



# Palisades Charter High School

More Than 50 Years of Innovation and Excellence



## BOARD OF TRUSTEES

### BOARD MEETING MINUTES

#### BOARD OF TRUSTEES

Tuesday, September 16, 2014

5:00 PM, Library

#### I. PRELIMINARY:

A. CALL TO ORDER: 5:00 PM

B. ROLL CALL: 5:00 PM - 5:05 PM

	Present	Absent		Present	Absent
Mark Epstein	X		Jeanne Saiza	X	
Allison Holdorff Polhill	X		Kimberley Allen	X	
Monica Iannessa	X		Leslie Wooley	X	
Emilie Larew	X		Michael Stryer	X	
Greg Nepomuceno	X		VACANT		
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: (5:05 PM - 5:10 PM)**

**A. REGULAR MEETING - AUGUST 19, 2014**

*Motion: Mark Epstein*

*Seconded the motion: Leslie Wooley*

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberly Allen	X		
Monica Iannessa	X			Leslie Wooley	X		
Emilie Larew	X						
Greg Nepomuceno	X						
James Pasto							

**III. PUBLIC COMMENT: (5:10 PM - 5:26 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.*

PCHS Former Board Chair and Teacher, Dr. Chris Lee, thanked the Election Committee for all their efforts in carrying out the election. He further reported that leadership students carrying out the election expressed concerns that they felt leadership students were not treated respectfully and felt harassed by some faculty members. He stressed there is a need to continue to work towards improving school climate.

Annie Loy, PCHS student, stated that some faculty members were unpleasant to the student leaders facilitating the election.

PCHS teacher and one of the student nominees for the student elected board seat, Mr. Rick Woodward made a public comment regarding his concerns regarding election procedures in the classrooms during the election and the management of election overall.

**IV. PRESENTATION ITEMS: (5:26 pm – 6:05 pm)**

**A. PCHS ATTENDANCE – Gay Chambers**

Gay Chambers reported on PCHS attendance rates. She stated there are approximately 788 students taking transportation provided by Tumble Weed. PCHS has taken numerous students off the waiting list for the incoming freshman class and several students off the waiting list for the sophomore and junior class.

## B. CHARTER RENEWAL – Dr. Pamela Magee

Dr. Magee stated the various means that have been used to keep stakeholders updated on the progress of the charter renewal process. Over the course of several months, various drafts of the proposed charter document have been circulated to all stakeholders. The drafts of the document and PowerPoint presentations have been posted to the website. There have been three professional developments devoted to reviewing and explaining the charter documents. Dr. Magee emphasized that included in the Governance section (Element 4) is a new committee for ongoing discussion about the charter. The Charter Governance Committee has met repeatedly over the course of several months to draft language and determine where there is consensus. All stakeholders have been invited to attend and participate in these meetings. Dr. Magee relayed that the latest draft of the charter renewal is on the PCHS website, and noted Elements 1 and 4 as two elements that many stakeholders might be interested in. Dr. Magee will be submitting the charter renewal application on 9/25, conditioned upon Board approval granting her authority to submit the document. PCHS encourages all stakeholders to send feedback and suggestions to her.

## C. LIFETIME BENEFIT ACCURIAL STUDY 2013-2014 – Marilyn Jones, Nyhart Accurials

Ms. Jones presented on the Lifetime Benefit Accrual Study 2013-14 (PowerPoint in the board materials). Ms. Jones responded to questions of concern posed by Mike Stryer and Mark Epstein regarding the long-term feasibility of lifetime benefits. After discussion, it was generally agreed that measures be taken to pursue sound investment strategies. The Board tasked the Administration to determine the best course of action and has referred that matter to the Budget and Finance Committee. Ms. Jones stated that PCHS is one of the few schools that set substantial monies aside to fund lifetime benefits. Most public schools have not put any funds aside due to past budget cuts.

### I. **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

LAUSD visited campus today as part of charter renewal, and Dr. Magee relayed that they provided positive feedback. She updated regarding the iPad program, which continues to progress successfully. Additionally, the administration will gather surveys from teachers concerning the iPad program. Tech training for teachers are part of the upcoming iPad initiatives.

Dr. Magee and Mary Bush are completing a CA Volunteers grant which follows STEAM initiatives and would target Pali populations needing specific focus. The administration has a communications consultant enhancing school communications to keep PALI community and stakeholders involved; working on the grant and future grant opportunities; improving and creating PCHS communications and branding. Projects include the Zip Code Campaign and website redesign. Temescal Academy has been transformed.

## B. CHIEF BUSINESS OFFICER'S REPORT - Greg Wood

Greg Wood reported on unaudited actuals, cash balances, Education Foundation monies raised, and the Actuarial Valuation Retiree Health Program.

## C. HUMAN RESOURCES DIRECTOR–Jim Schiffman

Jim Schiffman reviewed the HR report and noted that HR is close to finalizing acceptable use policy.

