



Palisades Charter High School

More Than 50 Years of Innovation and Excellence



BOARD OF TRUSTEES

BOARD MEETING MINUTES June 16, 2015 5:00 PM, Gilbert Hall

I. PRELIMINARY:

- A. CALL TO ORDER: 5:06 PM
- B. ROLL CALL: 5:06 PM

	Present	Absent		Present	Absent
Mark Epstein	X		Jeanne Saiza	X	
Allison Holdorff Polhill	X (called in)		Kimberley Allen		X
Monica Iannessa	X		Leslie Woolley	X	
Emilie Larew	X		Mystic Thompson	X	
Greg Nepomuceno		X	Michael Stryer	X	
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:

A. REGULAR MEETING – APRIL 21, 2015

ACTION: *Monica Iannessa moved to approve the minutes as amended.*

Seconded the motion: Mark Epstein.

Minutes approved as amended.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson	X		
Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

B. SPECIAL MEETING – MAY 8, 2015

ACTION: *Mystic Thompson moved to approve the minutes as amended.*

Seconded the motion: Mark Epstein.

Minutes approved as amended.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson	X		
Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

C. REGULAR MEETING – MAY 19, 2015

ACTION: *Emilie Larew moved to approve the minutes as amended.*

Seconded the motion: Monica Iannessa.

Minutes approved as amended.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson	X		
Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

D. SPECIAL MEETING – MAY 26, 2015

ACTION: *Monica Iannessa moved to approve the minutes as amended.*

Seconded the motion: Leslie Woolley.

Minutes approved as amended.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson			X
Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

E. SPECIAL MEETING – JUNE 5, 2015

ACTION: *Monica Iannessa moved to approve the minutes as amended.*

Seconded the motion: Emilie Larew.

Minutes approved as amended.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson			X
Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

III. PUBLIC COMMENT

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.

There was no public comment.

IV. PRESENTATION ITEMS

A. Board Elections Update – Emilie Larew

Election Committee Chair Emilie Larew communicated the results of the recent Board election. The election will officially be ratified at the June 23rd board meeting.

B. Stand Board Committees

Sara Crompton was out of town; she submitted Budget & Finance minutes as part of the meeting materials. The Board approved Ivy Greene and Grant Smith as members of the Budget & Finance committee. The Board decided to table approving Academic Accountability members until the next regular Board meeting since there have been revisions to the membership roster.

Mystic Thompson moved to approve Ivy Greene and Grant Smith as members of the Budget & Finance Committee.

Seconded the motion: Emilie Larew.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson	X		
Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

C. Tumbleweed Contract w/out Fuel Escalation Provision – Dave Riccardi

Director of Operations Dave Riccardi negotiated with Tumbleweed to revise an earlier version of the contract. The Board unanimously approved the revised Tumbleweed contract, which no longer includes a Fuel Escalation provision.

Monica Iannessa moved to approve the Tumbleweed contract as presented.

Seconded the motion: Emilie Larew.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson	X		
Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

D. Annual Goal Report – Dr. Pam Magee

Tabled until July regular meeting in order to continue refining math data.

E. EDP Job Description – Allison Holdorff Polhill

Board Chair Allison Holdorff Polhill described the Executive Director/Principal (EDP) position. Dr. Magee's job description is similar to the job of a superintendent. Her duties include managing over 230 employees, ensuring approximately 2,900 students receive excellent instruction, balancing a budget of approximately 30 million dollars and overseeing all operations and facilities issues. Other than reorganizing sections of the job description for clarity, there were no edits to the EDP description. Holdorff Polhill also noted that since Dr. Magee became EDP, leadership at Pali has become stabilized in comparison to earlier years when there was frequently changing leadership.

