



**BOARD OF DIRECTORS MEETING
REGULAR MEETING MINUTES
Tuesday, August 21, 2007
4:00pm – 8:00pm**

I. WELCOME:

A. CALL TO ORDER – 4:10 PM – Ms. Rene Rodman

B. ROLL CALL – Ms. Rene Rodman

Members Present:

Steve Klima (absent)

Victoria Francis (left @ 7:45)

Bud Kling (absent)

Maisha-Cole Perri

Rene Rodman

Rosalind Wolf

Patrice Fisher

Amy Dresser Held

James Paleno

John Riley

Eileen Savage

Ex-officio Members:

Greg Wood

Madeline Seltzer

Kevin Javidzad (alternate)

C. MOMENT OF SILENCE IN MEMORY OF KIRSTIN POLS

D. INTRODUCTIONS – Ms. Amy Held introduced and welcomed PCHS’ new staff; Interim Academic Principal – Mrs. Marcia Haskin, Director of Instruction – Ms. Lauren Allen. WELCOME! Ms. Held reintroduced the following staff; Human Resource Director – Ms. Colleen McCarthy, Director of Admissions & Attendance – Ms. Margaret Evans, Director of Counseling Services – Mrs. Ann Davenport, and Director of Athletics – Mr. Rich McKeon. WELCOME!

E. APPROVAL OF MINUTES FROM BOARD MEETINGS ON JULY 17 AND JULY 31, 2007 were approved with corrections. See final approved version at www.palihigh.org.

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.

- Ms. Libby Butler – teacher – Asked the Board for approval of reimbursements spent by those who attended the AVID training in San Diego, the closest location that it is offered. (This was handled administratively since it was part of the budget)
- Mr. Chris Lee – teacher – Expressed the urgency, with the new school year upon us, for the school to find a Leadership teacher and class. He stated that it is the only class on campus that affects the whole student body. The program does a lot for the students.

- Kevin Javidzad – student – As the ASB President he expressed his concerns about leadership continuing. He is frustrated due to the fact that he was at the July 17th Board meeting and was told it was being taken care of and he came to the school yesterday, Monday, August 20th, to get his schedule and was told that it had not been done. He said a lot depends upon it such as, Brain Bowl, Valentines carnival, etc. He isn't sure what his role will be as President, if the leadership class doesn't exist.
- Lynn Lim – student – Also voiced her concerns about the lack of a Leadership teacher. (Ms. Held met with a group of concerned students and faculty outside to further the discussion.)
- Ms. Lisa Saxon – teacher – Asked if it would be possible for her probationary period of last year count toward her permanent status stating that she took on the following responsibilities:
 - served as Guided Study coordinator in Spring 2007
 - evaluated Guided Study program in Summer 2007 and revised curriculum for Fall 2007
 - created the curriculum for the intensive strategic literacy class (students who read below the fourth-grade level)
 - edited the parent newsletter
 - developed program for at-risk students who failed English 9AB or 10 AB (Mary Red Clay and I are currently teaching the classes)
 - served on policy committee
 - served on Academic Watch Committee

III. ACTION ITEMS:

A. BOARD ACTION ON SUGGESTED HUMAN RESOURCES WORKPLAN

- Ms. McCarthy shared several documents in DRAFT form that she is working on including; HR timeline, Organization Chart for 2007 – 2008 school year, Human Resources Staffing Process, Performance Improvement Plan, and the Employee Handbook for the 2007 – 2008 school year. Board members requested receiving the documents in advance in order to have sufficient time to review them.

B. BOARD ACTION ON CORE VALUES COMMITTEE RECOMMENDATIONS.

- Ms. Fisher gave an update on restructuring the Core Values Committee as the Steering Committee. They are working on rolling out the core values and action plan for 2007-2008. They intend to ask the Booster Club for incentive funds and will give a full report at the next meeting. The next meeting for the Steering committee is scheduled for August 28th at 3:15.

C. BOARD ACTION TO SEND PROFESSIONAL DEVELOPMENT/ DATA COORDINATOR TO A PROFESSIONAL LEARNING COMMUNITY CONFERENCE AND COVER ASSOCIATED EXPENSES

- Mr. John Rauschuber – teacher – asked for the Board's approval of covering his expenses as the Professional Development / Data Coordinator to attend a Professional Learning Community Conference in Atlanta. He said he would gain new ideas and ways of looking at and analyzing data.
- Mr. Riley motioned that the Board approve to send Mr. John Rauschuber to the Professional Learning Community Conference and cover the expenses. Ms. Fisher seconded the motion.

