



A CALIFORNIA DISTINGUISHED SCHOOL

**REGULAR MEETING MINUTES
BOARD OF TRUSTEES
Tuesday, October 19, 2010
5:00 PM, LIBRARY**

I. PRELIMINARY

- A. Call to order 5:10 PM
- B. Roll call

Members Present

John Riley
James Paleno
Patrice Fisher
Wendy Hagan
John Callas

Members Absent

Carol Osborne

Officers/Non-Voting Members Present:

Michael A. Smith Marcia Haskin Greg Wood Shahin Mohammadi

II. APPROVAL OF MINUTES

September 21, 2010 Board Meeting

Julia O'Grady moved to accept the Minutes as amended. Patrice Fisher seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 9 (John Riley, Julia O'Grady, Karen Perkins, James Paleno, Susan Frank, Patrice Fisher, Wendy Hagan, John Callas, Jason Cutler)

No – 0

Abstain – 0

October 5, 2010 Special Board Meeting

Jason Cutler moved to accept the Minutes as amended. John Callas seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 9 (John Riley, Julia O'Grady, Karen Perkins, James Paleno, Susan Frank, Patrice Fisher, Wendy Hagan, John Callas, Jason Cutler)

No – 0

Abstain – 0

At this time Board Chair James Paleno thanked the outgoing board members Dr. Karen Perkins, Dr. John Riley and Patrice Fisher for their dedication and service to the Board. He also

thanked outgoing Board members Julia O’Grady, John Callas, and Carol Osborne, for their efforts and noted that these three members are running for reelection, as is he.

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. 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.

Robert King, teacher and Budget & Finance Committee Chair, discussed the change in the selection process for committee members and asked the Board to reapprove the 2008 Budget & Finance Committee Bylaws.

Darcy Stamler, parent, asked the Board to carefully consider the draft Free Speech Policy and to make sure that it complies with State and Federal laws. She also requested that the community be given an opportunity to comment on the policy before approval. Ms. Stamler also cautioned against too narrow an interpretation of the traveling parent seat qualifications.

A group of Tideline editors voiced concern about the draft Free Speech Policy and pointed out areas that did not reflect the Tideline independent student/public forum status.

Leslie Woolley, parent, speaking before agenda item V. B., read an anonymous letter in which complaints about the math department were voiced.

IV. ORGANIZATIONAL REPORTS:

- A. Executive Director’s report- Michael A. Smith (handout)
Michael Smith and members of the science department visited Santa Monica High School to view their recently remodeled science labs. Mr. Smith said that he obtained a referral for a potential architectural firm to remodel PCHS’ science labs.
Mr. Smith has been corresponding with John Walsh at LAUSD to resolve continuing transportation problems and is making arrangements for a November meeting.
- B. Principal’s report- Marcia Haskin (handout)
Marcia Haskin shared her vision for PCHS. She was asked to articulate her vision by the Budget & Finance Committee so that they can begin to budget around ideas she expressed.
- C. Chief Business Officer’s report- Greg Wood (handout)
Greg Wood reported that the California State budget was finally passed. Mr. Wood cautioned that approximately \$10 billion of this year’s State deficit has been deferred into future years. On a positive note, PCHS received a Federal Jobs Education entitlement of \$610,563 of which \$549,507 was received at the end of September. Mr. Wood pointed out that additional, unbudgeted, transportation costs have not been fully calculated, but \$100,000 in salary expense for 7th period Study Hall has been identified, with the cost of 3 late buses for travelling students not yet being quantified. When asked by a board member, Mr. Wood noted that less than half of the approximately \$425,000 2009-2010 LAUSD

oversight fee was actually paid in the last fiscal year, and the difference needs to be added to this year's budget.

- D. Human Resources report- Jennifer Eustice (handout)
Jennifer Eustice noted that a science department position remains open.
- E. Students' report- Shahin Mohamadi
Shahin Mohamadi reported on student and Leadership Class activities.
- F. Faculty report- James Paleno and/or Karen Perkins
There was no report.
- G. Budget and Finance Committee report- Rob King
There was no report.
- H. Policy Committee report- Julia O'Grady
There was no report.
- I. Educational Programs Committee report- Grant Smith
There was no report.
- J. Communications Committee report- Monica Iannessa
Monica Iannessa discussed the committee efforts regarding stakeholder surveys and said that they were currently putting together an inventory of PCHS, California Charter School, and other surveys. Ms. Iannessa requested that the Board put give the committee written parameters for what the survey should include.
- K. Operations, Facilities and Technology Committee report- Maisha-Cole Perri
Maisha-Cole Perri said that the committee will be revising their Bylaws in order to conform to the new Charter. Ms. Perri also listed some current items being considered by the committee: student restrooms and drinking fountains, unused space by the pool, a study of traffic patterns during drop-off and pick-up times, and technology needs on campus.
- L. Parent report- Julia O'Grady
Julia O'Grady discussed upcoming parent events-
October 26th Booster Club annual giving campaign.
October 28th Parent Advisory Council (PAC) science department meeting.
November 4th PTSA meeting.

