations, benefits issues, staffing, HR planning, new teacher mentor program, other general school committee responsibilities.

I. Standing Committee Reports on roster of members and goals for the year as well as ratification of standing committee ACTION items:

➤ Communications – **Margaret Evans**

- Businesswoman Nicole Howard from THISWEEKINTHEPALISADES.COM, a web site devoted to events happening in Pacific Palisades, gave a proposal to the

committee, saying that she would like to highlight all Pali activities such as sports teams schedules, standings and profiles, drama and music productions, student achievements and fundraising activities in exchange for Pali occasionally placing advertisements on her site when Pali has job openings and other events for which we pay to advertise. Committee members did not approve this arrangement pending discussion by the Board of Directors.

- The Emergency Kits are almost ready to go. Teachers who have used the provided water for other purposes must replace the water immediately.
 - Website Update: Suggestions for the Tech Department are:
 - The Parent/Student Handbook should be accessible from both the “For Parents” and the “For Students” portals.
 - The Counseling Department should either have its own portal on the site or be accessible from both the “For Parents” and “For Students” portals.
 - Acquire funding from the Board and/or Booster Club to pay for someone to bring the website up-to-date and keep it current. This should reduce complaints about lack of information and old data on the site.
 - The Pali Positives for May were chosen. The recipients will be honored at a ceremony on May 6, 2008
- Education Program – **Melinda Meinen**
- The EPC By-Laws were revised. Three sections (#5 - Chairperson, #7 - Meetings, and #13 - Subcommittees) had wording changes. Section #15 - Attendance was added. The revisions were approved by the Board of Directors at the April 8, 2008 Special Meeting.
 - New members were added so that every department on campus is represented on the Committee. The new members were approved by the Board of Directors at the April 8, 2008 Special Meeting.
 - The GATE Independent Study Pilot Phase Two was approved by the EPC and by the Board of Directors at the April 8, 2008 Special Meeting.
- Finance and Budget – **Greg Wood**
- Previously reported
- Operations/Facilities / Technology Committee – **Amy Held**
- Previously reported
- Policy – **Julia O’Grady**
- Colleen McCarthy, on behalf of Rose Gilbert, presented a proposed revision to the Student Honor Code. The Committee compared both versions side-by-side and decided to keep the Student Honor Code as it currently exists, but to add the definitions of cheating, forgery and plagiarism to the second side of the Honor Code as well as lines for both student and parent/guardian signatures.
 - The revised Student Honor Code is attached.

VI. CLOSED SESSION:

A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

i. Case No: BS108722

- No Action Taken

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

- No Action Taken

C. PUBLIC EMPLOYMENT

a. Executive Director

- The Board discussed the Executive Director's maternity leave.
- While a leave policy for all unrepresented employees must still be approved by the Board, more information is necessary before a recommendation can be made to the Board.

BOARD ACTION: The Board voted to grant the Executive Director leave as required by law. This includes the use of accrued sick time, State Disability Insurance and Paid Family Leave.

9 - yes (Mr. Steve Klima, Ms. Darcy Stamler, Ms. Rene Rodman, Mr. Dave Suarez, Ms. Victoria Francis, Ms. Eileen Savage, Mr. John Riley, Mr. James Paleno, Mr. Michael Rogers)

2 - absent (Ms. Amy Dresser Held, Mr. Torino Johnson)

D. CONFERENCE WITH LABOR NEGOTIATOR PCHS Negotiator: Mrs. Amy Dresser Held, Executive Director

EMPLOYEE ORGANIZATION: PESPU, UTLA

- No Action Taken

VII. PUBLIC SESSION:

IF REQUIRED, PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present).

VIII. ADJOURNMENT: