



**REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Tuesday, January 19, 2010
LIBRARY, 5:00 PM**

I. PRELIMINARY:

A. ROLL CALL:

All present.

C. APPROVAL OF MINUTES FROM BOARD MEETING ON DECEMBER 15, 2009. See final approved version at www.palihigh.org.

The minutes from the December 15, 2009 Board meeting were approved as amended.

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.

- John Rauschuber referred to the signed petition of 115 teachers and staff that he presented to the board a few months ago. This petition asks that the board retain Ms. Haskin until a third party evaluates the management structure at PCHS. Mr. Rauschuber also discussed his time line to facilitate this process (see handout).
- Mary Bush asked the board to review the process before making hiring decisions, and expressed that a constantly revolving door for administrators is disruptive to the learning process.
- Ann Davenport said that the administrative team would like to have a dialogue to discuss areas of responsibility of the Board and the administration.
- Richard Thomas stressed the importance of administrative team continuity, and said there need to be clearly defined roles of the board and the administrative team.
- Russ Howard said they have a good administrative team that works well together.
- Monica Iannessa discussed that the lack of administrative stability has had negative effect on the school.

III. ORGANIZATIONAL REPORTS:

This is a presentation of information concerning non-confidential matters that have occurred since the previous Board meeting.

A. Executive Director's Report – Amy Held (see handout)

- Amy Held updated the Board on the Master Plan, Pali Fund, the pool construction project, Charter Renewal, and the status of items under negotiation with LAUSD.

- In regard to the Master Plan, Ms. Held stressed that it was a working plan only. The total cost of the plan was not given, but Ms. Held said that visual and performing arts center alone would be over \$30 million.
- There will be a formal presentation at the February Board meeting.

B. Academic Principal's Report – Marcia Haskin (see handout)

- Ms. Haskin apprised the Board of the LAUSD Charter Office School Site Visit scheduled for Thursday, January 21st, and Friday, January 22nd.

C. Chief Business Officer's Report – Greg Wood (see handouts)

Students qualifying for free and reduced meals rose to 898 this year versus 782 last year. This is 32% of the student population, and qualifies PCHS for additional funding.

a. Governor's Budget Forecast 2010

Estimates call for a PCHS \$1 million budget deficit in the 2009-2010 school year. For 2010-2011, no state budget cuts are being proposed at this time, but a negative cost of living adjustment (COLA) of -.38% will take effect, reducing revenue by approximately \$50,000 - \$60,000. Mr. Wood noted that reducing the number of school days was under discussion in a number of school districts, however it is not an option for PCHS.

b. Cafeteria Comparisons

Mr. Wood gave the Board a report comparing Pali's cafeteria financials to Granada's and Birmingham's. There was a discussion as to whether Pali's expenses to revenue were higher than the other schools. Complicating the comparison is the fact that Birmingham has a significantly higher percentage of free and reduced lunch students. Like Pali, Birmingham uses the food service provider, Sodexo. Granada handles its cafeteria operations in-house.

c. Cafeteria Operations Review

Mr. Wood presented 3 years of cafeteria financials to the board. In 2007-2008 the cafeteria lost \$188,000; 2008-2009 it lost \$113,000, and the projections for 2009-2010 are a deficit of \$168,000. Mr. Wood noted that last year we went on a per meal basis with Sodexo. Sodexo is preparing a more detailed analysis of our cafeteria that will be presented at the next Board meeting.

D. Ad Hoc Long Range Planning Advisory Committee – Paul Mittelbach

The committee is currently arranging for its first meeting.

E. Other Reports (3 minutes each, unless previously approved for the Agenda).

None

IV. DISCUSSION AND/OR ACTION ITEMS:

A. Facilities, Operations and Technology Committee – approval of committee bylaws (see handouts)

a. Committee Bylaws

b. Conflict of Interest Code – Referenced in Bylaws

Approval of the Bylaws was tabled, and the board asked the Facilities, Operations and Technology Committee to review some areas and make corrections. Noted for review were Section 4, which should specify that teachers have the right to constitute at least 50% of the voting members; Section 7, regarding the published time and location; and specifying the role of alternative representatives.

