



**BOARD OF TRUSTEES MINUTES
TUESDAY, FEBRUARY 19, 2013
5:00 PM, LIBRARY**

I. PRELIMINARY

A. CALL TO ORDER: 5:00 PM

5:05 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	
Jason Cutler	X		Monica Iannessa	X	
Judi Firth	X		Polly Bamberger	X	
Mystic Thompson	X		Stephanie Inyama	X	
Marike Anderson-Dam	X				

NON VOTING MEMBERS

	Present	Absent
Hailey Biscow	X	
Greg Wood	X	
Pamela Magee	X	
Nikki Washington	X	

II. APPROVAL OF THE MINUTES (5:05 PM - 5:15 PM)

A. REGULAR MEETING 1/15/13

Motion: Allison Polhill approved Minutes of regular meeting 1/15/13 as amended.

Seconded the motion: Marike Anderson Dam

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder	X		

Jason Cutler			X	Monica Iannessa	X		
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson			X	Stephanie Inyama	X		
002CMarika Anderson-Dam	X						

III. PUBLIC COMMENT (5:15 PM – 5:30 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.

Judy Firth – speaking on behalf of VAPA, committee members frustrated with lack of response to request about fundraising. They want to get the VAPA complex fundraising campaign up and running ASAP. This was part of the original strategic plan.

Ivy Green/Cheryl – Booster Club silent Auction, personal invite to board. March 2nd at Tiato Restaurant in Santa Monica. Bidding available online. Great stuff priced from \$10 up to \$5000.

IV. PRESENTATION ITEMS (5:30 PM – 6:00 PM)

A. AUDIT COMMITTEE REPORT – Stephanie Inyama

The committee met with auditor and were given recommendations on internal controls and provided education on appropriate roles and responsibilities. Their main focus was ASB. In the past the finance manager has given the budget to the ASB and asked for ASB to review and approve it. The auditor recommended that ASB prepare the budget and approve it as well as prepare quarterly reports to the board and/or budget committee. The auditor saw a discrepancy between the forms needed by them and the forms used by LAUSD.

Helia – ASB treasurer stated that information should be available for her to answer questions regarding the budget.

Stephanie – through their research found the Fiscal Crisis & Management Assistance Team FCMAT

With offers an ASB accounting manual that is a wealth of information. The handout they provided says “booster club” but it is to be noted that “booster club” refers to all school related fundraising groups raising funds for PCHS. It does not reflect our single parent group under the same name. Polly – the committee is searching for a new auditor who are LACOE approved and approved by the state controller’s office. They will be reviewing each firm and will conduct phone interviews March 4th. Their recommendations will be provided to board at the next meeting. The Committee has asked the auditors to prepare a quarterly report. Greg suggested that the committee make sure Pali will not have to pay an additional fee and this should be covered under their current contract agreement.

B. MAKERS SPACE D –Ellen Sloan

Makerspace and Auto Shop part of Pali vision to engage students in STEAM (Science, Technology, Engineering, Arts and Math). The program will offer students classes during summer and after school to bring in revenue. The room/lab space will be available for rental to outside organizations (Boys and Girls Club, Boy Scouts) and for use by teachers for special projects. The makerspace has DIY model with courses and material online for easy use. The cost to renovate would be approx. \$300,000 with about \$200,000 needed for ongoing annual costs to operate. Various sources of funding will be sought after, particularly grants, foundations and individual benefactors community organizations for permits. No other school in Southern California (Northern CA has similar program in 10 pilot schools) has such a program and this would be cutting edge for our school and this area. Question raised regarding liability and implementation/teacher training as well as question about program meeting A-G requirements. It was suggested that committee seek feedback from students, teachers and stakeholders.

Prospective timeline – fall 2013 raise \$\$, develop curriculum, hire teachers, 2014 summer school and after school classes to support project.

