



**BOARD OF TRUSTEES AGENDA
TUESDAY, MAY 21, 2013
4:00 PM, FACULTY CAFETERIA**

I. PRELIMINARY

A. CALL TO ORDER: 4:00 PM

4:07 pm

B. ROLL CALL: 4:00 PM – 4:05 PM

	Present	Absent		Present	Absent
Allison Holdorff Polhill	X		Mark Epstein	X	
Chris Lee	X		Matthew Wunder	X late	
Jason Cutler	X late		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	
Mark Bresee	x	

PCHS MANAGEMENT

	Present	Absent
Pamela Magee	X	
Greg Wood	X	
Joanna Decker	x	
David Riccardi	X	

II. APPROVAL OF THE MINUTES (4:05 PM - 4:15 PM)

A. REGULAR MEETING 4/16/13

Approved.

III. PUBLIC COMMENT (4:15 PM – 4:30 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.

Myrna Cervantes- on Saturday May 18th, while incoming 9th graders were testing, Fuerza Unida held a meeting for incoming parents. The meeting was run by Sandra Martin and the PIQE parents. Myrna Cervantes thanked David Riccardi and Paul Manzano for the facility and tech support. Monica Iannessa presented on Fuerza Unida and the attendance policy. The meeting was very successful and has involved our new parents in planning for A-G requirements for their students.

IV. PRESENTATION ITEMS(4:30 PM–5:05 PM)

A. Apple iPad 1:1 program

Apple iPad 1:1 Program - Astrid Ramirez, K-12 Account Executive and Dave Douglas, Certified System Administrator, Senior Systems Engineer presented on behalf of Apple concerning the anticipated deployment of the iPad 1:1 program at PCHS. Ms. Ramirez, a former teacher and administrator, implemented the 1:1 iPad program at her former school. Astrid and Dave presented on steps necessary to ensure a successful Freshman Class Deployment for the fall of 2013-2014 at PCHS. (Deployment for grades 10, 11 and 12 is projected to occur in the spring of 2014 or fall of 2014.)

The projected Apple Education cost quote of approx. \$569K was reviewed by Astrid. The quote included projected costs for

- 600 iPad Smart Cases
- 600 iPad's with retina display 32GB
- 25 Mac Book Pro's 13in 2.5 GHZ
- Apple Care Protection Plan for MacBook's
- Volume Vouchers for App purchases
- I day of Tech Assistance
- 1 iMac 21.5 inch 3.3 GHz plus protection plan
- Professional Development – 1 Day on campus workshop
- Professional Development – 2 Day on campus workshop

Dave Douglas, Senior Systems Engineer with Apple then took the floor to present on the three main core components of a successful school site deployment, which are:

- Wi-Fi Capabilities - Currently Pali's Wi-Fi capabilities are not up to the capacity needed for an effective deployment. PCHS management has secured a price quote of approx. 160-

200K which would allow for the infrastructure upgrades to occur prior to the anticipated August 2013 deployment. Infrastructure upgrades would take place over the summer.

Mobile Device Management – An optional tool yet one that has the ability wirelessly to understand activity on students’ iPads and have the ability to review the devices for appropriate content at all times. Mobile Device Management is also ideal for common core and web based assessments to be conducted by the teaching staff. MDM also allows for personal devices to be turned into “learning devices” for use at PCHS.

Professional Development Services offered by Apple represents Apples long standing commitment to make sure each school site deployment is successful. Included in the quote are 3 days of PD to be provided by Apple Professionals to make sure teachers are able to deliver the instruction in the classroom. Apple Distinguished Educators will provide access to a variety of innovative and engaging High School core subject lesson plans.

Per student costs were also discussed and anticipated to be approx. \$974 per student through the Xerox leasing plan with pricing set at \$25.67 per student per month for 36 months. Detailed and possibly revised information on pricing/leasing plans through Xerox will be presented at a later date.