V. DISCUSSION ITEMS

- A. Sodexo Foodservice: Bi-Annual Oral And Written Report To The Board (handouts)
Chad Williams, District Manager, and Cecilia Ramirez, on-site Manager, presented for Sodexo. Mr. Williams walked through a PowerPoint presentation and discussed the changes that were being made in order to increase traffic, improve the freshness and quality of the food, reduce wait times, and significantly decrease, or eliminate, the cafeteria deficit.

The budgeted cafeteria deficit for the 2010-2011 is approximately \$79,000. When questioned, the Sodexo representatives estimated that only 900- 1,000 students on average eat lunch in the cafeteria, with the large majority of those students being in the free and reduced lunch program. The limited healthy and fresh food offerings was offered by a

Board member as a possible explanation for the poor traffic numbers. The Board was also told that Sodexo bears the cost of rising commodity prices, not PCHS.

B. The Use of CST Data to Improve Student Performance- Marcia Haskin and Richard Thomas (handouts)

Richard Thomas discussed the recent CST data results by sub-categories.

Marcia Haskin discussed in detail the focus on instruction and explained how instruction is aligned to standards. She also discussed the scaffolding of lessons and how common assessments are used to inform instruction.

C. Human Resources- Jennifer Eustice (handouts)
- Administrators and Managers Job Descriptions
- Status of Employee Handbook and Policy Manual

Jennifer Eustice said that she had made the needed changes to the Employee Handbook and Policy Manual and asked if the Board would like to review. It was decided that she would distribute the latest draft at the November Board meeting.

Ms. Eustice presented draft administrators and managers job descriptions. Board members asked that the descriptions be rewritten in the format of the sample distributed at a prior Board meeting, which was comprised of areas of responsibility, not individual tasks.

D. Presentation of New Draft Policies- Michael A. Smith (handouts)

Michael Smith presented first drafts of the free speech, document retention and destruction, and whistleblower policies. Mr. Smith commented that the draft free speech policy, discussed in public comment by the Tideline editors, came from our legal counsel. Mr. Smith said that the editors brought up some good points and that he will work with the Tideline to come up with an acceptable policy.

Suggestions for the document retention and destruction policy included adding personnel records, performance reviews, electronic records and consulting contracts to the list of documents that should be retained.

Mr. Smith said that by January 2011 we need to have these three new policies approved and in place.

E. Financial- Greg Wood

- Accounting of monies owed to General Fund from Civic Center Permit Fees

This agenda item was deferred until the November Board meeting.

F. Presentation of Governance Process Policies-Ad-Hoc Governance Policy Committee (handout)

Completed Governance Policies were disseminated to Board members and the public. Board members were asked to send their comments committee member, John Callas, by 5:00 PM on Monday, October 25th.

VI. ACTION ITEMS

A. Operations, Facilities and Technology Committee- Maisha-Cole Perri

A committee update was given during the organizational reports. Discussion and approval of the committee bylaws was tabled until they could be aligned with the new Charter.

- B. Discussion and Vote on Board Bylaws Update- Carol Osborne and John Riley
John Riley recommended that the Board approve the updated Bylaws. There was concern that recently identified Charter changes were not reflected in the Bylaws.

John Callas made a motion to not approve the Bylaws tonight, but to instead give suggestions to John Riley for a two week period, and to bring them (the Bylaws) back for approval at the next Board meeting. Susan Frank seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 4 (John Callas, Karen Perkins, Susan Frank, Jason Cutler)

No – 3 (John Riley, James Paleno, Julia O’Grady)

Abstain – 2 (Wendy Hagan, Patrice Fisher)

VII. OUTSTANDING BUSINESS

Accounting of monies owed to General Fund by the Civic Center Permit Fees- November Board meeting.

VIII. NEW BUSINESS

There was a discussion regarding the California Charter School Conference and the prior Board vote for registration only reimbursement. Michael Smith said that so far 12 people had requested to go with a few planning to attend only one day.

Board chair to announce items for closed session.

IX. CLOSED SESSION

- A. Conference With Information From Labor Negotiator: Michael A. Smith, Interim Executive Director
Employee organization: PESPU, UTLA

(There was no closed session meeting)

OPEN SESSION

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

X. ADJOURNMENT 8:40 PM