C. TECHNOLOGY/ED FUND – Apple Vision, Ellen Pfahler

The LTSP committee has addressed the challenges with fundraising to update the technology here at Pali. The committee has researched options for bringing textbooks to the classrooms via technology i.e. IPADS. The goal is to have 8 model classrooms equipped with new technology, IPADS, projectors. Teachers will get training on how to use this new technology. The cost is approx. \$161,000 (see handout) Several teachers and administrators went to Apple store for presentation. In order to begin the pilot program for 8 rooms, initial funding is requested \$25,000 from Ed Fund and \$72,000 from Pali general fund for 2 IPAD cards with 40 IPADS each. This program would reach the ELL population.

Ms. Cervantes had discussion with parents during Fuerza Unida meeting and did survey which showed parents were supportive of the 1 on 1 IPAD project. Question raised regarding MAC vs. other brands? Ms. King the librarian responded that the movement is heading to ibook platform iuniveristy/itunes university is unique to apple so that teachers could load course curriculum onto this platform. Apple will also handle student payments as well as offer various payment options.

D. CASINO NIGHT – ASB Leadership

ASB March 8th. Largest fundraiser of year to be held in gym. Students purchase game chips. There are terrific prizes geared towards student entertainment and interest. Food trucks will be available and dessert tables. Potential Profit \$3239.75. Venue change from Mercer to large gym.

E. AD HOC CHARTER COMMITTEE – Allison Polhill

Mr. Lee was responsible for educative piece in period by period meetings with faculty held over the course of two days. Excellent job. Q and A for parents is planned with an info night. The committee met last week to prepare specific proposed language. An information sheet to answer questions based on educative pieces will be provided prior to the faculty vote. When the language is finalized, faculty will vote. The proposal on the table is to revise the existing committee structure by having two standing board committees Budget and Academic Accountability. The composition of these committees will be identical to the current budget committee with a faculty majority, two parent representatives a classified representative and an administrative representative. The other proposal is to have 5 long term strategic planning committees made up of the same membership composition and will report directly to the administration. This will enable parents to be part of seven committees critical to Pali's operation and governance. Ellen Sloan and Ellen Pfahler are representative of the strong parent work on these critical long term committees.

F. PUBLIC HEARING - Initial Proposal of the PCHS to UTLA-PCHS – Dr. Pamela Magee

Handout

On behalf of our certificated members, as ascertained by a UTLA member survey, we hereby submit our initial bargaining proposals for public notice:

- Implement a cost-of-living salary adjustment
- Establish a dedicated retiree health benefit account
- Include all bargaining unit members as participants in retiree health benefits
- Clarify contract language regarding the grading scale and other issues of academic freedom
- Clarify contract language regarding meeting attendance
- Return staffing levels to historical norms so as to moderate class size levels
- Ensure meaningful faculty input for professional development day agendas
- Expand the number of auxiliary classes throughout periods zero through seven so as to increase offerings to students and moderate class size levels
- Reinstate summer school
- Reinstate buy back days in August

- Compensate PLC leaders in a ratio reasonably proportionate to compensation for Department Chairpersons
- Establish Temescal as a separate department with a separate seniority list
- Reinstate summer planning stipends
- Reevaluate and update the stipend list

Timothy W. Henderson and Stephen Klima
 PCHS-UTLA Chapter Chairpersons

The Palisades Charter High School (“PCHS”) presents the following initial proposal to United Teachers Los Angeles-PCHS (“UTLA”) for upcoming negotiations.

PCHS looks forward to productive, collaborative negotiations and an agreement on the topics described below. The first six of these were raised in PCHS’s prior initial proposals, and the parties subsequently agreed to include them in negotiations during the 2012-13 school year. The remaining two are new topics.

1. A revised teacher evaluation process with a clearer focus on student progress.
2. A bell schedule that better addresses the needs of PCHS students.
3. Clearer expectations for teachers regarding the posting of assignments and grades on websites and timely feedback to students, as well as ensuring that extra resources for learning will be provided and expectations for all students will be high.
4. Teaching assignments based on student need.
5. Clarified language regarding adjunct duties.
6. A teacher recognition program awarded by administrative recommendation and funded through outside sources.
7. Revision to the contract provisions related to health benefits for substitute teachers who meet specified thresholds.
8. Incorporating all agreed-upon contract articles and provisions into a separate and distinct collective bargaining agreement between PCHS and UTLA.