B. National Board Certified Teachers

National Board Certified Teachers – Written report submitted by former, HR Director, Nikki Washington. A formal presentation was unavailable due to lack of representation. Members of the Board requested a follow up presentation to be made in June or July with a more formal assessment of the activities conducted by NBC teachers, including documentation of hours logged per service or activity. Question was raised as to if there could be a more evaluative process by non NBC faculty with regard to the expectations as to what the faculty thinks is fair and equitable to be applied towards NBC teaching hours. Further explanation would be appreciated on how NBC hours dedicated affect student outcomes and how they are differentiated from what non NBC teachers do daily.

C. Administration Evaluation Process

Evaluation Committee (Polly Bamberger, Jason Cutler, Mark Epstein, Allison Holdorff Polhill, Stephanie Inyama and Matt Wunder) Stephanie Inyama and Allison Holdorff Polhill presented regarding the Evaluation Process. The Evaluation Committee presented a power point and attached two documents as Board materials (the evaluative tool and a narrative regarding the evaluation process). The Evaluative Tool is a research-based tool prepared last year including: 20 questions based on job description ranging from focus/planning to curriculum/instruction; and progress on school-wide goals. The process for evaluation is provided is a three page narrative describing the 14 step process the Evaluation Committee is currently undertaking including examining all stakeholder input based on school-wide surveys and any other form of stakeholder communication. Guiding Principles:

1. Providing constructive feedback to ED and Principal
2. ID strengthens and areas for improvement
3. Fulfill Board’s Fiduciary Duty to oversee ED and Principal
4. ID areas where ED and Principal needs additional support
5. Determine if ED and Principal’s contract should be renewed

Evaluation process is not be used to: engage in personal vendetta against ED; provide public disclosure of private information; undermine ED’s authority; a guise for micro-managing the ED duties; and to humiliate or denigrate the ED. The evaluation tool is designed to be fair to the

school, all stakeholders and the ED, a collaborative effort where no individual should dictate the outcome. It is a living document. The Evaluation is conducted pursuant to Governance Policy EDL #5. The Performance Based on Job Description has 20 categories. Half of the evaluation is based on Pali's School-wide Goals: Improve Student Achievement; Family and Community; Facilities; Technology; Budget and Charter Renewal Preparation. Goals were created by all stakeholders and formally adopted by Board in the Fall of 2012. Administration reviewed top goals from early Fall retreat and submitted manageable goals for Board approval.. The ED and Principal's contract and evaluation are specifically linked to the school-wide goals thereby ensuring that Pali is consistently working toward achieving school-wide goals. The evaluation is due June 30, 2013. The goals of the committee is to complete the evaluation by June 18, 2013, the next general Board meeting. The evaluation committee welcomes all stakeholder information. Please contact Stephanie Inyama, Polly Bamberger, Matt Wunder, Jason Cutler, Mark Epstein or Allison Holdorff Polhill with your input.

D. Food Service Contract

Food Service Contract – CBO Greg Wood reported that the Cafeteria's YTD April 2013 results show a Net Profit of approx. 28K. PCHS has issued a RFP (Request For Proposal) for Food Services for 2013-2014. An ad has been placed, the RFP has been posted on the Website (Community Page) and (5) Food Service Vendors have been contacted directly for proposals. Students present at the Board meeting shared how pleased they were with the selections, pricing and taste of the products currently offered by the cafeteria. 3 students have been identified by the Leadership Class to assist in the review of the proposals. Additional employee/stakeholders are sought to review the proposals. Interested stakeholders should contact Greg Wood directly at Gwood@palihigh.org for more information.

V. ORGANIZATIONAL REPORTS: (5:05 PM – 5:50 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

Dr. Pamela Magee presented on PCHS school wide goals which are developed annually with stakeholder input and are based on the PCHS Long Term Strategic Plan (LTSP) and WASC Action Plan. The goals are revisited frequently throughout the school year to ensure that the school progress is on target. LTSP stakeholder teams meet monthly to prioritize goals, review progress, make recommendations, and develop budget proposals for the coming school year. Additional highlights include:

New parent orientation for families from Paul Revere Middle School was well attended and positively received. .

