



A CALIFORNIA DISTINGUISHED SCHOOL

**REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Tuesday, March, 16, 2010
5:00 PM LIBRARY**

I. PRELIMINARY:

A. CALL TO ORDER 5:00 PM

B. ROLL CALL

Members Present:

Amy Dresser Held

Carol Osborne (late)

Karen Perkins

James Paleno

Julia O'Grady

John Riley

Patrice Fisher

Susan Frank

Alex Shuhgalter

Jason Cutler

John Callas

Officers/Non-Voting Members

Greg Wood

Marcia Haskin

Chyna Quarker

C. APPROVAL OF MINUTES:

a. February 16, 2010: Regular Meeting

Julia O'Grady moved, and Jason Cutler seconded, a motion to approve the Minutes with corrections.

BOARD ACTION: Motion Passed

9 – yes (Julia O'Grady, Susan Frank, Amy Held, Karen Perkins, John Riley, John Callas, Jason Cutler, Alex Shuhgalter and James Paleno)

0 – no

1 – Patrice Fisher

b. February 27, 2010: Training

Jason Cutler moved, and Julia O'Grady seconded, a motion to approve the Minutes with corrections.

BOARD ACTION: Motion Passed

8 – yes (Julia O'Grady, Susan Frank, Amy Held, Karen Perkins, John Riley, Jason Cutler, Alex Shuhgalter, Carol Osborne)

0 – no

3 – abstain (Patrice Fisher, John Callas, James Paleno)

c. March 9, 2010: Special Meeting

Carol Osborne moved, and John Callas seconded, a motion to approve the Minutes as written.

BOARD ACTION: Motion Passed

10 – yes (Julia O’Grady, John Callas, James Paleno, Susan Frank, Amy Held, Karen Perkins, John Riley, Jason Cutler, Alex Shuhgalter, Carol Osborne)

0 – no

1 – abstain (Patrice Fisher)

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.

- David Shabbouei, a student, discussed making the “Breaker” podcast an elective class.
- Gail Wirth, parent, spoke in support of Amy Held.
- Josephine Habiby, parent, discussed difficulties with the parent survey and teacher layoffs based on seniority.
- Tim Henderson, teacher, spoke on behalf of the teachers who received RIF notices.
- Eli Shavalian, student, asked that all teachers be retained and that seniority not be the basis for layoffs.
- Jerchel Anderson, parent, spoke about teacher layoffs and the transportation issue.
- Page Kaimin, parent, spoke in support of the administration.

III. ORGANIZATIONAL REPORTS:

A. EXECUTIVE DIRECTOR’S REPORT- Amy Held

Amy Held discussed her resignation as Executive Director noting that she resigned ahead of her review, and before she informed the Board. Ms. Held recommended that the school recommit to being a Charter School. She pointed out that an independent charter needs more administrators than a district school and that the role of the Board is to lay out the vision.

Ms. Held gave the board the latest update on negotiations with LAUSD regarding transportation for the “traveling” students; Charter Renewal; and the budget process.

Allison Holdroff-Polhill, parent, had a public comment in which she thanked administrators in their efforts on the busing issue.

B. ACADEMIC PRINCIPAL’S REPORT- Marcia Haskin

Marcia Haskin updated the Board on the efforts of the team from the UCLA School of Management Program (SMP) led by Pat Martinez Miller. On March 23rd the UCLA team will meet with the faculty for two hours in order to facilitate a discussion

of what qualities the leadership of PCHS should possess. The goal is to work toward consensus. The same program will be held for parent and community stakeholders on Wednesday, April 7. Ms. Haskin plans to solicit input from students and classified staff replicating the UCLA format. Ms. Haskin reported that after the consensus building phase the consultants will train a selection committee.

Patrice Fisher stressed the importance of a timeline.

Amy Held noted that ExEd a back office support company for charter schools also provides recruitment services.

Marcia Haskin presented a very thorough report on the academic progress of PCHS students both in total, and by subgroups.