V. ORGANIZATIONAL REPORTS: (6:00 PM – 6:30 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. Pam Magee

Handout

B. CHIEF BUSINESS OFFICER’S REPORT –Greg Wood

Handout

C. HUMAN RESOURCES DIRECTOR–Nikki Washington

Handout New football coach Mr. Hyde (previously with Crespi) New registered Nurse Ms. Boyd

Issac Brown funding should come from Title 1 (per Greg Wood) TVN/Fuerza Unida students benefiting (64 students)

D. DIRECTOR OF OPERATIONS-Dave Riccardi

Handout

E. CLASSIFIED REPORT – Judi Firth

Infinite Campus update – January 8 we went live, February 7th student portal live and next week, parent portal. Phone AP with district code now available

F. STUDENTS’ REPORT – Haley Biscow

Winter Formal great success thanks to several board members for chaperoning. AITF in process of preparing student survey. Leadership ideas to boost school spirit – Wacky Wednesday, sock day last week and next week Neon Day. Celebrate My Drive representatives met with Dr. Magee regarding how to use funds, Student safety, mental health, and per mentoring were suggested.

Board acknowledged that ASB is doing really well not only with activities but governance as well.

G. FACULTY REPORT – Marike Anderson-Dam, Mystic Thompson, Chris Lee

UTLA sunshine proposal (Marike read aloud). Positive report on ELL professional development.

H. BUDGET AND FINANCE COMMITTEE REPORT – Rob King

Ms. Onoye and committee members are looking forward to working closely with the long term strategic planning committees so that the budget committee can make informed decisions.

I. POLICY COMMITTEE REPORT

N/A

J. EDUCATIONAL PROGRAMS COMMITTEE REPORT

N/A

K. COMMUNICATIONS COMMITTEE REPORT

N/A

L. OPERATIONS, FACILITIES & TECHNOLOGY COMMITTEE REPORT

N/A

VI. DISCUSSION ITEMS: (6:30 PM -7:00 PM)

A. EVALUATIONS Principal/Executive Director

Met with EDP for mid term evaluation. The mid term review was favorable. The committee will survey stakeholders as part of the process to evaluate both the EDP as well as board.

B. BOARD EVALUATIONS

The board will review and reflect on its own performance in achieving its own goal. The board will also be looking at stakeholder survey results. It was suggested that accountability be similar to EDP and faculty evaluations.

C. BOARD COMPOSITION

The board is investigating and collecting research on board composition. This inquiry was inspired through the charter AD Hoc committee. Most charter schools/non profit organizations have non interested parties serving on the board. The board is beginning an investigation process. Right now the board is researching other board composition. The board is simply exploring what exists at other successful charter schools. Pali is looking for best governance practices. Possible suggestion would be skills based and elective based board selection. Input from faculty and other stakeholders part of process as well.

D. CHARTER RENEWAL

Allison gave update.

VII. CONSENT AGENDA

A. Overnight Field Trips

- 1) Ms. Saiza/Ms. Simon Feb 16-17 Junior Statements of America Convention Torrance, CA (28 students)
- 2) Mr. Kling Feb. 28 March 2, Public high schools Fresno/Clovis, CA (12 students)
- 3) Ms. Newbill Feb 27 March 1, Catalina Island Marine Inst., CA (40 students)
- 4) Mr. Passon March 7-10, STN Convention, Los Angeles, CA (10 students)
- 5) Mrs. Hernandez June 8-11, Tulane University, New Orleans, LA (60 students)

Board consents all field trips.

VIII. ACTION ITEMS: (7:00 PM-7:15 PM)

A. Approve Technology Expenditures (Apple)

A1 Motion: Chris Lee Board approves the expenditure of \$25,000 through the Ed Fund account to purchase technology (i.e. iPads, speakers, projectors, and printers) to outfit 8 classrooms professional development to follow with 8 teachers attending the CUE conference in March.

