



A CALIFORNIA DISTINGUISHED SCHOOL

**REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Tuesday, February 17, 2009
5:00 PM
LIBRARY**

I. PRELIMINARY:

A. CALL TO ORDER – Rene Rodman 5:06 PM

B. ROLL CALL – Rene Rodman

Members Present:

Amy Dresser Held

Darcy Stamler

Dave Suarez (5:07)

John Callas

James Paleno (abst.)

John Riley (left 7:00)

Patrice Fisher

Rene Rodman

Steve Klima

Torino Johnson (abst.)

Victoria Francis

Ex-officio

Greg Wood

Martin Griffin

Ramin Badiyan (abst.)

C. APPROVAL OF MINUTES FROM BOARD MEETINGS ON JANUARY 20TH AND FEBRUARY 10, 2009. See final approved version at www.palihigh.org.

- The approval of the Board minutes was tabled until the March 17th meeting.

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. Karen Kornreich, a Santa Monica resident waiting for her 9th grade daughter to get into Palisades Charter High School for next fall, expressed concerns about admissions and the lottery.
- Mr. M. Pakizegee, a student, announced the distribution of a student-signed petition asking for the creation of a permanent Community Service Committee, which will consist of six members: three students, one teacher, one parent and one administrator.

III. ACTION ITEMS:

A. DISCUSSION AND ACTION ON 2008-2009 AUDITOR SELECTION.

- Best practice to hire an auditor with the Board of Directors providing oversight

- List was distributed of all the names of auditors with Charter School clients in California
- Need auditor by April 1st, if not chosen then one will be assigned
- Our auditor has been working for the school for 5 years and is a top auditor for California Charter Schools
- Suggestion to make a committee to research other auditors
- After discussion the Board agreed to form an auditor review committee consisting of: Ms. Rene Rodman, Ms. Victoria Francis, Dr. John Riley and community/parent members with expertise in accounting.
- Ms. Darcy Stamler moved for the Board to open an auditor review committee to provide oversight of the 2008 – 2009 audit and prepare on RFP for alternative options for that year and beyond. Ms. Patrice Fisher seconded the motion.

BOARD ACTION:

9 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mr. John Callas, Dr. John Riley, Ms. Patrice Fisher, Mrs. Rene Rodman, Mr. Steve Klima, and Ms. Victoria Francis)

2 – absent (Mr. James Paleno and Mr. Torino Johnson)

B. BOARD DISCUSSION OF THE POLICY GOVERNANCE[®] MODEL PRESENTED BY JOHN CARVER IN HIS BOOK, *BOARDS THAT MAKE A DIFFERENCE*, AND ALTERNATIVE GOVERNANCE MODELS/PRACTICES. POTENTIAL ACTION TO ADOPT SPECIFIC GOVERNANCE PRACTICES.

- Mr. Martin Griffin stated that it is important for a teacher board member to be clear on one’s Board role and duties, and to speak as a Board member who represents a group, not as an individual Board member.
- Ms. Vicky Francis remarked that the book deals with school boards and any big changes in direction will mean changing the Pali Charter government section. She emphasized the importance of being ethical and setting policies; she also emphasized the importance of not micromanaging the administrative staff.
- Ms. Darcy Stamler stated that the Board needs to set up Board policies; also that it is the Board’s role to set school goals and for the school management to achieve those goals, not for the Board to be involved in the management processes.
- Mrs. Amy Held loved the book, but said that the Board shouldn’t do all of it. She said that the Board needed to establish policies to provide clarity.
- Dr. John Riley acknowledged that the Pali Board is made up of parents, which is a structure found in many elementary school boards. He mentioned the Trustee Handbook as a good guide for the Pali Board even though it is written primarily for private schools.
- Mrs. Rene Rodman thought the CEO should not be on the Board but that the Board should set parameters that the CEO can operate within without needing to go to the Board for approval of every action item. The Board needs to define the limits of the CEO, what she/he can and can not do.
- Ms. Victoria Francis moved that in the next meeting the Board develop a new policy for hiring. Dr. John Riley seconded the motion.

