



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

I. PRELIMINARY

A. CALL TO ORDER: 5:00 PM

5:11 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 2/19/13

Motion: Allison Polhill approved minute as amended

Secoded the motion: Marike Anderson Dam

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

Mystic Thompson	X			Stephanie Inyama	X		
Marike Anderson-Dam	x						

B. SPECIAL MEETING 2/22/13

Motion: Marike Anderson Dam approved minutes

Secoded the motion: Allison Polhill

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

C. SPECIAL MEETING 2/28/13

Motion: Judy Firth

Secoded the motion: Polly Bamberger

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

D. AMENDMENT TO REGULAR MEETING 12/13/12

Motion: Mystic Thompson approved minutes as amended

Seconded the motion: Stephanie Inyama

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

Nancy Simon

Sandra Martin

Albert PIQE parent

IV. PRESENTATION ITEMS (5:30 PM – 6:02 PM)

A. VAPA (Not to exceed 17 minutes)

Merle Price and Vicki Frances discussed improvements to PCHS and showed a 9 minute video of students and teachers from all visual arts program.

Esteemed UCLA professor and former PHS principal, Merle Price, presented current information about educational trends with arts in education (STEAM). Merle Price is a representative and spokesperson for the VAPA complex. Members of the VAPA complex committee presented a 17-minute video. The video focused on a vision of a future VAPA complex and highlighted the VAPA programs.

Board members asked questions about the funding, monies spent, video content, the original study, and 25 year master plan.

B. PIQE – Sandra Martin (10 minutes)

Myrna Cervantes: 192 parents graduated from PIQE. Parent Institute for Quality Education on Saturday March 16th. 98% of PCHS parents had perfect attendance. Parents attended meetings on Saturday for 5 weeks (many took off work to attend). PCHS had a very high percentage of graduating parents.

Sandra Martin: Our PIQE parents have contacted counselors, college center, and are making conference appointments.

Parent feedback. All parents want a better future for these students and the PIQE gave them the opportunity to become involved and learn the ins and outs of high school such as : GPA, SAT testing, A-G requirements, etc.

C. AUDIT COMMITTEE – Audit firm recommendations – Polly Bamberger, Hailey Bidad, Mark Epstein, Stephanie Inyama, Robert King, Ellen Pfahler (10 minutes)

There will an extra expense for the conclusion of the ASB audit from the current auditor. The committee did a lot of work within a very short time period. Thanks go to Maria Reingold, Susan Frank, and Ellen Pfhaler. Six firms were identified through LACOE. The committee contacted the six firms to submit an RFP. The committee (Helia Bidad, Polly Bamberger, Stephanie Inyama, and Ellen Pfhaler) conducted phone interviews. After the phone interviews, there were 2 firms that stood out. Vavrinek Trine and Day (VTD) was chosen by the committee. This chosen audit company gives professional development to ASB leadership, sports teams, and clubs. VTD cares about progressive education and charter schools (they were represented at the Charter School Conference). Helia Bidad found that this firm has been very responsive and communicative with our school so far.

An ASB audit will be conducted on March 25-26

D. IPAD PROGRAM (5 minutes)

18 teachers and administrators attended the CUE conference in Palm Springs. Teachers were focused on learning about 1:1 implementation of iPad. Teachers will begin to implement iPad carts in their classrooms. The “Q” team met last night to take what was learned at the conference

and plan for how to implement new technology at the school. They have identified a need for a technical expert/supervisor. This will be key to becoming a 21st Century school.

Current need at Pali is a qualified Technology Coordinator to specialize in infrastructure and meeting needs of PCHS as we move forward with improved instruction and technology.

V. ORGANIZATIONAL REPORTS: (6:05 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

NEW WEBSITE LIVE!!

Brief discussions regarding filling position of Director of Curriculum and Instruction. Focus will be on creating position within current administration and 3 lead teachers

B. CHIEF BUSINESS OFFICER’S REPORT –Greg Wood

CBO report. State was late in disseminating information the new funding level and deferrals. We have additional \$374,000 as of the 12th of March.

The funding between now and the end of the year will be sparse- especially the month of May. However, in June we will get EPA deferral funding of \$3.5 million dollars.

*These two amounts are not new funding sources but receipt of deferrals made.

1. Request for variances of \$20,000 or more on a separate sheet behind the summary report.
 2. Mr. Wood was noted for his good work in extending professional contacts at the charter level. Mr. Wood encouraged all different stakeholders to do the same.
 3. ADA is down from the projected levels: school calendar and a midyear SIS migration have impacted this.
-

ADA numbers dropped, this is due partially to new SIS system, school calendar and scheduling of finals and semester ending near holidays.

C. HUMAN RESOURCES DIRECTOR–Nikki Washington
a. NATIONAL BOARD CERTIFIED TEACHER report

Discussion regarding National Certified Teachers – additional meetings need to be scheduled to further review guidelines and concerning that many faculty have with regards to NBC. Currently 13 teachers are required to perform 92 hours and paid an additional 7.5% for NBC and 7.5% Stipend

NBC teachers are concerned about fairness of assignments.