The Board's vote to approve sending the Professional Development / Data Coordinator (Mr. John Rauschuber) to a Professional Learning Community Conference and cover the expenses was as follows;

9 – yes (Mr. James Paleno, Ms. Patrice Fisher, Ms. Rosalind Wolf, Mr. John Riley, Ms. Rene Rodman, Ms. Victoria Francis, Ms. Eileen Savage, Ms. Amy Dresser Held, & Ms. Maisha Cole Perri)

2 – absent (Mr. Bud Kling & Mr. Steve Klima)

D. BOARD ACTION TO INCREASE PROJECT BUDGET BY APPROXIMATELY \$35,000 TO CHANGE EMAIL PROVIDER TO EXCHANGE SERVER

- Ms. Maisha Cole Perri asked the Board to increase the project budget by \$35,000 to change the mail server from the current Squirrel Mail to Outlook Exchange server.
- Ms. Fisher moved that the Board increase the project budget by \$35,000 to change the email server from Squirrel to an Exchange server. Mr. Riley seconded the motion.

The Board’s vote to approve increasing the project budget by \$35,000 to change the email server from Squirrel to an Exchange server was as follows;

8 – yes (Mr. James Paleno, Ms. Patrice Fisher, Ms. Rosalind Wolf, Mr. John Riley, Ms. Rene Rodman, Ms. Victoria Francis, Ms. Eileen Savage, & Ms. Amy Dresser Held,)

1 – abstained (Ms. Maisha Cole Perri)

2 – absent (Mr. Bud Kling & Mr. Steve Klima)

E. DISCUSSION AND ACTION ON EXECUTIVE DIRECTOR EXPENSE REPORTS (STANDING ITEM)

- No report this month.

IV. DISCUSSION/INFORMATION

A. STUDENT DATA PRESENTATION AND ANALYSIS

- Mr. John Rauschuber gave a presentation and analysis of newly released academic data. This information identified trends in data and looked at the impact of existing academic programs. Overall Pali improved dramatically with double digit gains in English, Math and Science at the 9th grade level.

B. ADMISSIONS UPDATE

- Ms. Margaret Evans gave an update on admissions. PCHS is working with LAUSD on several issues including getting some relief for the next two years to be able to accommodate the large 7th and 8th grade classes at Revere; altering Kenter Canyon ES’ boundaries to have all Kenter students feed into Revere then Pali; and potentially adding an extra level of preference for those who have come all the way through the complex. Open enrollment does start October 1st and by having a timeline as well as frequent communication and updates, the process should go smoother this year.

C. PLACEMENT TESTING AND PROGRAMMING OF NEW STUDENTS

- Amy Carlton – parent – Is concerned that student athletes are not allowed to change their 5 or 6th period class due to sports conflicts and are often assigned an AP or honors class during these periods. When the student goes in to change their schedule they are told they cannot. This situation impacts approximately 20 students a year.
- The board discussed this issue noting the need to ensure the buses leave as late as possible to minimize time out of class and that the policy that requires teachers to allow students to make up work missed due to athletics be strictly enforced.

D. UPDATE ON FACILITIES PROJECTS AND INTERIM SPACE PLAN

- Ms. Held gave an update on the facilities and the various projects that are going on:
 - ◆ Bathrooms – we have a new contractor coming in September that will get the boys bathroom up and running.
 - ◆ Elevators – Having to relocate the utilities before installation
 - ◆ Additional handicap spots are being put into the parking lots.
 - ◆ Fire Alarms – tunneling through the same area as the field. Upgrading the alarm system to call the fire department when it is activated.
 - ◆ Cafeteria – installing new steam wells.
 - ◆ Kilns – putting in kilns for the ceramic classes.
 - ◆ Data projectors & library renovations going well.
 - ◆ Track & Field – had a little snag put it all has been worked out and the field should be installed by September 28th with the track being laid by October 15th.
 - ◆ 3rd Bungalow – has been relocated and placed behind the tennis courts.
 - ◆ Interim space planning – Subdivide office in A building to accommodate two new counselors. Subdivide U110 and move the Director of Compliance / Discipline / Facilities, the two Deans and Ms. Simmons there. Interim Principal in old AP office. Director of Instruction in Deans old office. Executive Director to old Academic Principals office.

E. PCHS 2006-2007 UNAUDITED ACTUALS REPORT

- Mr. Greg Wood passed out a spreadsheet depicting the unaudited actuals report for the 2006 – 2007 school year. An audit will be conducted in October.
- Mr. Paleno asked why the special education department takes such a hit.
- Ms. Held responded by saying it is the largest area due to advocates and population.

F. ANNOUNCEMENT OF NEW DIRECTOR OF INSTRUCTION

- Ms. Lauren Allen will be the schools new Director of Instruction.

G. UPDATE ON ORGANIZATIONAL REVIEW TASK FORCE RECOMMENDATIONS

- PE will report to the Athletic Director.
- Special Education will report to the Director of Special Education.
- All other departments will report to the Director of Instruction.
- Administrators over instruction, counseling, special education, and PE will report to the Academic Principal.
- The Academic Principal, administrators over admissions & attendance, compliance/discipline/facilities, technology coordinator, HR Director, and CBO will report to the Executive Director.