BOARD ACTION:

7 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. John Callas, Dr. John Riley, Mrs. Rene Rodman, Mr. Steve Klima, and Ms. Victoria Francis)

2 – abstained (Mr. Dave Suarez and Ms. Patrice Fisher)

2 – absent (Mr. James Paleno and Mr. Torino Johnson)

C. BOARD DISCUSSION AND POTENTIAL ACTION TO MODIFY CURRENT PCHS BOARD POLICY FOR CONFLICTS OF INTEREST.

- Ms. Patrice Fisher moved that the Board accept the language written (as follows) to the amendment of our conflict of interest policy.
 - “During their term on the Board, employee Board members are prohibited from participation on or assisting with that employee’s bargaining unit negotiations team.

Employee Board members are prohibited from participating in any closed session Board discussions related to their or any other unit’s labor negotiations.”

- Ms. Darcy Stamler seconded the motion.

BOARD ACTION:

6 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. John Callas, Dr. John Riley, Ms. Patrice Fisher, and Mrs. Rene Rodman)

- 2 – no (Mr. Dave Suarez and Mr. Steve Klima)
- 1 – abstained (Ms. Victoria Francis)
- 2 – absent (Mr. James Paleno and Mr. Torino Johnson)

D. BOARD ACTION ON THE RECOMMENDATION OF THE INTERVIEW COMMITTEE FOR THE HUMAN RESOURCES DIRECTOR.

- Ms. Darcy Stamler moved that the Board take the recommendation of the interview committee for the Human Resources Director, Bernard Leichter and have Mrs. Held negotiate the salary. Mr. John Callas seconded the motion.

BOARD ACTION:

- 9 – yes (Mrs. Amy Dresser Held, Ms. Darcy Stamler, Mr. Dave Suarez, Mr. John Callas, Dr. John Riley, Ms. Patrice Fisher, Mrs. Rene Rodman, Mr. Steve Klima, and Ms. Victoria Francis)

- 2 – absent (Mr. James Paleno and Mr. Torino Johnson)

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

IV. DISCUSSION/INFORMATION ITEMS:

A. DISCUSSION OF 2008-2009 CONSOLIDATED APPLICATION.

- On Federal Program
- Funding levels
- Process surround funding programs
- Service to homeless students
- Population

B. UPDATE ON EXECUTIVE DIRECTOR REVIEW PROCESS.

- Alter some goals, but still need to be approved
- Calendar set
- Review process in May

C. CONFIRMATION OF NEXT MEETING FOR TUESDAY, MARCH 17 AT 5:00 PM IN THE LIBRARY.

- The next meeting was confirmed for March 17, 2009 at 5pm in the library.

V. ORGANIZATIONAL REPORTS:

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

A. Student Report – **Steve Klima(?)**

- Made an announcement regarding community service as it relates to religious activities

B. Parent Report – **Julia O’Grady**

- The February 2009 edition of the *Pali News* was sent to all Pali families. The Pali staff each received a copy in their mailboxes. The Pali News was also sent out to all the Charter Complex feeder schools as well as to the Western Division LAUSD High Schools and Granada Charter High School. This is a twice-yearly occurrence. All other monthly editions are e-mailed to all Pali families and staff and will be e-mailed to the Principals of the Pali High feeder schools.
- I participated in the February 14 2009 ELAC workshop with Director of Instruction Grace La Tegola, Mary Ann Rolston, and Sandra Martin, in order to make inroads into outreach to Pali’s traveling families. I created a Needs Assessment Survey in both English and Spanish (with assistance from Sandra Martin on the Spanish translation of the survey) which was administered at the workshop. Survey results were that parents would like the workshops and meetings to take place at Pali on Saturday mornings. ELAC officers were elected. I will keep in close contact with the elected officers and I will continue to participate in the monthly ELAC meetings.
- I have continued to update the Pali parent e-mail lists.