Double dipping NBC hours-stipend and auxiliaries.

NBC hours at PCHS has not been stabilized due to the fact that NBC teachers have been managed by different administrators.

NBC 7.5% stipend + extra hours 7.5% (92 hour requirement).

\$150,000 school investment. Board expressed concern over how these teachers are being utilized.

D. DIRECTOR OF OPERATIONS-Dave Riccardi

Green Grant! Many stakeholders are collaborating to make Pali more environmentally conscious

Project completion Gilbert Hall, Mercer Hall (backstage to be finished and sound system still need.)

Uniserve and Uniserve Management have been working smoothly with Pali administration to keep Pali clean.

Now in the beginning of Phase II of Pali project which includes new structuring of Operations Department and Technology which will save Pali \$\$\$ (approximately \$200,000. Phase I was breaking away from LAUSD maintenance contract.

Mercer/Gilbert Hall project completed under budget with monies available for new security cameras.

E. CLASSIFIED REPORT – Judi Firth

none

Question raised as to why there have not been any reports from the classified department. Response was “the only thing the classified staff wishes to report to the board is “they want more money and some respect”. Additionally it was suggested that maybe some classified staff members attend a board meeting to share they concerns and have them officially noted in the minutes.

F. STUDENTS' REPORT – Haley Biscow

Haley Biscow- Last Friday the Academic Integrity Task Force worked very hard to get out a student survey. The survey went out to over 2,000 students. Haley will report out the survey findings when the committee meets in April. Casino Night was a success (raised \$5,000). Pali's Got Talent is an event you won't want to miss on March 20th. There are going to be about 20 performers.

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

Marike Anderson: Teacher participation at the Charter Conference

Chris Lee: Collaboration has been prominent on campus with PIQE, Academic Integrity Task Force and Green Grant.

Charter conference a great with opportunity to network and share ideas with fellow charter school colleagues.

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

Booster Report: Silent Auction monies have yet to be announced. Silent auction raised over \$35,000

PTSA: Reflections contest is coming to close Artwork will be displayed on . There will be a luncheon in April. PTSA will host a Catalyst SAT boot camp. Faculty/Staff Appreciation luncheon in May.

Ed Foundation: iPad 1:1 program, Makers Space, grant writing. April 4 more parents will be asked to get involved to move forward.

PCHS PTSA is currently wrapping up its Reflections contest, planning a participant luncheon during school hours where students will receive their cash prizes and award certificates. Photos of participant entries are currently being displayed on a video monitor in the Main Office. Reflections works will also be displayed at the upcoming Spring Show in April. PTSA Senior Scholarships have been posted online by the College Center, and applications are due April 2nd to the CC. The scholarship has a particular emphasis on a commitment to and passion for community service. PTSA will host an SAT Catalyst Bootcamp on campus the weekend of April 27th and 28th (one weekend prior to the April SAT exam). These Bootcamps are a primary source of income for our Senior Scholarship Program and

Palisades Patrol campus security. Finally, early preparations are being made for the Faculty/Staff Appreciation Breakfast to be held the week of May 6th. (Submitted by Katy Anastasi, PTSA President)

The Education Foundation

Ed Fund members have been meeting weekly to discuss and refine their mission, vision and goals through the end of the 2013 academic year and beyond. The Palisades Charter High School Education Foundation's mission is to partner with the Schools Administration to support the strategic goals of the school. The objective is to provide a challenging and enriching education experience that maximizes the learning potential of every student and prepares them to succeed. The PCHS Education Foundation seeks to engage parents, community members and corporate partners to give time, financial resources and in-kind donations for the benefit of Palisades Charter High School.

Current projects the Education Foundation is focusing on include:

MakerSpace – Goal - To offer new ways to engage kids in STEAM by creating a Makerspace in underutilized industrial classrooms and to partner with GameDesk to build MakerSpace curriculum offered in-school, after school, and at community events.

Technology – Education Foundation funded 8 model classrooms for Pali to test the 1 to 1 iPad concept. Palisades High School Administration has expressed great interest in moving forward with this project. The Education Foundation will work to identify ways to supplement the funding for the project.

Fundraising / Grants – Corporate and Foundation Grants, Private fundraising, local foundation Communications - Increase communications, video blog, social media , email blasts and PR. May 18th a coffee or incoming parents.

Facilities – Education foundation pledged \$10,000 for science room upgrades. (Submitted by Ellen Pfahler, Ed Fund)

I. BUDGET AND FINANCE COMMITTEE REPORT – Rob King

The committee is trying to incorporating emphasizing the Strategic Planning Goals and wants to see public budgets of other Funding Sources (501c3's and other PCHS funding entities outside of ADA funded school budgets.)

The committee would like to see the “big” picture of PCHS monies and funds.

All fundraising groups need to provide annual budgets to budget/finance committee to ensure equity with distribution of funding to various groups. This planning ahead will be assistance with new auditors and help to align all groups with goals of Pali.