## D. STUDENTS' REPORT – Ben Safvati

Ben Safvati reported on large numbers of Pali clubs, the upcoming student senate meeting, the newly formed Student Math Committee.

## E. PARENTS' REPORT – Allison Holdorff Polhill, Mark Epstein, Greg Nepocumeno

Allison Holdorff Polhill reported that Boosters had a very successful opening meeting at the Lynches home and kicked off their annual giving campaign. PTSA has increased their membership significantly through their letter campaign. She further reported on the successful *Text to Give* campaign (targeting reduced class sizes) and the monthly Education Foundation meetings.

## F. FACULTY REPORT – Jeanne Saiza

Some brief technical glitches for teachers to access “election buddy”. Faculty concerns about where the Lifetime Benefits money is invested. Waiting to hear Greg Wood’s report at September 16 board meeting. September 9, 2014 was dedicated to allowing the Professional Learning Communities (PLC s) the time to reflect on their work. Teachers received “tuning protocols” provided by Academic Achievement Team to improve instructional practices. PIQE and TVN: September 6, 2014 TVN hosted its first PIQE training and parents came; TVN and PIQE leadership thankful to Joleta Simmons and Myrna Cervantes, Chris Lee, Jill Barker. Teachers consistently report they are very appreciative of the change to different icons to represent Special Education, GATE, etc. in Infinite Campus instead of everything having the same flag.

## G. ELECTIONS COMMITTEE – Jeanne Saiza, Leslie Woolley

Regarding the Community Seat election, Jeanne Saiza described it as proceeding smoothly overall, (electronically administered, video of candidates, photos) while noting a temporary glitch in Election Buddy, which Donna Mandosa resolved quickly.

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

**A. BOARD ELECTION RESULTS\_– Jeanne Saiza**

Last night the Board heard recommendations from the Elections Committee and Leadership regarding the current election of the student elected Board faculty trustee. The Election Committee reported on their discussion as to the election challenges and their determination, without dissent, was that the election results should stand. Prior to the Board meeting, Mystic Thompson spoke to Mark Epstein and indicated that if the election results were approved she would serve.

The Board then discussed the challenges and the actual ballot was reviewed. It was noted that both candidates' names appear and that the ballot used was not confusing (a copy of ballot is below).

**Student Teacher Rep Elections**

Ms. Mystic Thompson

"In my various roles as teacher, coach, Board Member, and member of various committees, I always attempt to put the needs of the students first. I strive personally to make myself available to students, and to work to build relationships with them. I really enjoy connecting with the students, and this will provide me with another opportunity to do so. Given this desire, and my past experience as a teacher, administrator, and Board member, I think that I am ideally suited to serve in this position. I can't imagine a greater honor than being elected by the Pali High student body." –Ms. Thompson

Dr. Rick Woodward

"It would be an honor to represent the students of Pali." -Dr. Woodward

Mark "X" for one candidate.

\_\_\_\_\_ Ms. Thompson

\_\_\_\_\_ Dr. Woodward

Board members emphasized that Dr. Woodward's statement was thoughtful, respectful and appropriate. Many Board members commended the Leadership Class for their efforts in conducting the election.

The following timeline has been set:

- September 17, 2014 Leadership will meet to discuss current challenges to the election regarding procedures and management of election.
- September 17, 2014 the Elections Committee will meet and discuss the matter.

On September 23, 2014 at a Special Board Meeting, the Board will hear recommendations from Leadership and the Elections Committee and will likely make its recommendation whether to approve the election results.

B. JOB STUDY – Dr. Magee, Jim Schiffman

Jim Schiffman and Dr. Magee recommended the discussion on the job study be postponed to October 14, 2014 until further negotiations have taken place with the classified bargaining unit and to accommodate both a Charter Office Visit and the completion of the draft Charter.

C. UPPER MANAGEMENT CONTRACTS - Jim Schiffman

Jim Schiffman shared a current template of an administrative level contract.

D. EDUCATION PROTECTION ACT – Greg Wood

Greg Wood shared the EPA Proposed Budget.

**VII. ACTION ITEMS:** (7:30 PM-7:35 PM)

A. The Board approved of the Education Protection Act (EPA) budget.

*Motion: Leslie Woolley*

*Seconded the motion: Kimberley Allen*

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberly Allen	X		
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X						
Greg Nepomuceno	X						

B. APPROVAL OF APPLE IPAD CONTRACT

*Motion: Jeanne Saiza*

*Seconded the motion: Emilie Larew*

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberly Allen	X		
Monica Iannessa	X			Leslie Wooley	X		
Emilie Larew	X						
Greg Nepomuceno	X						

**XI. 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

C. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATION-  
Executive Director/Principal, Employee organizations: PESPU, UTLA

**XII. OPEN SESSION:**

**XIII. ADJOURNMENT: (8:52 PM)**

The meeting adjourned at 8:52 PM.

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