



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD MEETING MINUTES
BOARD OF TRUSTEES
Tuesday, November 19, 2013
5:00 PM, LIBRARY**

I. PRELIMINARY:

A. CALL TO ORDER: 5:00 PM

5:06 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
Leslie Woolley	X		Monica Iannessa	X	
Kimberley Thomas Allen	X		Polly Bamberger	X	
Mystic Thompson		X	Stephanie Inyama	Via phone	
Jeanne Saiza	x				

NON VOTING MEMBERS

	Present	Absent
Tucker Reynolds	X	

PCHS MANAGEMENT

	Present	Absent
Pamela Magee	X	
Greg Wood	X	
Jim Schiffman	X	
David Riccardi	x	

III. APPROVAL OF THE MINUTES: (5:05 PM - 6:15 PM)

A. REGULAR MEETING 10/15/13

Motion: Monica Iannessa to TABLE minutes until December meeting.

Seconded the motion: Allison Holdorff Polhill

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder			
Leslie Woolley	X			Monica Iannessa	X		
Kimberly Thomas	X			Polly Bamberger	x		
Mystic Thompson				Stephanie Inyama			
Jeanne Saiza	x						

TABLED

B. SPECIAL MEETING 11/4/13

Motion: Leslie Woolley

Seconded the motion: Allison Holdorff Polhill

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee			X	Matthew Wunder			
Leslie Woolley	X			Monica Iannessa	X		
Kimberly Thomas	X			Polly Bamberger	x		
Mystic Thompson				Stephanie Inyama			
Jeanne Saiza	x						

IV. PUBLIC COMMENT: (6:15 PM – 6:30 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.

Matthew Au provided update on Newsweek’s National School ranking. PCHS is 582. He also mentioned article about noise reduction /sound disturbance and the feasibility study being conducted at PCHS and neighboring homes.

V. PRESENTATION ITEMS: (6:30 PM – 7:30 PM)

A. TEMESCAL CANYON UPDATE – TOM SEYLER

Students produced video clip about Temescal Academy. At Temescal, the adage used for Success is “get to the yard early and stay late”. This is practiced by both students and teachers. This dedication results in success at the academy. Academy intervention includes differentiated instruction; project based learning weekly progress reports, and parent contact. Infusion of “elective style” activities and projects into core instruction. The Temescal Garden project is underway. Waiting on final approval of “approved soil” for Spring Harvest. Chef Johnny Prep Cook Off. Turning the wheel dance and movement. Development and construction of labyrinths and medullas. Students working on digital yearbooks. Community involvements. Palisades Beautiful, Palisades Historical Society. Food bank drive. Request of Board to consider Temescal Academy when making equity in technical infrastructure.

B. SCHOOL WIDE GOALS – DR. PAMELA MAGEE

Handout. Schoolwide goals were in alignment with Board goals.

C. TECHNOLOGY UPDATE– DONNA MANDOSA

Handout. Tech currently demo-ing a new product and will provide reporting at next meeting. Summer projects still on “To Do List” some items were overlooked during bidding process, not critical but because of budget constraints not addressed. However, specific projects will need to be prioritized and will have a cost associated.

D. UTLA CONTRACTUAL AGREEMENT – UTLA TEAM/ADMIN TEAM

Office hours for teachers during 7th period.

E. PROPOSED FRONT ENTRANCE OF PCHS – DOUG SUSSMAN

Proposed design ideas viewed. Canyon Elementary recently underwent upgrade via Mr. Sussman.

F. COMMON CORE UPDATE – MONICA IANNESSA

PowerPoint presentation.

G. CHARTER OFFICE VISIT UPDATE – DR. PAMELA MAGEE

Scheduled for April 2014. This visit will be more thorough than last visit.

VI. **ORGANIZATIONAL REPORTS:** (7:30 PM – 8:10 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. Pamela Magee

B. CHIEF BUSINESS OFFICER’S REPORT–Greg Wood

Mr. Wood spoke about the budget transition from categorical funds to Sodexo had an internal audit to examine all Sodexo food service contracts from 2003-2008. Results are in the CBO report. Sodexo’s internal audit from 2008-2013 was in compliance.