F. Graduation Report including College Bound Data & Graduation – Kim Theard

Director of Academic Planning and Guidance Services Kim Theard stated that 95.4% of current seniors graduated. Early estimates are that 66% are anticipated to be eligible for A-G. Ms. Theard noted that the A-G rates have increased from 44% in 2011. There was a discussion about the various factors that might have prevented more PCHS students in reaching A-G requirements, such as students failing math or some other A-G course, or not meeting the two years world language requirement. Also, some students had "Ds" in college-required courses which rendered them ineligible for meeting A-G requirements. It was noted that some students had alternative education goals and did not focus on A-G classes. Dr. Magee emphasized that raising A-G rates was a primary 2014-15 goal and that the counseling office had been working, and was continuing to work, to make sure that all PCHS students were aware of the A-G requirements. During the past school year, PCHS increased support for students such as Math Lab, and expanded free tutoring. Monica Iannessa stated that PCHS had increased A-G course offerings to students. She noted that the Board had passed a resolution to align PCHS graduation requirements to A-G requirements and suggested that the Board revisit the goal during the summer Board retreat. Allison Holdorff Polhill suggested that specific department grading policies should be analyzed and PCHS' history of improving rates should be presented. Ms. Theard is mining the class of 2015 graduation data and will present to the Board at the next regular meeting.

G. Resolution Regarding Concurrent Enrollment – Kim Theard

Kim Theard presented to the Board a resolution (attached to minutes) to continue the concurrent enrollment relationship with Santa Monica College (SMC) which offers PCHS students opportunities to earn college credits on PCHS campus. PCHS teacher Ms. Saxon has taught a media class and two other PCHS teachers are working with SMC in order to teach a graphic design class and a computer programming course in fall 2015. There have not been instances of SMC students who attended the concurrent enrollment classes due to lack of convenience and PCHS' alternating class schedule.

ACTION: *Mystic Thompson moved to approve the resolution for the concurrent enrollment for the SMC program.*

Seconded the motion: Leslie Woolley

Motion passed unanimously.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson	X		

Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

H. Common Core Budget & Expenditure Approval – Greg Wood, Monica Iannessa

The Board decided to table the Common Core Budget Expenditure approval until the June 23, 2015 Board meeting (to be focused on the 2015-16 Budget).

I. Credit Card Policy – Greg Wood

Budget & Finance Committee recommended approval of the PCHS Credit Card Policy, which was created to standardize credit card use. The Board approved the PCHS Credit Card Policy.

ACTION: *Leslie Woolley moved to approve the Credit Card Policy.*

Seconded the motion: Monica Iannessa

Motion passed unanimously.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson	X		
Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

J. LCAP – Greg Wood, Dr. Magee

CBO Greg Wood informed the Board that the updated LCAP plan must be approved by June 30, 2015. He described the various methods that PCHS administration used to gather information and data from PCHS stakeholder groups: LTSP, surveys, town hall meetings. Dr. Magee noted that the California Dept. of Education had set eight state priorities which must be incorporated into the LCAP.

K. Relationship/Communication Facilitator, Professional Development – Nancy Fracchiolla, Karen Newbill

PCHS teachers Nancy Fracchiolla and Karen Newbill relayed upcoming plans to strengthen unity among Pali staff and improve the campus climate and professional culture at PCHS, including a Code of Civility. In addition to a budget for various staff activities during the coming school year, there is a line budget item for a Communication

Facilitator. The Board supported these developments.

L. Salary Scale Palisades Charter High School Administrative Table – Amy Nguyen

Human Resources Director Amy Nguyen presented an updated PCHS salary scale table. The Board reviewed information that illustrated how PCHS salaries compared to other similar charter schools and districts. Monica Iannessa explained the recent history of salaries and salary tables at PCHS. Dr. Magee noted the importance of equity for all PCHS employees. There are employees that are unrepresented by a union and, like unionized employees, they should also have salary tables.

M. In Season Athletic Substance Abuse Policy – Russel Howard

Director of Athletics Russel Howard presented the Board with a draft of a PCHS "In Season Athletic Substance Abuse Policy" which would create a uniform code for all teams. There was extensive discussion of the draft and Mr. Howard asked Board members to send him their revisions/comments/questions.

V. ORGANIZATIONAL REPORTS

Organizational reports shall be submitted in writing, it is recommended that oral reports be limited to less than 3 minutes.