Attendance office registered close to 200 new students for the 2013-14 school year. .

Stakeholder bell schedule discussion on April 30 focused primarily on need for time to provide intervention programs for struggling students. The most viable and immediate adjustment to the schedule appears to be the potential of incorporating structured advisory periods on a periodic basis (monthly building to weekly and possibly more frequently depending on ability to provide scripted materials for teachers). .

Jeanne Kam from LAUSD Board member Zimmer's office visited PCHS as part of her tour of all LAUSD Palisades campuses

B. CHIEF BUSINESS OFFICER'S REPORT—Greg Wood

Director of Operations - Dave Riccardi, provided the following updates:
LAUSD Gym Project ADA compliant ramping area completed last week.

Paving around school started. Potholes filled as needed.

Pilot shooting for new television series (Camp Sunshine). Scouting to be conducted on May 18th for summer filming July 2013.

Teen Wolf off hiatus to begin filming end of June, beginning July.

Continuing to identify under-utilized assets campus wide and assign periodic usage accordingly. For example, we identified areas not usually utilized, but suitable for filming and have been successful in generating permit revenue from said areas. Underutilized rooms on campus have been, and are being, converted to storage areas for VAPA groups. The old Health Education room has been converted for athletics to build up and assist Pali Wrestling. The original automotive shop and the graveyard behind it have been undergoing a deep clean out with the intent of a usable laboratory/shop area open by August 2013. The gym is currently being assessed and certain areas to be assigned to outside athletic users.

C. HUMAN RESOURCES DIRECTOR—Nikki Washington

Joanna Decker from Apple One (not related to Apple Inc.) is serving as an interim HR Director until a permanent HR Director is hired.

D. DIRECTOR OF OPERATIONS-Dave Riccardi

Handout. Campus much cleaner these past couple of week which has resulted in few seagulls around campus.

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E. CLASSIFIED REPORT – Judi Firth

New student placement test this past weekend. Attendance appeals currently in progress. Things have been pretty busy in counseling office.

Judi Firth reports the classified staff is working at full tilt of late, registering over 250 non Revere new students, partnering with Admin to conduct the incoming 9th grade Math/ELA placement testing which occurred on 05.18, handling attendance appeals, preparing for senior events, culmination and gearing up for summer registration days.

F. STUDENTS' REPORT – Haley Biscow

Teacher appreciation key chains given to all staff. Outgoing ASB President, Hailey Biscow shared her enthusiasm for the new ASB Leadership recently elected and how confident she is the ASB is in the best of hands for 2013-2014. She passed the ASB gavel to Tucker Reynolds as the incoming new ASB President. Hailey is headed to Colgate University in the Fall and we ALL wish her well and thank her for her incredible dedication to PCHS and student leadership. She has contributed in major ways to the positive culture and climate at PCHS. This is her last meeting--she will be attending Colgate in the fall. She will be missed.

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

Mystic Thompson, relayed how excited the PCHS faculty was about the recent iPad professional development day. Faculty and staff were mentored on the use of the new devices to differentiate instruction. Particularly impressive was how the PE Dept. embraced the new technology. Mystic shared having an iPad in everyone's hand and in the hands of students will be spectacular iPad professional development was a success. Good feedback was about the training, and the ideas were flying!!!