- I will be sending out an informal survey to all parents via e-mail eliciting information about how the Parent Liaison and Pali can better serve the parents.
 - I am contacting area charter high schools to learn how they outreach to their traveling families in order to formulate a plan for how Pali can better serve the parents (and therefore the students) and especially the traveling families.
 - Parent Advisory Committee – The next Parent Advisory Council meeting is on February 26, 2009. The topic of the meeting is “A Conversation About...Summer Opportunities.” Helene Kunkel, Gretchen Miller, and Simon Santana will participate in the panel discussion on summer opportunities for students. Included topics will be summer internships, jobs, volunteer opportunities, camps, college programs as well as scam summer opportunities (expensive glorified travel opportunities that purport to offer high school or college credit) but this credit is not transferable to Pali or colleges within the USA. The meeting will begin at 6:30 PM, in the Library.
 - PTSA – The next PTSA meeting will be held on Thursday, March 5, 2009, at 8 AM, in the Library.
 - BOOSTER CLUB – “Dancing with the Stars”, the annual Silent Auction and Dinner Dance will take place on February 20, 2009, at the Covell Commons at UCLA. This is the biggest fundraiser of the year. The next Booster Club meeting will take place on Tuesday, February 24, 2009, at 6:30 PM, in the Library.
- C. Faculty Report – **James Paleno/Dave Suarez/Torino Johnson (given by Dave Suarez and Steve Klima)**
- Expressed that they are hearing faculty concerns regarding the hiring of the operations. Also said that many people fear using e-mail to express their opinions on this issue for fear of retaliation.
- D. Academic Principal’s Report – **Martin Griffin**
- Second semester has begun with an enrollment of 2687 as of today. Classes are pretty settled and moving forward.
 - We had our first convening of the English Language Advisory Council (ELAC) and had a good turnout. There were approximately 20 parents of English Language Learner students in attendance and officers were elected.
 - Palisades Charter High School will be featured in a charter school case study in the upcoming spring edition of *Charter Schools Today*.
 - Pali’s Academic Decathlon team placed 4th in the City Finals.
 - Four of winter sports teams are in the conference playoffs: The Girls and Boys Soccer Teams and our Girls and Boys Basketball teams. They continue to compete this week.
 - Hani Tajsar, a Junior, was selected from our Human Rights Watch Club to be a part of a US Youth delegation to the United Nations in a campaign to stop the use of children soldiers.
- E. Executive Director’s Report – **Amy Held**
- Pali took 4th place in Academic Decathlon
 - The California Charter Schools Conference is coming up in March. Brian Carpenter is going to be there
 - Pool construction should begin in early March.
- F. Chief Business Officer’s Report – **Greg Wood**
- Enrollment - PCHS enrollment for the fifth month of the school year was 2,670 students enrolled and attending classes (2,649 students enrolled through month five 2007-8). The enrollment by grade level was: 834 students-9th; 626 students-10th; 662 students-11th and 548 students-12th. The ADA, which determines our level of funding, at the end of the fifth month of school was 2,604 or 96.3% (2,585 and 96.2% prior school year) of the enrolled students. The budgeted level of ADA for the full school year is 2,600. Current projections, based upon prior ADA history would indicate that full year ADA might be 2,592 based upon current attendance levels. This information will be monitored and has been communicated to the Administrative team and the second semester is being targeted to increase enrollment to meet the 2,600 ADA Budgeted.
 - 2008-2009 - The State of California has still not been addressed the Current Fiscal Issues at the State Level. There are numerous proposals by the Governor; Democrats & Republicans that have been made to address the State Budget Shortfall. PCHS attended a Business managers Meeting this month that provided

updated information on funding and possible deferrals. This information is summarized on the enclosed spreadsheet that show the comparisons to the Board Approved Budget for 2008-2009, Latest projections using the current funding levels and possible budget implications of the known Budget proposals. Based upon current funding levels, our projected budget is very close to the Board Approved Budget. However, should either of the Governor's or legislative proposals be adopted, our budget could be impacted anywhere from \$400,000 to \$900,000.