B. Proposal for Allocation of Pali Funds – A. Held (see Agenda Information Sheet)

Ms. Held presented a proposal, already approved by the Budget & Finance Committee, that details the distribution of proceeds of the Pali fund for the 2009-2010 school year and recommends that the Board revisit the allocation yearly.

Proposal:

Given the budget cuts this year it is proposed that annual giving replace money cut from the general fund immediately by supporting the following- academic programs, arts, athletics, and student activities. The funds will be allocated to the seven (changed to six) areas listed below- proportionately increasing each area's existing budget. The administrator in charge of each area will have the responsibility of overseeing the distribution of funds within that area to backfill cuts and best support the program.

1. Academic Programs
2. Arts
3. Athletics
4. Student Activities
5. Technology
6. Non routine budget requests

Susan Frank moved that we approve the proposal as listed, correcting for the fact that there are only six categories listed, not seven.

Carol Osborne seconded the motion.

BOARD ACTION: Motion Passed

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

0 – no

0 – abstain

- C. Request for approval to delegate authority to Executive Director to sign 2009-2010 Consolidated Application Part II due January 31, 2010 – G. Wood (see Agenda Information Sheet)

Carol Osborne moved that to approve the request for approval to delegate authority to the Executive Director to sign the 2009-2010 Consolidated Application Part II due January 31, 2010.

James Paleno seconded the motion.

BOARD ACTION: Motion Passed

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

0 – no

0 – abstain

- D. Select Grade Appeals Committee – Need additional Board members to work with J. Riley

Julia O’Grady and Alex Shuhgalter volunteered to serve on the Grade Appeals Committee with John Riley.

James Paleno moved that Julia O’Grady and Alex Shuhgalter be added to the Grade Appeals Committee.

Patrice Fisher seconded the motion.

BOARD ACTION: Motion Passed

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

0 – no

0 – abstain

- E. Auditor Selection Committee – Possible addition of parent/community member to committee (see Agenda Information Sheet)

Jason Cutler moved that the Board add Maria Rheingold to the Auditor Selection Committee.

Julia O’Grady seconded the motion.

BOARD ACTION: Motion Passed

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

1 – no (John Callas)

1 – abstain (Amy Held)

- F. Fundraising Committee Update

Committee consists of John Callas, Carol Osborne, and Jason Cutler.

Discussion centered around whether enough input from administrators and stakeholders has occurred. The item was tabled until the February 16, 2010 Board meeting. People were encouraged to express their opinions to the committee prior to the next board meeting.

- G. Long Term Principal Position – re: Faculty petition (Oct. 2009 Board Meeting handout) and proposed timeline handout.

The faculty petition and proposed timeline recommend that the Board explore hiring a third party facilitator to work with all of the stakeholders to-

1. Draft an upper management structure for PCHS.
2. Identify key attributes, skills, and experiences that will be required of the individual(s) serving in upper management.

LMU was a third party facilitator for Westchester HS. They helped to craft a vision, and solicit buy-in from stakeholders.

Jennifer Eustice, who will shortly be out on maternity leave, discussed how an agency can be used in her absence.

The Board asked Ms. Held and Ms. Haskin to present at the February 16, 2010 Board Meeting, a plan for hiring a long term principal.

- H. Pool Fundraising Update - CBO (see handout)

Rose Gilbert addressed the Board for a public comment. Ms. Gilbert said that she does not think that the fundraiser should be paid on her pool donations and asked that the commissions be rescinded.

Aaron Castro addressed the Board for a public comment. Mr. Castro said that many people are upset with the fact that a commission was paid on Ms. Gilbert’s donation, and are refraining from donating to the pool fund.

Karen Perkins disclosed an e-mail sent to the Board by a parent also concerned about paying a pool fundraiser, and the lack of disclosure. Ms. Perkins also discussed a community member who e-mailed her regarding the Palisadian Post article regarding the pool. Amy Held commented that she had replied to the concerned community member.