J. POLICY COMMITTEE REPORT

N/A

K. EDUCATIONAL PROGRAMS COMMITTEE REPORT

N/A

L. COMMUNICATIONS COMMITTEE REPORT

N/A

M. OPERATIONS, FACILITIES & TECHNOLOGY COMMITTEE REPORT

N/A

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

A. VAPA/FACILITIES

Cutler- November 2009 date of original plan- Perkins and Will project. We need to learn lessons from the pool project.

Firth- The committee wants the board's blessing to fundraise. They are ready to begin now with their effort to raise money.

Inyama- Dr. Magee pointed out the priorities of the school. What is in the 25 year plan? Is this a priority of the school as a whole?

Bamberger- Long-term strategic plan. How does this project compare on the priority list of the long-term strategic plan committee.

Mark Epstein-Would like to see PCHS dream big. The presentation was to show the dream. Can't let the needs of the day burden the dreams of tomorrow.

Chris Lee- The video should address the needs of the program. The fundraising committee and long-term strategic plan. The direction to the VAPA committee is to meet with these two entities before pursuing funders.

All parties need to meet and have discussion and create timeline for this project.

B. AUDIT COMMITTEE RECOMMENDATIONS

Law firm of Vavrinek, Trine & Day selected as #1 choice as our new auditors.

C. ORGANIZATIONAL STRUCTURE regarding Instructional Supervisor and Operations/Technology

TABLED FOR NEXT MEETING

PCHS infrastructure critical right now. Technology coordinator needed before new school year especially with new iPad program in the works. In the process of creating new organizational chart for operations department.

D. CHARTER SCHOOL CONFERENCE

Board did wonderful job with presentation at Charter Conference. Pali should participate again next year with workshop. Pali on board with their goals.

E. BELL SCHEDULE

Meeting held today to discuss possible changes to bell schedule. The goal is the find a way to better use instructional minutes and our 7th period. Bell schedules from other high schools were reviewed. Next meeting April 23.

F. BOARD STAKEHOLDER SURVEY per governance policy 1.7

Student and teacher input required. (Hayley and Marike have joined Monica, Stephanie, and Polly to help collect data)

The goal is to have data compiled in April. It was suggested that focus groups can be used instead of surveys.

G. ELECTION COMMITTEE upcoming election cycle

6 seats are open. Elections will take place the last week of April

It was suggested that the existing board member recruit a potential replacement. Additionally, candidates should be skills based to fit needs of PCHS

Also, prepare job descriptions of duties as board member.

H. AD HOC CHARTER COMMITTEE UPDATE

Possible changes have been submitted and faculty re-educated. More parent involvement is needed. Need to reach out to Booster club, PTSA and PAC.

I. EXECUTIVE DIRECTOR/PRINCIPAL and COMMUNITY OUTREACH

TABLED

VII. CONSENT AGENDA

N/A

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

A. Approve 2013 Job Description and salary for Director of Operations David Riccardi

Motion: Jason Cutler approved 2013 job description and salary for Director of Operations David Riccardi, Option B Step 5.

Secoded the motion: Allison Polhill

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

Original job description described far less than what is actually being executed by Director of Operations. It was suggested that total savings to Pali by Mr. Riccardi be submitted for review.

Dave Riccardi has found thousands of dollars on school's operational efficiencies. Dave Riccardi has been very transparent with the board

Based on expertise, experience, and job performance Dr. Magee is recommending option B. The board agreed with Step 5 of salary schedule due to the experience of the candidate.

B. Discussion and possible approval of up to \$20,000 from Celebrate My Drive Purchase for Security cameras and up to \$60,000 for Peer Mentoring and Student Counseling Programs from Celebrate My Drive.

Motion: Mystic Thompson approved purchase of security cameras up to \$20,000 from Celebrate My Drive

Secoded the motion: Polly Bamberger

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

Marike Anderson-Dam	x						
---------------------	---	--	--	--	--	--	--

The \$60,000 for Peer mentoring and student counseling Programs will be approved at later date when more information is available.

C. Approve Audit Firm Recommendations as presented by the Audit Committee and hire the new firm on or before 03/29/2013

Motion: Polly Bamberger approves Audit committee recommendation of audit firm Vavrinek Trine & Day for PCHS 2012/2013 audit and Tax return at a cost not to exceed \$15,000 and sign a contract which includes option for 2 additional years.

Secoded the motion: Mystic Thompson

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

IX. OUTSTANDING BUSINESS: (7:15 PM)

N/A

X. NEW BUSINESS: (7:20 PM)

Board chair to announce items for closed session.

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

A. Public Employment

B. Negotiations – UTLA and PESPU updates

C. Grade Appeal - Student # 102395F078

D. Legal Update - Mark Bresee, Partner Atkinson, Andelson, Loya, Ruud & Romo

XII. OPEN SESSION (8:00 PM – 8:05 PM)

XIII. ADJOURNMENT (8:05 PM)

9:30 pm

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