C. CHIEF BUSINESS OFFICER'S REPORT- Greg Wood

Greg Wood urged the Board to come up with contingency plans to deal with the departure of the Executive Director. He notified the Board that new IRS regulations require the Board to review IRS Form 990 Tax Return prior to its filing deadline of May 15. Mr. Wood reported that ADA numbers were on track, he was working to secure the second pool loan, track and field refinancing. He also noted that Sodexo, our food service provider, has laid out plans to reduce, or eliminate the \$179,000 cafeteria deficit. Mr. Wood reminded Board members that the State of California Form 700 Statement of Economic Interest is due by April 1.

D. POLICY COMMITTEE REPORT- Julia O'Grady

This item was tabled until the next meeting.

IV. DISCUSSION ITEMS:

A. INSIGHTS GAINED THROUGH VISIT TO ANOTHER CHARTER SCHOOL-

Steve Burr

Steve Burr discussed his recent visit to Helix High School in La Mesa. He was impressed with the strength of their Pyramid of Intervention Program and willingness to try new approaches. At Helix, student assessments are key. The school does not assign a grade of D, only A-C and F. They operate on the quarter system with four periods per day. All teachers are required to put their grade books on line. Helix views itself as college prep, so a requirement for graduation is the completion of the SAT or ACT test. Helix has 2,400 students with 32% Latino, 20% African American, and 32% white. The school has successfully closed the achievement gap.

B. DEVELOPMENT OF PROCESS FOR EMPLOYEE EVALUATIONS- Executive Director Review Committee

Karen Perkins thanked Patrice Fisher and the other members (Alex Shuhgalter and John Riley) of the Executive Director Review Committee for their hard work. The committee thought that it would be valuable to record the process they used for its use going forward. The committee would complete the process by evaluating what worked effectively and should be used going forward, and what elements should be discarded. The raw data has already been turned over to the HR Director. They will meet with her sometime this summer when she has returned from maternity leave.

Sheryl Rosenbaum, parent, had a public comment where she noted that RIF notices should be issued on a scale based on merit, not seniority.

C. PUBLIC HEARING: THE PCHS INITIAL PROPOSAL FOR BARGAINING A COLLECTIVE BARGAINING AGREEMENT WITH UTLA-PCHS

This item was tabled.

D. PUBLIC HEARING: THE PCHS INITIAL PROPOSAL FOR BARGAINING A COLLECTIVE BARGAINING AGREEMENT WITH PESPU

This item was tabled.

E. PUBLIC HEARING: THE UTLA-PCHS INITIAL PROPOSAL FOR BARGAINING A COLLECTIVE BARGAINING AGREEMENT WITH PCHS

This item was tabled.

F. PUBLIC HEARING: THE PESPU INITIAL PROPOSAL FOR BARGAINING A COLLECTIVE BARGAINING AGREEMENT WITH PCHS

This item was tabled.

V. **DISCUSSION AND/OR ACTION ITEMS:**

A. TRANSPORTATION UPDATE- Amy Held

Amy Held presented transportation options to the Board. The yearly cost of transporting all of the traveling students due to efficiencies is estimated at \$1.2 million. LAUSD has said that for the 2010-2011 school year they would pay the cost of transporting this year's juniors. Ms. Held said that if all existing students are grandfathered, assuming LAUSD picks up the cost of next year's seniors, the maximum cost to PCHS would be \$600,000 in the first year, \$600,000 in the second year, and \$300,000 in the third year. Magnet students have the option to move directly into the Charter. PCHS receives \$400,000 TIIG funding for the Magnet program. 55% of traveling students are on free and reduced lunch. The cost of transportation is approximately \$1,000 per student. Currently 1,378 applications have been received for the fall, with most of them for freshman slots. 325 of these applicants could be dependent on transportation.

Carol Osborne moved that the Board authorize the Executive Director to negotiate the following proposal with LAUSD. James Paleno seconded the motion.