A. Executive Director & Principal – Dr. Magee

Report stands as submitted. Dr. Magee also informed the Board that PCHS had received recognition from the Campaign for Business & Education Excellence (CBEE) for its achievements, particularly for the progress of PCHS' subgroups.

B. Chief Business Officer – Greg Wood

Report stands as submitted. Greg Wood updated the Board on the most current budget developments. Michael Stryer asked about unanticipated expenses. Mr. Wood stated that LAUSD sent PCHS utility bills and the billing amounts have increased significantly without apparent reason. The invoices have not included adequate detail. Mr. Wood has requested that LAUSD provide clarification on the utility billings. The 2015-16 budget will be presented at the June 23, 2015 Board meeting.

C. Director of Operations - Dave Riccardi

Mr. Riccardi advised the Board that, as a result of participating in Prop 39, Operations has details of campus energy use. He stated that they will utilize the energy data in investigating LAUSD billing. He noted LAUSD's random, unannounced visits to PCHS to read the meters. Operations will continue to work on reducing energy costs this summer through Prop 39.

D. Human Resources Director – Amy Nguyen

Report stands as submitted. Dr. Magee informed that Board that after an interview process, Ms. Nguyen was promoted to Human Resources Director. Contracts for management positions and other contracts will be forthcoming.

- E. Classified Report – Kimberly Thomas
There was no report.
- F. Student’s Report – Ben Safvati
There was no report.
- G. Parent’s Report – Allison Holdorff Polhill, Mark Epstein, Greg Nepocumeno
Mark Epstein thanked the various Pali stakeholder groups for providing his children with an excellent education.
- H. Faculty Report – Jeanne Saiza, Emilie Larew
Emilie Larew relayed that UTLA representative Steve Klima suggested that next year’s Columbia Survey be started earlier in the school year, before numerous year-end activities which, this year, competed for focus and attention. Jeanne Saiza described the successful first "Senior Grad Night" and complimented Karin Newbill and parents who participated on their hard work and dedication to make the event memorable.
- I. Budget & Finance – Dr. Minh Ha Ngo, Olivia Castro
Report stands as submitted. Mary Bush reported that the Budget & Finance Committee had passed a balanced budget for presentation to the Board on June 23, 2015.
- J. Audit – Mark Epstein
There was no report.
- K. Post-Retirement Health Care Benefits Subcommittee – Michael Stryer
No report. Michael Stryer stated that he looked forward to continuing his work on the Post Retirement Health Care Benefits Health Committee after his current Board term ends.
- L. Academic Accountability Committee – Monica Iannessa, Evan Holland
There was no report.
- M. Election Committee – Emilie Larew
See under “Presentations” 3A for Election Committee Update.

VI. DISCUSSION ITEMS

A. Announce Meeting to Approve Budget

The Budget meeting will take place on June 23, 2015 at 3 pm.

B. Legal Consultation and Support Services Contract – Dr. Magee

Mark Epstein asked that the draft of the Legal Consultation and Support Services contract be revised to correct a billing component.

C. Board Training Education: June 20, 2015, 9am- 2pm – Allison Holdorff Polhill

The Board announced its training for incoming Board members on Saturday, June 20, 2015 in Gilbert Hall from 9 am - 2pm.

VII. CONSENT AGENDA

A. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR/PRINCIPAL

The Board approved Dr. Magee's reimbursements.

ACTION: *Mark Epstein moved to approve the items on the Consent Agenda.*

Seconded the motion: Leslie Woolley

Motion passed unanimously.

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill	X			Kimberley Allen (absent)			
Monica Iannessa	X			Leslie Woolley	X		
Emilie Larew	X			Mystic Thompson	X		
Greg Nepomuceno (absent)				Mike Stryer	X		
James Pasto (absent)							

B. APPROVAL OF FIELD TRIPS

None.

VIII. OUTSTANDING BUSINESS

No outstanding business.

IX. NEW BUSINESS

No new business.

XI. CLOSED SESSION

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 (UTLA and PESPU)

The Board did not go into closed session.

XII. OPEN SESSION

XIII. ADJOURNMENT

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

The meeting adjourned at 7:29 pm.