C. HUMAN RESOURCES DIRECTOR–Jim Schiffman

The hiring has slowed down significantly. Special education department is stabilizing. Resolution on agenda should have been an action as well as discussion item. Special Meeting to be held in December to vote on PIP credentials and discuss board agenda oversight. Healthcare benefit landscape will change across districts and school sites within the nation.

D. DIRECTOR OF OPERATIONS – Dave Riccardi

Report submitted. Question asked about the compatibility of the security cameras with with the computer network. The security cameras are up and running. Night time crews have been working until 5:30 am in the morning. Gym will be opened on November 25.

E. CLASSIFIED REPORT – Kimberly Thomas

Report submitted

F. STUDENTS’ REPORT – Tucker Reynolds

Celebrate My Drive competition ended on October 8. PCHS won \$25,000. We are in the process of electing a freshman class president. Leadership will be helping in the fundraising weekend at the Holiday Boutique.

G. FACULTY REPORT – Jeanne Saiza, Chris Lee, Mystic Thompson

Report submitted.

H. BUDGET AND FINANCE COMMITTEE REPORT – Rob King

Proposed slate of members for the committee. Membership stands from last year. Classified seat remains open. There is an open parent seat to fill a seat that needed to be vacated.

I. LONG TERM STRATEGIC PLANNING COMMITTEE REPORT-Dr. Magee

Monthly Meeting 11/20/19. The committee is focusing on school goal alignment and collaboration between committees.

J. PARENT REPORT- Mark Epstein, Polly Bamberger, Allison Holdorff-Polhill

Parent and fundraising report. The committee is trying to streamline the efforts of all groups to create a master calendar of events. Ed fund developed a parent letter/fundraising request that went out last week. Ed Fund meeting has been scheduled for Thursday, November 21, 2013. The focus is common core and technology. The Parent Ed foundation is organizing an Amazon link to get 4% for Pali toward every purchase. Booster parent phone a thon made approx \$30,000. Holiday boutique is the weekend. PTSA finishing Reflection Art contest and has a book driving starting in next week on November 29th the 3rd street Promenade out in front of Barnes and Noble book store. Kudos to Rocky Montz in helping to get the parent fundraising events on the website.

K. AUDIT COMMITTEE – Polly Bamberger, Mark Epstein, Stephanie Inyama

Audit report submitted. One edit to report, VTD is working on the final audit findings report. The final report is due to the sate on or before December 15, 2013.

L. SCHOOL CLIMATE COMMITTEE – Dr. Pamela Magee

Committee plans: 1. Stakeholder input survey, 2. Fishbowl council activity set in spring January 16 and 17. 3. Academic Integrity Task Force.

VII. DISCUSSION ITEMS: (8:10 PM – 8:50 PM)

A. LEADERSHIP CONFERENCE UPDATES – CHRIS LEE

Dr. Magee, Monica, Allison and Chris presented at the leadership conference in San Francisco. Our panel was asked to present to to other charter boards. The model presented allows for board reflection, self critique, and governance policies, and well defined roles between administration and the Board of Trustees. Pali should think about hosting a conference or consulting in regards to charter governance. The PCHS board could get involved with other charter operated program section of the SELPA. Over 200 schools are chartered by LAUSD.

B. FUNDRAISING UPDATE – ALLISON POLHILL

Report covered in parent report.

C. ANALYZING GOVERNING POLICY REGARDING \$10,000 LIMIT POLICY EL
#3 3.7 – GREG WOOD

Governance policy approved on February 2011. L #3 3.7 was reviewed. The suggested raise from \$10,000 to \$25,000 limit makes sense when comparing the allowed limitation to the overall school budget in 2 million. Check El Camino and put the governance policy through the budget committee.

D. CHARTER RENEWAL COMMITTEE UPDATE – DR. PAMELA MAGEE

E. CHARTER SCHOOL COMPLIANCE MONITORING – DR. PAMELA MAGEE

Reviewed document under charter compliance monitoring. Document is due in March.