- *Three year term with the ability of PCHS to terminate at any point.*
- *Retain the Magnet and phase it out over three years.*
- *Maximum cost to PCHS of \$600,000 in the first year; \$600,000 in the second year; and \$300,000 in the third year.*
- *Executive Director and Operations Manager are tasked with cost reimbursement first from parents, and secondly from sponsorships and fundraising.*

BOARD ACTION: Motion Passed

10 – yes (Carol Osborne, Julia O’Grady, Susan Frank, Amy Held, Karen Perkins, John Callas, John Riley, Alex Shuhgalter, Patrice Fisher, and James Paleno)

0 – no

1 – abstain (Jason Cutler)

B. LONG RANGE PLANNING ADVISORY COMMITTEE- Paul Mittelbach

Paul Mittelbach presented a plan to form a school site committee composed of a core group from all stakeholder groups. This would be a school site committee, not a board committee, whose function would be setting educational priorities.

Carol Osborne discussed how the proposal was formulated without input from most of the members of the ad-hoc committee, and that setting strategy is a board function.

John Callas moved that the item be tabled, until the committee meets to arrive at a consensus. Alex Shuhgalter seconded the motion.

BOARD ACTION: Motion Passed

11 – yes (Carol Osborne, Jason Cutler, Julia O’Grady, Susan Frank, Amy Held, Karen Perkins, John Callas, John Riley, Alex Shuhgalter, Patrice Fisher, and James Paleno)

0 – no

0 – abstain

C. EXECUTIVE LIMITATIONS-FINANCE- Susan Frank

Susan Frank proposed, and the Board accepted, an Executive Limitations Policy regarding financial management, based on the John Carver model of Policy Governance.

Carol Osborne moved to approve the Executive Limitations-Financial as amended with all of the titles excluding Asset Protection and Investments. The Executive Director and Chief Budget Officer will bring to the Budget and Finance Committee to review those segments and return to the Board ASAP. John Callas seconded the motion.

BOARD ACTION: Motion Passed

11 – yes (Carol Osborne, Jason Cutler, Julia O’Grady, Susan Frank, Amy Held, Karen Perkins, John Callas, John Riley, Alex Shuhgalter, Patrice Fisher, and James Paleno)

0 – no

0 – abstain

- Leslie Woolley, parent, made a public comment thanking everyone for their hard work.

VI. OUTSTANDING BUSINESS:

A. SALARY SCHEDULES FOR ADMINISTRATORS, COMPARISONS VERSUS OTHER SCHOOLS, AND JOB DESCRIPTIONS; LIST OF CRITICAL FUNCTIONS, AND NAMES OF PERSONNEL WHO ARE TRAINED IN EACH CRITICAL FUNCTION (4-20-2010)- Amy Held

B. RETIREE BENEFIT TRUST: PREVIOUS BOARD REQUESTS FOR ACTUARIAL STATEMENTS, INVESTMENT PLANNING POLICY AND

TRUST DOCUMENTS (4-20-2010)- Amy Held

- C. CAFETERIA INFORMATION- SODEXO DETAILED FINANCIALS OF CAFETERIA OPERATIONS- Greg Wood
- D. FINANCING OPTIONS FOR SECOND POOL LOAN, AND TRACK AND FIELD REFINANCING-Greg Wood
- E. PRO-FORMA PCHS BALANCE SHEET AFTER COMPLETION OF THE POOL- Greg Wood

VII. NEW BUSINESS:

None

OPEN SESSION ADJOURNED 8:40 PM

Board Chair to announce agenda items for closed session.

VIII. CLOSED SESSION: 8:47 PM

A. PUBLIC EMPLOYMENT

Title: Teacher- Amy Held

Title: Principal- Amy Held

Title: Director of Academic Planning and Guidance Services- Amy Held

Closed session ended 9:00 PM

IX. PUBLIC SESSION: 9:01 PM

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

A. PUBLIC EMPLOYMENT

Title: Teacher

Julia O’Grady moved, and Patrice Fisher seconded, to allow teacher #006483362010 one more year of unpaid leave of absence.

BOARD ACTION: Motion Passed

11 – yes (Carol Osborne, Jason Cutler, Julia O’Grady, Susan Frank, Amy Held, Karen Perkins, John Callas, John Riley, Alex Shuhgalter, Patrice Fisher, and James Paleno)

0 – no

0 – abstain

X. ADJOURNMENT: 9:02 PM