



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD MEETING AGENDA  
BOARD OF TRUSTEES  
Tuesday, May 20, 2014  
5:00 PM, Gilbert Hall**

**I. PRELIMINARY:**

A. CALL TO ORDER: 5:00 PM

5:05 pm

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B. ROLL CALL: 5:00 PM - 5:05 PM

	Present	Absent		Present	Absent
Polly Bamberger	X		Jeanne Saiza	X	
Mark Epstein	X		Kimberly Thomas	X	
Allison Holdorff Polhill	X		Mystic Thompson	X	
Monica Iannessa	X		Leslie Woolley	X	
Stephanie Inyama	X		Matthew Wunder	X late	
Chris Lee	x				

**NON VOTING MEMBERS**

	Present	Absent
Tucker Reynolds	X late	

**PCHS MANAGEMENT/STAFF**

	Present	Absent
Pamela Magee	X	
Jim Schiffman	X	
Greg Wood	X	
Donna Mandosa	X	

**II. APPROVAL OF THE MINUTES: (5:05 PM - 5:10 PM)**

A. REGULAR MEETING 4/22/14

*Motion: Allison Holdorff Polhill to approve minutes as amended.  
 Seconded the motion: Mystic Thompson*

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

Page 2 add Polly Bamberger to 2<sup>nd</sup> Motion on item IIB

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**B. SPECIAL MEETING 4/26/14**

*Motion: Mark Epstein moved to approve the special meeting minutes as amended  
 Seconded the motion: Leslie Woolley*

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

Greg Wood not present. Add Russell Howard present on roll call for management/staff.

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**III. PUBLIC COMMENT: (5:10 PM - 5:26 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.*

Several students spoke passionately on behalf of Ms. Katrina Minck PCHS science teacher. David Cole suggested that Pali has been a Charter since 2003 and if Pali does not raise our test scores, we will go back as a public school. Ms. Minck can show the teachers how to teach.

David Cole presented a petition with 186 signatures representing the students in all of Ms. Minck's classes. David suggested PCHS needs innovation. Ms. Minck is the future of teaching because she provides this innovation.

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Jeline Watts stated that Ms. Minck is the best teacher. Jeline suggested that Ms. Minck has taught her how to like learning. Jeline said that having a class that makes you happy is rare. Ms. Minck takes the time to help students learn.

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Ella De Laza - Ella did not look forward to attend her classes. Now Integrated Science is her favorite class. Ms. Minck is the only teacher that challenges Ella to think. It is not just memorizing, Ms. Minck talks about things that matter and embraces individuality.

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Sophie Rothenberg - Ms. Minck has changed Sophie's life in so many ways. Ms. Minck takes everyone under her arm and helps all kids. She teaches the subject, but teaches students how to deal with life situations. No one teaches you how to deal with life; developed as a person; by far the best teacher I have had. She does not understand why Pali would get rid of this teacher. She provides emotional support.

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Jackie Au indicated that she was stubborn about integrated science, but ultimately appreciated it. Jackie said Ms. Minck is the only teacher who interacted with iPads in her classes. She has not analyzed things in the past. Ms. Minck emphasized critical thinking and learning.

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Emma Waring emphasized that Ms. Minck's presence was very welcoming in her class. She loves science and it has been great having an inspirational teacher. Emma's heart breaks that Ms. Minck has to leave.

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Katrina Minck submitted packets regarding her employment to all Board members. She stressed that releasing an employee from a temporary contract is different from a probationary contract. She wants her contract honored. Regardless of whether the contract should be enforced, she would like Pali to adhere to the contract and release her as a temporary employee. Ms. Minck has enjoyed teaching at Pali.

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#### **IV. PRESENTATION ITEMS: (5:26 pm – 6:05 pm)**

##### **A. PCHS JOB STUDY - Ewing and Jim Schiffman**

Bill Ewing reviewed the job study. A classification and salary study was undertaken. Employees filled out questionnaires Supervisors reviewed drafts with employees. The purpose of the study was to have consistent job titles and descriptions. Ewing went through and revised job titles and job descriptions. Total of 35 classifications. Drafts of job descriptions were provided to each employee. Employees were asked to fill out forms and asked to provide feedback in order to fine tune their job descriptions. Employees were given two weeks to complete job description. Ewing solicited feedback from all employees. The input was very helpful. Some people were upset about the preliminary drafts. Ewing took it all into account. Ewing's final recommendations regarding their job descriptions have been provided to all employees. Additional changes have been made. This part of the study has been completed. Now Ewing is taking descriptions to the market place and determining what the local