H. PARENT REPORT -Allison Holdorff, Polly Bamberger, Mark Epstein

Booster Club Secretary, Nicole Fitzgerald shared the minutes for the April Booster Club meeting. Highlighting the 199K in parent donations and invitation to the Boosters Year End Party on Tuesday, May 28th at 6:30pm at the Scott Family home. President Katy Anastasi shared how PTSA celebrated PCHS's wonderful Teachers and Staff with a breakfast on May 10th. This Thursday, PTSA will be awarding 5 seniors with a \$500 scholarship. The deserving winners are Helia Bidad, Sara Freedland, Stephan Loveless, Zachary Peters-Vernier and Kevin Acosta. PTSA is gearing up for the Freshman pizza lunch on August 9th. Education Foundation Co-Presidents, Chiara Santadiagostino and Karen Parcell reinforced Ed Fund's commitment to work hand in hand with the Administration by seeking out grant opportunities and corporate/individual funding support dedicated towards implementing the iPad 1:1 program and future STEAM initiatives at PCHS as their top priorities for 2013-2014 academic year. Booster: \$99,000 donations to date. May 28 is the last Booster event of the year--all are welcome. PTSA celebrated B. CBO report- as submitted- Aldersgate is Thursday.

I. BUDGET AND FINANCE COMMITTEE REPORT – Rob King

No Report – Pending Aldersgate 05.23.13 (All Day 2013-2014 Budget Planning Meeting)

J. HEALTH AND WELFARE COMMITTEE REPORT – Allison Holdorff/Greg Wood

We will be subject as of October 2013 to the changes in health care coverage to be compliant with federal law. Grace period will last to January (initiate proposal) - working with SISC--costs will go up 8% K.

K. AD HOC CHARTER COMMITTEE REPORT – Allison Holdorff

Meeting needs to be scheduled to discuss possible changes to Charter.

L. AUDIT COMMITTEE REPORT – Stephanie Inyama

Stephanie Inyama and Polly Bamberger updated the Board with the progress of the new Auditor, Vavrinek, Trine, Day & Co LLP. In recent weeks the auditors have met with the management team, audit committee, conducted the Attendance Audit May 15-17th and are currently planning an ASB Workshop for Chris Lee and the student leadership class to be held on Tuesday, May 28th.

Matt Miller and Aaron Gonzalez. Attendance Office passed the audit with flying colors. ASB will be meeting with auditors for training. Matt Miller met with the committee to review the engagement letter and explained why the letter is important.

Working hard to put best practices in place and enhance PCHS.

M. LONG TERM STRATEGIC PLAN COMMITTEE REPORT – Pam Magee

Committee Report Each subgroup is updating the report. They are turning their revise reports to Michelle Brantley who will post them on the school website. Minutes will be written N. Election Committee Report: New trustees were announced. PCHS Community Candidate results will be ready on Wednesday afternoon.

N. ELECTION COMMITTEE REPORT – Chris Lee

Chris Lee updated shared the results of the May Board elections. Congratulations to the following newly elected Board members, Chris Lee, Faculty Seat, Jeanne Saiza, Faculty Seat, Mark Epstein, Parent Seat, Kimmie Allen, Classified Seat. Due to a clerical error in the Community Seat elections, a revote was called for and winners will be announced by May 24th.

VI. DISCUSSION ITEMS: (5:50 PM-6:30 PM)

- A.** School Board Benchmarks – AP, Attendance/Admissions, Monica Ianessa commented on how PCHS is - anxiously awaiting CAHSEE report results. Individual student data looks very good. Aggregate data will determine school wide success. ELA (English Language Arts) CAHSEE results are key to moving PCHS out of PI2. Ms. Ianessa has met with her Administrative team to prepare for the results which will determines moving of out of PI2 or moving into PI3. If PI3 status happens due to the testing results there are a number of severe options, staffing to choose from, could be reorganization of the school, could go to outside consultants to get more help and support for students in need of meeting the testing target per grade, group and subject area. Faculty Board Representative, Marike Anderson-Dam, applauded Ms. Ianessa, and her colleagues, Ms. Myrna Cervantes, and Ms. Sandra Martin for all the hard work that they have done, over the past 7 months. Working diligently and passionately with students, PIQE parents, staff and parents with a great sense of urgency to get things done. Their commitment transformed the culture of the school in the manner in which they implemented the ELL Master Plan.
- B.** Academic Integrity Task Force - Board Chair, and Student Leadership Faculty Advisor, Chris Lee, disclosed the insights gained from the students' Academic Integrity Discussions that took place