- The Budget & Finance Committee has met and identified potential cost savings/revenue enhancing ideas for PCHS for 2008-2009 & 2009-2010. These items will be shared with the Administrative teams for possible implementation. Additionally, the Budget & Finance Committee voted to recommend freezing the Textbook budget for the remainder of the Year, pending the outcome of the State budget deliberations (see Budget & Finance committee minutes).
- 2009-2010 - The 2009-2010 Budget Calendar is in the process of being finalized with the Forms and Justifications that will be utilized. The Administrative team will be reviewing the packets prior to release and meetings are being scheduled with Department/Program Heads to discuss the tenuous Budget year.
- Cafeteria - PCHS is in the process of evaluating other Cafeteria Operations at Charter High Schools (Granada & Locke) with their Financial Administrators. Revenue enhancing/cost savings ideas are being discussed.
- ASB - The Principal, Athletic Director & ASB Finance Manager attended a conference on the Legal Aspects of ASBs. Valuable information was learned that will assist the ASB in improving the policies, procedures and operations of the ASB. The Students will be attending a Sadie Hawkins Dance at Magic Mountain on March 14th.

G. Technology – **Maisha Cole Perri**

- No report submitted.

H. Human Resources – **Amy Held**

- See above mention on Human Resources items

I. Standing Committee Reports on roster of members and goals for the year as well as ratification of standing committee ACTION items:

i. Communications – **Monica Iannessa**

- The Pali Positive for March 2009 was selected. The winner will be celebrated at the all-staff meeting on Tuesday, March 3, 2009.
- The Committee began compiling an Inventor and Guidelines Notebook which will contain examples of approved Pali media. The first document included is a school tours document.
- The Committee created a rough draft of an Elections Protocol to be used for all Pali elections.
- ConnectEd is almost ready for teachers to be able to send out their own personal ConnectEd call, using their own voice instead of the computer-generated voice now used for most teacher-initiated ConnectEd calls.
- Committee member, Pali Nurse Ellen Neiman, would like to have the Emergency Cards redesigned before the Emergency Cards are put online for parents to fill out. Currently Pali uses old-fashioned (pre-cell phone & pre-e-mail accounts) LAUSD Emergency Cards. The current cards ask for similar information in 2 places and are not set up for practical use in the Health Office.

ii. Education Program – **Melinda Meinen**

- No report at this time

iii. Finance and Budget – **Greg Wood**

- See attached

iv. Operations/Facilities/Technology Committee – **Maisha Cole Perri**

- No report at this time

v. Policy – **Julia O'Grady**

- The Committee will be discussing a possible change to the Final Exam schedule in March. One consideration is to have exams take place on a regular as opposed to a minimum day schedule. That way, teachers who do not give final exams can use the time to teach. A consideration against the change is that some students would have to take 3 finals in one day and therefore they might not do as well on the 3rd final because of fatigue.
- The Committee discussed a proposal by Bella McGowan to create a memorial wall so that families of deceased students could put up a memorial plaque in honor of their student. Memorial ceramic tiles would be of uniform size and would each have 3 lines of script. Student name, personal line of memorial and dates of student's birth and death. The Policy Committee will continue discussion on this issue at the March 2009 meeting.

VI. CLOSED SESSION: 8:50 PM

A. PERFORMANCE EVALUATIONS

Title: Principal

Title: Director of Instruction

Title: Director of Student Services

Title: Athletic Director

B. CONFERENCE WITH LABOR NEGOTIATOR PCHS Negotiator

EMPLOYEE ORGANIZATION: PESPU, UTLA

VII. PUBLIC SESSION: 9:38 PM

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

- No action taken in closed session.