marketplace charges for the same positions. Monica Iannessa asked for clarification of job descriptions and job classification. The study should be complete by the middle of June 2014. Ewing is comparing the six larger schools: LAUSD: SM; BH; Chatsworth; Granada Hills; and William H. Taft. Ewing has completed gathering data. Allison Holdorff Polhill asked if they were proposing to eliminate any jobs. Ewing responded that based on analyzing the titles and descriptions, their firm is not recommending that any job be eliminated. Chris Lee asked if there has been a lot of communication with the advisory committee in adherence to their contract. Ewing is setting up job classification descriptions and intends to meet with the advisory committee.

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Helene Kunkel made a public statement. She emphasized that the College Center staff submitted 8 pages for each of job descriptions. The initial meeting with Ewing seemed productive. Ewing met with the College Center. They found job descriptions based on Berkeley Unified with the exact descriptions. The College Center is very concerned. Kunkel stressed that Pali needs to fill Aileen's position. According to Kunkel, 350 letters of recommendations will be prepared by Helen Kunkel alone, if Pali does not. It will not be possible to I have worked for 17 years. Helene indicated that Ruth Grubb and Helene Kunkel have no employment contracts. She stressed it is important not to jeopardize the College Center. She has asked the board to support sustaining the college center.

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Ewing indicated the College Center is extraordinary. The draft synthesis of the College Center watered down the job classifications. Ewing responded that he did not copy the Berkeley Unified description. The second time around the College Center's description was used. Kunkel agreed the new description is about 90% accurate.

Dr. Magee clarified that Ewing was asked to create a more generic job classified descriptions to form a foundation that PCHS can build upon. It has been challenging. Not all employees are aware of the process. Employees have been assured that no positions are being cut but modifications/restructuring may be recommended.

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## B. BOARD ELECTION COMMITTEE – Leslie Woolley

### Results of 2014-2015 board election

Traveling Parent - Greg Nepomuceno

Parent Representative - Allison Holdorff Polhill

Administrative – Monica Iannessa

Community - Jamie Pasto

Faculty - Emilie Larew

Faculty - Mystic Thompson

Student - Ben Safvati

For the record, the candidates need a plurality of the vote. Students used schoology for voting and Election Buddy was used for onsite employees. Ben Safvati, student representative stated this was the highest parent turnout. Not for future, low student numbers due to Infinite

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Campus and phones not being compatible

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### C. IPAD/TECHNOLOGY – Donna Mandosa

Donna Mandosa explained that Pali dealt with a spam issue for seven uncomfortable days. By upgrading systems, Pali handled the situation. May 27, 28, and 29 is iPad return days. Mandosa stated that Pali is contacting families that were on a monthly payment system who were behind on payments. A two day training is scheduled for June with the permanent tech department staff. Apple Education will take place June 4, 5 and 6 for iWorks, iLife and iBooks. 60 teachers have signed up. Technology employees should be processed in two weeks. Jeanne Saiza clarified regarding the technology positions. They are not new positions.

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### D. ACADEMIC ACHIEVEMENT REFLECTION – Monica Iannessa

Monica Iannessa presented on savings, reflection and results of the AAT year to date.

Savings - Typical school positions would cost approximately \$215,375. AAT costs are approximately \$172,592. The savings of having an AAT versus typical school positions is approximately \$42,783. The team is onsite giving classroom support. This is priceless. Educational Research indicates that instructional coaching is priceless. University of Kansas indicates that generic one time professional development (PD) does not work. Pali has 3 designated PD days. If we outsource this PD the impact to Pali instruction will be minimal.

Team Reflections - on average coaching was 8 to 1. Iannessa recommended getting more NBC coaches to reduce coaching to 6 - 1. Coaches should continue PLC work. Next year, AAT wants more walk-throughs to be implemented. This year, Pali did not do many walk-throughs. Based on the feedback, some teachers are requesting walk-throughs. Based on a survey conducted by the AAT, teachers coached indicated they wanted more time with the coaches and the comfort level was highest when planning a lesson. Teachers commented that they appreciated the encouragement and feedback. Coaches are available for any teacher, not just a struggling teacher.

Results - Coaches provided support to teachers through the new evaluation model. Team was used for the development of the common core teaching. Team expanded the use of Infinite with the help of Donna Mandosa. AAT implemented the pyramid of intervention. The team supported PLC protocol work and curriculum.