earlier in the month. Key student themes relative to Academic Integrity were the impact of Teacher Effort, Classroom Environment, Teacher Lesson Plans and Activities, High Stakes Testing were presented. The findings will be shared with the Academic Integrity Task Force in an effort to further understand why cheating exists at Pali and what we as a community of parents, teachers, staff and students can do to figure out why students make the choices they do during tests, on assignments and in day to day campus life. The Academic Integrity Task Force, created in September of 2012 has been meeting on a regular basis, implementing faculty and student surveys, and creating an environment of not only academic excellence at PCHS but social, and emotional wellbeing. The Academic Integrity Task Force will present during August Orientation Days coming up this summer.

- C. PCHS Stakeholder Survey – Stephanie Inyama and Allison Holdorff Polhill discussed and distributed drafts of the school-wide survey. According to Governing Policy 1.7, EDL # 5 and EL #8 the Board is required to conduct annual surveys of all stakeholders. Staff, parents and students have all received a school-wide survey from the Board and Dr. Magee. This survey is designed to get your opinions concerning some aspects of our school climate and your attitude concerning PCHS and the community. Your input is vital. Your responses are strictly anonymous and you will not be asked to identify yourself at any time during the survey. This survey is evidenced-based and is being conducted by the Survey Research Initiative at Teachers College, Columbia University. Your responses to this survey will help your school better understand what students, parents, faculty, staff and administrators think about their charter school work experience.

D. BOARD TRAINING COMMITTEE

Proposed date of board training July 9th. On boarding process and passing of baton to new board members for July 16th meeting.

VII. CONSENT AGENDA (6:30 pm – 6:40 pm)

- A. Interim PCHS signature Change. Remove Nikki Washington from all PCHS Bank accounts and add Kimberly Theard as signatory on Bank of the West and Bank of America (ASB) accounts.
- B. Temporarily borrow funds from designated lifetime benefit accounts until approximately 3.5 million from deferral funding is received in June.
- C. Approve Dr. Magee’s expense report and charges for \$1228.70 Hotel Charges for CUE conference in March.
- D. Approve Dr. Magee’s expense report and charges \$3506.05 Registration for CUE conference in March, refreshments for faculty meeting and Charter Office Visit
- E. Approve Dr. Magee’s expense report and charges for \$399.52 Staff Dinner Indigo Grill Charter School Conference March

APPROVED

VIII. ACTION ITEMS: (6:40 PM-7:00 PM)

A. Approval requiring that all future board presentation topics and discussion items placed on the board agenda, be discussed with presenters and those introducing the discussion item before the agenda is developed to determine required length of presentation needed. After time is agreed upon by presenter and the Agenda Setting Committee, each presentation will be held to the agreed upon time by a time keeper. Adequate time for follow-up questions are provided and time is kept on Board questions and comments. Board agendas hold to a maximum length of 3.5 hours. All proposed action items will be written out on the agenda.

Motion: Mystic Thompson to approve requiring that all future board presentation topics and discussion items placed on the board agenda to be discussed with presenters ...

Seconded the motion: Jason Cutler

	YES	NO	AB		YES	NO	AB
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						

B. Approval of contract for Human Resource Director

TABLED

C. Approval of Food Service Contract

TABLED

IX. OUTSTANDING BUSINESS: (7:00 PM)

X. NEW BUSINESS: (7:05 PM)

Process for passing baton to new board members. Date was discussed.

Charter Renewal committee update.

Next meeting May 28th. Special meeting to discuss budget after May 21st Aldersgate meeting.

Board chair to announce items for closed session.

XI. CLOSED SESSION (7:05 PM – 7:30 PM)

A. UTLA and PESPU updates

B. Risk Management committee update

XII. OPEN SESSION (7:35 PM – 7:40 PM)

XIII. ADJOURNMENT (7:40 PM)

9:25 pm

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

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