Greg Wood noted that there was \$427,000 in the bank pool fund at the end of December. He expects a payment rate to the contractor of approximately \$300,000 a month, though January would be less due to the rain. A 10% retention is being withheld and will be paid upon completion. There are three change orders in process that, at the high end, come to \$150,000. There is also a dispute as to

whether a scoreboard is included in the plans.

I. Pool Loan Options – A. Held (see Agenda Information Sheet – Pool Financing; DRAFT Funding Agreement - Rose Gilbert Loan)

Rose Gilbert has offered to loan the school \$750,000 over 5 years at 5.6% interest in order to finance pool construction costs. Repayment will come from Civic Center Permit Fees and donations.

John Riley moved that we accept Rose Gilbert's loan subject to final editing by Carol Osborne and Amy Held.

Jason Cutler seconded the motion.

BOARD ACTION: Motion Passed

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

0 – no

0 – abstain

Greg Wood discussed that Wells Fargo, and possibly other lenders, need Board approval to enter loan discussions.

John Riley moved that the Board seek a \$750,000 loan collateralized by either cash and/or equipment subject to final Board approval.

John Callas seconded the motion.

BOARD ACTION: Motion Passed

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

0 – no

0 – abstain

V. DISCUSSION/INFORMATION ITEMS:

A. 2008-09 Audit Report – CBO to present audited financials (5 minutes only); see handout.

Greg Wood gave a summary of the auditor's report to the Board.

VI. FUTURE REQUESTS FOR AGENDA ITEMS:

Sodexo is preparing a detailed analysis of our cafeteria operations for review at the February 16, 2010 Board Meeting.

The Board asked Ms. Held and Ms. Haskin to present at the February 16, 2010 Board Meeting, a plan for hiring a long term principal.

Race to the Top- Federal program with \$4-5 billion to be distributed to schools. Amy Held will present at the February Board Meeting details of the program, and what changes, if any, that PCHS will need to make in order to qualify for these funds.

What is process for proposing agenda items?

Request for agenda item- Board to review whether to have the financial workshop first.

Budget development process- review process and consider changes.

VII. OUTSTANDING BUSINESS:

A. Scheduling a board training session

Susan Frank and Greg Wood will work on setting up the Saturday financial review Board workshop.

- B. Schedule of Payments to the Pool Contractor; breakdown of Lutra's 50K estimate for depreciation and deferred maintenance expense into 2 components to confirm the 18K/year deferred maintenance expense amount given by the pool designer – G. Wood
After review by Lutra Aquatics, the deferred maintenance expense will be raised to \$30,000 a year on the long term Civic Center Permit Fees cash flow statement. Greg Wood estimated that the pool loan will be paid off in 8-10 years.

OPEN SESSION WAS ADJOURNED AT 7:40 PM

VIII. CLOSED SESSION:

- A. PUBLIC EMPLOYMENT: PRINCIPAL POSITION
- B. PUBLIC EMPLOYMENT: DIRECTOR OF COUNSELING SERVICES POSITION
- C. REPORT FROM EXECUTIVE DIRECTOR ON ASB INVESTIGATION
- D. GRADE APPEAL REPORT – John Riley to present
- E. LABOR NEGOTIATIONS – EXECUTIVE DIRECTOR

CLOSED SESSION WAS ADJOURNED AT 9:35 PM

IX. PUBLIC SESSION: 9:36 PM

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

- B. PUBLIC EMPLOYMENT: DIRECTOR OF COUNSELING SERVICES POSITION

A motion was made and seconded to approve an employment contract for Ann Davenport, as Director of Academic Planning and Guidance Services, for the 2010-2011 school year at her previous salary.

James Paleno made the motion, and Carol Osborne seconded the motion.

BOARD ACTION: Motion Passed

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

0 – no

1 – abstain (Karen Perkins)

- C. REPORT FROM EXECUTIVE DIRECTOR ON ASB INVESTIGATION

Tabled until the February 16, 2010 Board Meeting.

- D. GRADE APPEAL REPORT – John Riley to present

John Riley reported that the grade appeal was denied for 090691M1600110.

X. ADJOURNMENT: 9:37 PM