Monica Iannessa is looking forward to continuing with AAT next year. Jeanne Saiza stated that this program is phenomenal. She has been coached and has used AAT as a resource. Saiza indicated that the AAT is changing the instruction on campus. Mark Epstein applauded the enhancement of instruction. He is looking forward to seeing the use of quantitative data.

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E. CLASS SIZE REDUCTION - DR. Pamela Magee

Dr. Magee indicated that reducing class size is one of the top priorities based on stakeholder input. Some possible ways to reduce class size include: hiring more teachers; reducing enrollment; adding more classes; and/or adding auxiliaries. This is an ongoing discussion and the administration is open to any and all suggestions.

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F. UTLA SUNSHINE PROPOSAL – Chris Lee

Dr. Chris Lee read the Initial Bargaining Proposal:

-Class size reduction with a clear cap on the number of students who can be in each class and additional compensation for classes that are beyond the cap

-More faculty input on decision-making processes, policies, and administrative matters

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V. **ORGANIZATIONAL REPORTS:** (6:05 PM – 7:00 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

Dr. Magee discussed that she attended a Schools That Can Program in NY. Dr. Wunder made this possible for Pali. This is a great opportunity for Pali to shine and to learn about innovative strategies. Reports as stands.

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B. CHIEF BUSINESS OFFICER’S REPORT–Greg Wood

Greg Wood indicated that pursuant to the May Revise, regarding CALSTRS, Pali could be looking at 15% increase in contributions due to unfunded liability of the STRS program. EDD matter update on 15 month old claim: Pali was successful in our appeal and Pali should be receiving \$50,000 back from EDD an additional \$12,000 will be waived. May revise to come tomorrow. Report as stands.

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C. DIRECTOR OF OPERATIONS- Dave Riccardi

David Riccardi Report stands as submitted. In the course of one month, Riccardi reported he has hundreds of tasks accomplished, so he chose 25 examples of jobs on campus. Update on the bleachers - special crews will use an encapsulating coating to solve the issue of fiberglass

splinters. The brush was been cleared prior to the fire a few month ago. Since the fire, Pali has cleared additional brush. Pali has crews in place to fix the melted sprinklers and clear more brush. The fire was a freak accident. David Riccardi thanked Jorge Gracias for responding so quickly and turning on the sprinklers.

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D. HUMAN RESOURCES DIRECTOR–Jim Schiffman

Jim Schiffman Reports as stands.

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E. CLASSIFIED REPORT – Kimberly Thomas

No report.

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F. STUDENTS’ REPORT – Tucker Reynolds

Tucker Reynolds reported that Senior Grad Night will be cancelled because there was not enough interest. Dr. Lee said he was honored to work with Tucker Reynolds and his work has been priceless. Reynolds has shown a great commitment to Pali. The fishbowl activity with leadership to share student concerns with faculty will be scheduled for 2014-2015 school year. Tucker informed the board of the 7 new representatives in leadership. Julia Monkarsh, Shannon lee, Sophie Viscardi, Justin Hekmat, Nick Christman, Haley Holbrow, Abigail Schleichkorn

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G. PARENTS’ REPORT – Allison Holdorff Polhill, Polly Bamberger, Mark Epstein

The Education Foundation is hosting The Road from Pali to College: Enjoy the Journey As You Learn Where Pali Grads Are Going. May 28, 2014 at 8:15 am Gilbert Hall. All parents are welcome. The Booster Club is hosting their end of the year celebration on May 27 at 6:30 pm at the home of Becky Goodall and David Greenberg - 825 Alma Real Drive, Pacific Palisades, CA 90272 Everyone is invited! Sign up at [palihighboosterclub.com](http://palihighboosterclub.com) to RSVP and contribute to the pot luck.

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

Jeanne Saiza submitted a written report.

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I. BUDGET AND FINANCE COMMITTEE REPORT – Cheryl Onoye

Cheryl Onoye reported that Budget would like the LTSP Facilities Committee to identify what LAUSD will pay for versus projects that must be funded by Pali. Technology Committee is waiting for final vetting. Budget would like to know how certain decisions are being made regarding curriculum relative to common core and the budget. Class size reduction was discussed. The all day budget committee was moved to Thursday, May 29, 2014 from 1 - 6 pm at Gilbert Hall.