F. JOB STUDY PROPOSAL – JIM SCHIFFMAN

Job study proposal. This company will examine the entire school organization and job positions. There are 34 different job positions. They look at the work load, salaries, job descriptions. The study will look at both classified and certificated positions. There will be communication with a PCHS advisor committee. The unions will be included in this study. Will have recommendations for salary changes. The Board reviewed the time frame of the comprehensive study.

G. COMMUNICATION – CHRIS LEE

It is important for the Board of Trustees to be informed on all board meetings and agendas are communicated.

Tucker, Allison, and Jeanne commented need for more face to face communications. More stakeholder meetings designed to increase face to face communication. Leadership will discuss how to get messages out in a more personal way. Student grade level cabinets will be

considered. Parent communication from the Board is requested. Constant Contact access is possible. Update requested for next meeting's agenda.

VIII. CONSENT AGENDA: (8:30 PM-8:35 PM)

A. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR/PRINCIPAL

1. Schools That Can workshop at West Point, New York

October 26, 2013

Airfare \$655.80

2. Charter Schools Development Leadership Conference, San Francisco, CA

October 28-29, 2013

Airfare \$79.90

Hotel \$402.96

GRAND TOTAL \$1,138.66

APPROVED. Motion by Leslie Woolley and 2nd by Kimberly Allen

IX. ACTION ITEMS: (8:35 PM - 8:45 PM)

A. APPROVAL OF GRADE APPEAL COMMITTEE MEMBER

Motion: Chris Lee motioned to approve Stephanie Inyama as alternate member for the Grade Appeal Committee

Secoded the motion: Jeanne Saiza

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder			
Leslie Woolley	X			Monica Iannessa	X		
Kimberly Thomas	X			Polly Bamberger	X		
Mystic Thompson				Stephanie Inyama	x		
Jeanne Saiza	x						

B. APPROVAL OF SCHOOL WIDE GOALS

Motion:

Seconded the motion:

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder			
Leslie Woolley	X			Monica Iannessa	X		
Kimberly Thomas	X			Polly Bamberger	X		
Mystic Thompson				Stephanie Inyama	X		
Jeanne Saiza			X				

TABLED. Schoolwide goals will be reviewed at the LSTP committee meeting.

C. APPROVAL OF JOB STUDY CONTRACT

Motion: Polly Bamberger moved to approve job study contact with Ewing Consulting Inc. not to exceed \$14,350.

Seconded the motion: Stephanie Inyama

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill	X			Mark Epstein			
Chris Lee	X			Matthew Wunder			
Leslie Woolley	X			Monica Iannessa	x		
Kimberly Thomas	x			Polly Bamberger	x		
Mystic Thompson				Stephanie Inyama	x		
Jeanne Saiza			x				

D. APPROVAL OF CHARTER SCHOOL COMPLIANCE MONITORING

Motion:

Seconded the motion:

	YES	NO	AB		YES	NO	AB
Allison Holdorff Polhill				Mark Epstein			
Chris Lee				Matthew Wunder			
Leslie Woolley				Monica Iannessa			
Kimberly Thomas				Polly Bamberger			
Mystic Thompson				Stephanie Inyama			
Jeanne Saiza							

TABLED to January

X. OUTSTANDING BUSINESS: (8:45 PM- 8:50 PM)

None

XI. NEW BUSINESS: (8:50 PM-8:55 PM)

Special meeting in early December to approve two PIP credentials.

Board chair to announce items for closed session.

XII. CLOSED SESSION: (8:55 PM – 9:15 PM)

A. POTENTIAL LITIGATION

B. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATOR: DR. PAMELA MAGEE, PRINCIPAL, MARK BRESEE, ATTORNEY, EMPLOYEE ORGANIZATION UTLA

TABLED

C. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATOR: DR. PAMELA MAGEE, PRINCIPAL, MARK BRESEE, ATTORNEY, EMPLOYEE ORGANIZATION PESPU

TABLED

XIII. OPEN SESSION: (9:15 PM)

IX. ADJOURNMENT: (9:20 PM)

8:55 pm

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