Seconded the motion: Mystic Thompson

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder	X		
Jason Cutler		X		Monica Iannessa	X		
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	X						

A2 Motion: Monica Iannessa Board Approves the expenditure of \$72,000 through the general fund to purchase technology of 2 Apple iPad lab carts including apple care and maintenance including final proposals, training, and support.

Seconded the motion: Allison Polhill

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder	X		
Jason Cutler		X		Monica Iannessa	X		
Judi Firth			X	Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	X						

B. Approve addition of Strategic Planning Committees to the PCHS Charter

Motion: TABLED

Secoded the motion:

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill				Mark Epstein			
Chris Lee				Matthew Wunder			
Jason Cutler				Monica Iannessa			
Judi Firth				Polly Bamberger			
Mystic Thompson				Stephanie Inyama			
Marike Anderson-Dam							

C. Approve Amendments to Charter

Motion: TABLED

Secoded the motion:

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill				Mark Epstein			
Chris Lee				Matthew Wunder			
Jason Cutler				Monica Iannessa			
Judi Firth				Polly Bamberger			

Mystic Thompson				Stephanie Inyama			
Marike Anderson-Dam							

D. Approve Certification of Signatures

Motion: Marike Anderson Dam Board approves the Certification of Signatures.
Secoded the motion: Allison Polhill

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	X						

E. Approve 2013-2014 Budget Calendar

Motion: Allison Polhill Board approves the 2013-20103 Budget Calendar. Calendar includes the may 18th special board meeting.
Secoded the motion: Stephanie Inyama

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	x						

F. Approve Student leadership to take active participation in creating and understanding line items in the ASB annual budget, sign-off on corrective actions and provide quarterly reports to the Board on ASB’s accounting

Motion: Marike Anderson Dam Board to approve ASB leadership to actively participate in creating and understanding line items in the ASB annual budget, signoff on corrective actions and provide quarterly reports to the board on ASB accounting.

Secoded the motion: Jason Cutler

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	x						

G. Approve Fundraising Committee to finalize global fundraising policies

Motion: Polly Bamberger Board to approve Board Fundraising committee to finalize PCHS fundraising policies regarding school related groups raising funds on behalf of PCHS.

Secoded the motion: Judi Firth

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder	X		
Jason Cutler	X			Monica Iannessa	X		
Judi Firth	X			Polly Bamberger	X		
Mystic Thompson	X			Stephanie Inyama	x		
Marike Anderson-Dam	x						

H. Approve Auditor to do a follow-up to the ASB audit and the cost is not to exceed \$2200

Motion: TABLED EDP to follow up after review of contract.

Secoded the motion:

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill				Mark Epstein			
Chris Lee				Matthew Wunder			
Jason Cutler				Monica Iannessa			
Judi Firth				Polly Bamberger			
Mystic Thompson				Stephanie Inyama			
Marike Anderson-Dam							

IX. OUTSTANDING BUSINESS: (7:15 PM)

X. NEW BUSINESS: (7:20 PM)

Allison – Parent Liason section needs to be added to organization section of Board agenda.

Matt – Board needs to approve time limits on presentation.

Chris – Telephone conference regarding grade appeal committee Mystic to replace Marike. Thursday, February 21, 2013 @ 3:30 pm Room F101. Stephanie, Matt, Jason, Polly, Mark and Allison off campus phoning in.

Another suggestion – The action items should be approved prior to meeting to limit time spend on wording .

Board chair to announce items for closed session.

XI. CLOSED SESSION (7:25 PM – 8:00 PM)

A. UTLA/PESPU Negotiations

B. PUBLIC HEARING - Initial Proposal of the PCHS to UTLA-PCHS – Dr. Pamela Magee

XII. OPEN SESSION (8:00 PM – 8:05 PM)

XIII. ADJOURNMENT (8:05 PM)

8:30 pm

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