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FACILITIES – Motion – specify projects LAUSD should fund. How will such projects be included in budget? (general fund, fundraising, postponement if not LAUSD? (fundraiser, reallocation of Cap Ex budget) TECHNOLOGY Motion – awaiting final vetting LTSP specify projects from outside funding) COMMON CORE BUDGET discussed. Motion – vetting of curriculum needed. (curriculum council dept chairs) a system for text book adoption be developed for next year w/progress being made by next budget finance meeting. CLASS SIZE REDUCTION – Motion – Administration will prepare recommendations w/alternatives (include, rationale, budget/educational impact) to all day budget meeting.

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J. FUNDRAISING COMMITTEE – Allison Holdorff Polhill

No updates.

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K. ELECTIONS COMMITTEE – Jeanne Saiza, Leslie Woolley

Report as submitted.

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L. SCHOOL CLIMATE COMMITTEE – Mystic Thompson, Tucker Reynolds

Tucker Reynolds reported that they were continuing to work on the fish bowl activity. The committee has been working with a COUNCIL representative. Monica Iannessa indicated that climate is important for all stakeholders. Polly Bamberger suggested the committee use the Columbia Survey when analyzing issues related to climate. What does a good school climate look like??

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M. AUDIT COMMITTEE – Polly Bamberger



Polly Bamberger affirmed that the 2013 tax returns were filed.

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**VI. DISCUSSION ITEMS:** (7:00 pm – 7:30 pm)

A. CHARTER RENEWAL - Dr. Magee, Allison Holdorff Polhill

Dr. Magee, Allison Holdorff Polhill and Lisa Saxon attended the LAUSD Charter Orientation in downtown two weeks ago. They received deadlines and dates. 60 days to approve the charter after submissions. Materials revisions should be submitted to LAUSD before charter is delivered. Materials available on LAUSD charter office website. The goal is to submit the Charter by mid September 2014. Much information was gathered at this meeting. Charter Office was on campus for compliance check. Particularly the EL program and special education department.

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B. FACULTY APPROVAL OF CHARTER RENEWAL – Chris Lee,  
Jeanne Saiza

Jeanne Saiza and Dr. Lee discussed the idea of having a faculty vote. Dr. Magee referred to our counsel's advice indicating that we are not required to have a vote to approve. Dr. Magee said it would be great to involve all stakeholders in the process. Dr. Magee agreed that it would be nice to have all stakeholders show their support of the document in some form.

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C. BOARD TRAINING - Stephanie Inyama

Stephanie Inyama is looking for another person to conduct the Board training. She was thanked for always keeping the Board on task and following through.

Board Training tentatively scheduled for the week of July 8<sup>th</sup>. Retreat scheduled for next August.

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D. HEALTH AND WELFARE - Greg Wood

Presentation on health plans will be incorporated into the budget process.

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**VII. ACTION ITEMS:** (7:30 PM-7:40 PM)

A. CLEAR EMINENCE CREDENTIAL RENEWAL FOR EMPLOYEE  
# 985221

*Motion: Monica Iannessa*

*Seconded the motion: Allison Holdorff Polhill*

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

B. CLEAR EMINENCE CREDENTIAL RENEWAL FOR EMPLOYEE  
# 10018119

*Motion: Monica Iannessa*

*Seconded the motion: Allison Holdorff Polhill*

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

Mark Epstein suggested that resumes/cv be provided in future particularly for new board members that were not present during the original approval of credentialed employee.

**VIII. CONSENT AGENDA:** (7:40 PM-7:45 PM)

A. APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR  
PRINCIPAL

- a. Virgin America Airlines to New Jersey \$433.00

b. Conference The Power of Transformation in Urban Education \$289.74

APPROVED

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B. APPROVAL OF FIELD TRIPS

NONE

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**IX. OUTSTANDING BUSINESS**

7:28 PM

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**X. NEW BUSINESS**

*Board chair to announce items for closed session.*

Retreat and new board training was discussed.

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**XI. CLOSED SESSION: (7:45 PM – 8:00 PM)**

*Board Chair will report publicly on any closed session action items for which a vote occurred.*

A. PUBLIC EMPLOYMENT: DISCIPLINE/DISMISSAL/RELEASE

7:30 PM

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B. PENDING, THREATENED OR POTENTIAL LITIGATION

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C. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATION-  
Executive Director/Principal, Employee organizations: PESPU, UTLA

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D. EXECUTIVE DIRECTOR/PRINCIPAL EVALUATION

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E. UPPER MANAGEMENT/ADMINISTRATORS EVALUATIONS

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**XII. OPEN SESSION:**

It was reported out that In closed session by a unanimous vote the Board took action to release and not reelect a certified teacher.

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**XIII. ADJOURNMENT: (8:05 PM)**

8:20 PM

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