H. CONFIRMATION OF NEXT BOARD MEETING; SEPTEMBER 18, 2007 AT 5:00 PM

V. ORGANIZATIONAL REPORTS:

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

A. Student Report – **Madeline Seltzer** - none

B. Parent Report – **Julia O’Grady**

- New Parent Orientation – A New Parent Orientation Meeting is being held Thursday, August 23, 2007, 7 PM, in Mercer Hall. This is a general orientation meeting for incoming parents. There will be a Traveling Parents Orientation Meeting held on September 8, 2007 at 10 AM, at Crenshaw High School.
- Parent Advisory Committee – **Marci Crestani** - The first meeting of the year will be

September 20, 2007, 6 PM, in the Library. The theme of the meeting will be “Meet the Board of Directors”.

- PTSA –
 - ◆ The first meeting of the year will be September 20, 2007, 8 AM, in the Faculty Cafeteria. It will be a general membership informational meeting.
 - ◆ PTSA is sponsoring a Book Fair at Back-To-School Night. There will be a “Teacher’s Wish List” available for all faculty members to request books which they would like for their classrooms. The proceeds of the Book Fair will benefit the Pali Library as well as a PTSA-funded scholarship for 1 graduating Senior. The scholarship recipient will be chosen by the College Center.
- BOOSTER CLUB –
 - ◆ Booster Club will have it’s “Beginning of the Year Meeting and Potluck Dinner” on Tuesday, August 28, 2007. It will be held at the home of Sarah and David Miller. Everyone is invited to attend.
 - ◆ Directions to the Miller's house at St. Matthew's Episcopal Church, 1031 Bienveneda Ave. Pacific Palisades:
 - ◆ Take Sunset Blvd. to Bienveneda Ave., go North through the stop sign, continue to the first driveway on the left labeled St. Matthew's Church EXIT. Turn onto the property there, follow the road up the hill, turn left at the "clergy residences" sign and continue to the second house with the yellow door. PLEASE - park in the marked parking spots only - there are 8 in the parking lot between the 2 houses, 5 on the road to the houses and more on the lower "loop" road.
- C. Faculty Report – **Bud Kling** - none
- D. Academic Principal’s Report – none
- E. Executive Director’s Report – **Amy Held** - reported earlier.
- F. Chief Business Officer’s Report – **Greg Wood**
 - 2007- 2008 Budget Update – The State of California just passed the 2007-2008 Budget today (1pm). The details of which are still unclear on how it may impact our budget estimates should the funding levels change from the recommended amounts. The current stalemate in Sacramento currently represents the third latest State Budget in the last 20 years.
 - 2006-2007 Financial Update – PCHS has completed the 2006-2007 Unaudited Actuals Financial Report. An update to these results will be provided to the Board at the time.
 - LAUSD has a number of issues remaining from the 2006-2007 School Year in their systems conversion which may impact PCHS. Unbilled wages for periods of 4 to 6 months were identified by PCHS and accrual estimates were made for the Unaudited Actuals Report. Other expenses are either delayed in being billed (ie. Bus Transportation which was billed in late July for a 6 month period) or not billed. PCHS has contacted the various Departments of LAUSD in an attempt to identify these charges and was successful in reversing erroneous charges made to PCHS. The School is still awaiting MOU’s from LAUSD on the Custodial Staff, for the 2007-8 School Year. A meeting was held with LAUSD Charter Office to discuss MOU’s, ROP funding (which they will address internally and update us) and other billing issues. The MOU for Custodial Support is due in a couple of weeks but the District may still be preparing to make a case for charging Facilities Use Fees, which PCHS will strongly oppose. PCHS also proposed to the Charter Office to hold bi-monthly meetings to discuss financial issues that continue to surface or not be addressed.
 - Cafeteria Update – PCHS has met with our Food Service provider and established goals

for; Our Staff, Our Students and Our Budget for the 2007-8 School Year. The Facility is in the process of being upgraded and the POS system is anticipated to be unveiled on September 13, 2007.

- ASB – Interviews for the Finance Manager will start this week. Athletic Director and CBO have met to discuss improved Controls, Access and Reporting for the athletic teams in 2007-2008.
- LACOE / Retirement Reporting – PCHS led a team of Charter Schools and CCSA in meeting with LACOE on retirement reporting issues with the CalSTRS. Although PCHS is not behind in retirement reporting to the County, a better system was discussed to communicate reporting issues. PCHS also led a meeting held at CCSA with the third party processor of retirement information to outline mutual responsibilities as a result of the above meeting held at LACOE.

G. Technology – **Maisha-Cole Perri** - reported earlier.

VI. CLOSED SESSION:

A. CONFERENCE WITH LABOR NEGOTIATOR

PCHS Negotiator: Mrs. Amy Dresser Held, Executive Director
EMPLOYEE ORGANIZATION: PESPU, ADMINISTRATORS

B. PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE

C. PUBLIC EMPLOYMENT

- 1) Executive Director Contract
 - i) Three Year Contract (07/01/07 thru 06/30/10) Approved
- 2) Chief Business Officer Contract
- 3) Special Education Coordinator Contract

VII. PUBLIC SESSION:

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

VIII. ADJOURNMENT:

At 10:00 PM.