VIII. ADJOURNMENT: 9:39 PM



PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of February 9, 2009

I. PRELIMINARY

A. Robert King called the meeting to order.

B. In Attendance:

Voting Members: Robert King (Co-Chairperson), Richard Simon (Secretary), Susan Curren, Sandra Duarte, Richard Held, Simon Santana, Eileen Savage, James Suhr

Non-voting Members: Amy Dresser Held, Kevin Olson, Eli Shavalian (student alternate), Eleanor Rozell, Greg Wood

Visitors: Rachel Galper, Lisa Saxon, Mark Snyder

C. Minutes:

□ December 8, 2008 minutes were approved with the following amendment:

- Old Business, Item A, Budget Update/Savings Strategies, Independent Audit was corrected to as follows:

PCHS has received its fourth consecutive “clean” audit report, including a stringent federal program review, including Title I and nutrition.

- Old Business, Item A, Action was corrected as follows:

Motion by S. Curren, seconded by R. Held: Create subcommittee to investigate revenue development and cost savings strategies. Motion approved by acclamation.

D. Selection of recorder: R. Simon

II. NON-ROUTINE BUDGET REQUESTS

A. None—

III. OLD BUSINESS

A. BUDGET UPDATE—Greg Wood reported as follows:

□ 2008-2009 budget—

- Currently on track to finish fiscal year close to approved budget, assuming no mid-year cut in State funding.
- Under both governor’s and legislature’s proposals, PCHS will have to tap reserves to complete the 2008-2009 school year.
- 2009-2010 budgeting process:

- New budget request form has been developed.
- Timelines not yet finalized.

B. HUMAN RESOURCES—Amy Held reported as follows:

- Open positions:
 - Human Resources—identified final two candidates
 - Operations Manager—candidate selected but Board has not yet ratified choice.
 - Health benefits—negotiating various issues with LAUSD.

C. BOOSTER CLUB—Rachel Galper reported as follows:

- \$17,110 in January, 2009 allocations, including:
 - \$7,000 for the lacrosse teams;
 - \$420 for the softball team;
 - \$5,900 for the ICS student trip to Yosemite;
 - \$3,290 for the biology PLC’s assessment software and hardware; and
 - \$500 for repair of the stadium crow’s nest (added to previously committed \$1,000).

D. ASB—Kevin Olson and Eli Shavalian reported as follows:

- Birthday-gram sales have improved.
- Winter semi-formal dance was canceled. ASB is negotiating with venue to hold next year’s homecoming at the site so as not to lose the deposit.
- Sadie Hawkins is on schedule.
- Casino Night or Poker Tournament to be determined.

IV. NEW BUSINESS

A. “Big Ideas” subcommittee—S. Curren reported as follows:

- The subcommittee’s list of suggestions for possible budget cuts was presented (see attached). Discussion:
 - Suggestions are worthy of discussion but affected stakeholders should be included in decision-making.
 - Textbook and IMA funds should be spent earlier in the school year to benefit students.
 - Some programs are project based; teachers ordering supplies “just in time” are penalized (as are their students).
 - Some suggestions, e.g. elimination of HR and Operations Manager positions, are moot for 2008-2009 as they have either been filled or are in process of being filled. Further, the Executive Director and Chief Financial Officer advocate continuation of these positions.
- ➔ **ACTION: S. Curren, seconded by S. Santana: Recommend freezing 2008-2009 textbook funds with an opportunity for approval of further requests subject to vetting by department chairs and administrators. Motion approved by a vote of 6 members in favor, none against, and one abstaining.**

- ACTION: R. King, seconded by S. Duarte: Recommend administrative team evaluate suggestions 3, 7, 8, 9, & 10 from the 2008-2009 list for possible implementation this year. Motion was unanimously approved.

B. MEMBER CONCERNS:

- ❑ With Mark Snyder's retirement, election of two faculty members is necessary.
- ❑ Monthly budget reports should be posted in easily accessible locations on the PCHS website.

C. DATE, TIME, AND LOCATION OF NEXT MEETING:

The next regular meeting was set for Monday, March 9, 2009 @ 3:30 p.m. in the School Library.

Agenda items must be submitted to R. King no later than Wednesday, March 4, 2009 at 2:00 p.m.