



BOARD OF TRUSTEES

**BOARD MEETING
MINUTES
March 24, 2015
5:00 PM, Library**

I. PRELIMINARY:

- A. CALL TO ORDER: 5:05 PM
- B. ROLL CALL: 5:06 PM

	Present	Absent		Present	Absent
Mark Epstein	X		Jeanne Saiza	X	
Allison Holdorff Polhill	X		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 absent; Sierra Climenco stood in	X	

PCHS MANAGEMENT/STAFF

	Present	Absent
Pamela Magee	X	
Greg Wood	X	

II. APPROVAL OF THE MINUTES

A. Regular Meeting – Jan. 20, 2015

Motion to approve as amended: Jeanne Saiza

Seconded: Emilie Larew

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

B. Special Meeting – Feb. 25, 2015

Motion: Leslie Woolley

Seconded: Emilie Larew

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

C. Special Meeting – March 4, 2015

Motion to approve as amended: Jeanne Saiza

Seconded: Monica Iannessa

	Yes	No	Abs		Yes	No	Abs
Mark Epstein	X			Jeanne Saiza	X		
Allison Holdorff Polhill			X	Kimberley Allen	X		
Monica Iannessa	X			Leslie Woolley	X		

Emilie Larew	X			Mystic Thompson			X
Greg Nepomuceno				Michael Stryer			
James Pasto							

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.

PCHS classified employees JoLeta Simmons and Ramona Bostic communicated to the Board that they felt unappreciated as classified employees. They also shared their concerns that employees may have been terminated without a formal process in place. Former temporary employee Juanita Stewart spoke to the Board and stated that she had been terminated without cause and after her probationary deadline.

IV. PRESENTATIONS

A. PCHS Budget Update and 2nd Interim Financial Report – Greg Wood

Chief Business Officer, Greg Wood informed the Board that the 2nd Interim Financial Report was filed with LAUSD and the CDE (CA Dept. of Education). He reviewed the Report, which provided PCHS financial information, specifically current 2014-15 projections (by resource), comparison to approved budget, balance sheet projections, and actual revenue and expenditures to Jan. 31, 2015.

B. Risk Management Committee – Allison Holdorff Polhill, Jeanne Saiza, Mark Epstein and Dr. Magee

Tabled until April Board meeting.

C. Goal Four Career Awareness – Dr. Pam Magee

Dr. Pam Magee reviewed current efforts to reach Schoolwide Goal 4, including the upcoming Career Services Day, Temescal Academy senior projects, PCHS Work Experience, transitional programs for Special Needs students.

D. Gold Ribbon Application – Dr. Pam Magee

Dr. Magee updated the Board on the Gold Ribbon Application. PCHS was invited to be a part of the applications submitted. PCHS submitted the 9th Grade Transition Program (see PCHS’ completed application in board meeting materials). Gold Ribbon School Award recipients will be announced later this spring after validation visits are completed on April 16, 2015.

E. Consolidated Application – Greg Wood

Greg Wood reported that the 2015 Consolidated Application was filed and he presented the materials to the Board. The Con App included reporting on Title I, Title II, and Title III federal funding.

V. ORGANIZATIONAL REPORTS

A. Executive Director & Principal's Report – Dr. Pam Magee

Report stands as submitted. Western Association of Schools and Colleges (WASC) Mid-cycle visit – Wednesday, April 15 – Dr. Magee relayed that PCHS will host a three-member WASC visitation team. This visit will be a mid-term check based on the six-year accreditation awarded to PCHS in April 2012.

Dr. Matt Wunder Letter – Dr. Magee shared a letter from DaVinci founder and former PCHS board member Dr. Matt Wunder that clarified the relationship between PCHS and Career Pathways Grant. (Dr. Wunder's letter is in board materials).

B. CBO Report – Greg Wood

Report stands as submitted. Greg Wood reviewed the ongoing budget process for next year 2015-16. He noted that Long Term Strategic Planning (LTSP) a vital part of the setting the budget as some priorities are set in those meetings. At CCSA conference he learned Common Core monies for the 2015-16 school year (approximately 500K) to help facilitate Common Core may be available for PCHS.

C. Director of Operations – Dave Riccardi

Report stands as submitted.

D. Human Resources – Jim Schiffman

Report stands as submitted. Jim Schiffman announced that he would be retiring at the end of the school year. Dr. Magee thanked Mr. Schiffman for his dedicated service, including standardizing HR policies, focusing on employee customer service, and organizing hundreds of personnel files.

E. Classified Report – Kimberley Allen

Kimberley Allen relayed that cafeteria employees were not included in the ALICE training of Jan. 12. Greg Wood answered that since the cafeteria employees were contract employees, they were not scheduled to work. Wood relayed that David Riccardi will incorporate the ALICE training into the cafeteria workers' monthly training.

F. Student Report – Ben Safvati

In reference to the PCHS student parking situation (this meeting's Public Comments), Ben Safvati emphasized the need for better communication. He relayed that he is adjusting the student activity Casino Night and will share the results with Risk Management before holding the event.

G. Parents' Report – Allison Holdorff Polhill, Mark Epstein, Greg Nepocumeno

Report stands as submitted.

H. Faculty Report – Jeanne Saiza

Report stands as submitted. Jeanne Saiza stated faculty wanted an In-service on the topic of interpreting paychecks. Ben Safvati asked whether faculty were told what to tell students in case of an emergency. Dr. Magee answered that the initial ALICE training had been focused on how best to assess emergency situations, and that communications from teachers and administration would be included in the next phase of training.

I. Budget and Finance Committee Report – Sara Margiotta

The Budget and Finance Committee will be meeting later this month. Michael Stryer reported that the Post Retirement Health Care benefits had a good initial meeting and described the complex issues they will address in coming months.

J. Fundraising Committee

The committee did not meet.

K. Audit Committee – Mark Epstein, Kimberley Allen, Greg Nepocumeno

The audit report passed unanimously.

VI. DISCUSSION ITEMS

A. Soliciting Input Regarding LAUSD Calendar Change

B. School-wide Survey – Monica Iannessa, Dr. Magee, Allison Holdorff Polhill

This was tabled until the April Board meeting.

D. Evaluation Tool – Mark Epstein

Mark Epstein proposed expanding the evaluation tool of the Evaluation Committee from three categories to five to include additional rankings of “Exceeds Expectations” and “Unsatisfactory”. During a lengthy discussion, it was noted by Mr. Epstein that expanding the categories would enhance the evaluation by providing a more enhanced evaluation and allowing a broader spectrum of evaluation. Monica Iannessa stated that when she surveyed other districts’ administrative evaluation forms, she primarily saw two to four point rubrics with open box opportunities for comments/narratives. Allison Holdorff Polhill agreed that the present rubric does not allow for nuance in grading. Dr. Magee noted that in her administrative evaluations, she found that the goals and narrative were much more important than the scoring boxes. The motion to adopt the proposal was not seconded.

E. CCSA Update – Various Board Members

This was tabled until the April Board meeting.

VII. ACTION ITEMS

VIII. CONSENT AGENDA

A. Approval of Field Trips

The Board approved field trips for Arwen Hernandez to West Covina, CA and Jeanne Saiza for Los Angeles, CA.

IX. NEW BUSINESS

X. CLOSED SESSION

- A. Pending, threatened or potential litigation
- B. Public Employee Evaluation (Executive Director and Principal)
- C. UTLA
- D. PESPU

There was no report out.

X. OPEN SESSION

XI. ADJOURNMENT

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

The meeting was adjourned at 8:56 pm.