



A CALIFORNIA DISTINGUISHED SCHOOL

**SPECIAL MEETING MINUTES  
BOARD OF TRUSTEES  
Tuesday, January 25, 2011  
5:00 PM, LIBRARY**

**I. PRELIMINARY**

- A. Call to order 5:06 PM
- B. Roll call

Board Members Present

James Paleno  
Susan Frank  
Naomi Norwood  
Eleanor Rozell  
Stephanie Inyama  
Jason Cutler (5:35 PM)

Board Members Absent

None

Allison Holdorff Polhill  
Wendy Hagan  
Chris Lee  
Monica Iannessa  
Lisa Kaas Boyle

Non-Voting Board Member Present:

Ethan Khorramian- Student

Officers/Senior Staff Present:

Michael A. Smith   Marcia Haskin   Greg Wood

Michael Smith introduced Tom Nichols from the Charter and Innovation Division of LAUSD. Mr. Nichols told the Board of Trustees that changes to PCHS' organizational structure could be considered a material change to the Charter, necessitating an amendment.

**II. 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.

Dan Kelly, teacher, spoke of the need for faculty and staff to have a voice in the selection of the new leader. He also expressed his hope for a dynamic leader.

Mary Bush, administrator, encouraged the Board to stay with the UCLA process, giving stakeholders a voice in the search process.

Richard Thomas, administrator, asked the Board to continue with the UCLA SMP and supporting an open process.

Monica Iannessa, administrator and Board Member, stated that stakeholders should be trusted and not excluded from the selection process. Ms. Iannessa announced that she will not be applying for the Principal and Chief Administrative Officer position.

Russ Howard, administrator, expressed his opinion that the job description is key, and the inclusive UCLA process should be used as a template and molded.

Mary Redclay, teacher, told of her earlier involvement with the Charter movement at PCHS, and said that distrust of the Board of Trustees exists.

John Rauschuber, teacher, discussed why candidates should be required to have 3-5 years of successful principal experience, and urged the Board to include the UCLA process, as well as employ the services of a search firm in order to ensure there is a plethora of qualified candidates.

Abby Yarger and Ethen Garber, students, said that students should have a say in the selection of the new leader and that they support the UCLA process.

(After announcing that she will not be applying for the Principal and Chief Administrative Officer position, Monica Iannessa re-joined the Board of Trustees after having recused herself from discussion and action on agenda items involving the selection of the new leader.)

### **III. ACTION ITEMS**

#### **A. Board Action Regarding Leadership Search**

##### Board Discussion and Approval of Principal and Chief Administrative Officer Job Description

There was a discussion regarding the minimum qualifications for the Principal and Chief Administrative Officer position. Michael Smith and Marcia Haskin informed the Board that in order to apply for an administrative program, the applicant must show 5 years of successful teaching experience. Ms. Haskin expressed PCHS has a very seasoned faculty and that administrative experience should count heavily on the grading rubric.

Principal experience as a requirement, versus desirable, was discussed. It was pointed out that the last search included 4 years of principal experience required. Some Board Members expressed a preference for casting a wider net with lower minimum qualifications, which would not exclude rising stars, or those with less conventional experience.

The minimum qualifications agreed to are as follows:

- Masters required, Doctorate preferred

- Administrative credential required
- Minimum 5 years secondary teaching required
- 3 years administrative school site administrative experience required, Principal experience preferred

The draft of the job description was tabled.

Board Discussion and Approval of Selection Process

There was a long discussion regarding the roles and responsibilities of the Board of Trustees in the selection process of their direct report. The need for the process to be inclusive of stakeholders was communicated by Board members.

Naomi Norwood passed out a working paper with questions for Board Members involving “tweaks” to the UCLA process.

A significant issue, that was first raised at the prior Special Board Meeting, concerned the responsibilities of the Board, as defined in the Charter and Bylaws, to select the new leader. Since the paper screening and interview committees are Ad-Hoc Committees of the Board, if they are given decision making authority, must they, according to our Bylaws, each contain at least 2 Board Members? Also considered was whether the committees only make recommendations to the Board.

*James Paleno moved that the stakeholder paper screening, interview, and technical committees only make recommendations to the Board of Trustees, rather than exercise the authority of the Board .Wendy Hagan seconded the motion.*

**BOARD ACTION: MOTION FAILED AND WAS THEN RETRACTED**

**Yes – 3 (Wendy Hagan, James Paleno, Susan Frank)**

**No – 5 (Lisa Kaas Boyle, Eleanor Rozell, Jason Cutler, Naomi Norwood, Monica Iannessa)**

**Abstain – 3 (Stephanie Inyama, Chris Lee, Allison Holdorff Polhill)**

The Board discussed asking legal counsel to determine whether, according to the Charter and Bylaws, the paper screening and stakeholder and technical interview committees must include at least 2 Board members, if they are given the authority to make candidate selections.

*Naomi Norwood moved that legal counsel review the Bylaws to see if 2 Board Members need to be on each committee. Lisa Kaas Boyle seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 11 (Wendy Hagan, James Paleno, Susan Frank, Lisa Kaas Boyle, Eleanor Rozell, Stephanie Inyama, Jason Cutler, Naomi Norwood, Monica Iannessa, Chris Lee, Allison Holdorff Polhill)**

**No – 0**

**Abstain – 0**

The Board voted unanimously (11-0) to adopt the selection process proposed by the UCLA consultants, with the following revisions:

- The Board directed an ad hoc committee (composed of the PCHS H.R. Director, Jennifer Eustice, and Trustees Lisa Boyle, Susan Frank, and Chris Lee) to confer concerning the possibility of retaining a search firm, and to make a recommendation to the Board to retain a particular firm, for a specific fee, to engage in a specified scope of work (*e.g.*, finalizing a position brochure, publicizing the position, recruiting potential applicants, and conducting reference checks). The ad hoc committee was also authorized (although not directed) to arrange to have the recommended search firm make a presentation to the Board on February 8, 3, or 1.
- Incomplete applications from promising candidates should not necessarily be rejected (especially if there is any possibility that PCHS technical problems, or some other factor beyond the applicant's control, caused an application to be incomplete). At the discretion of PCHS's H.R. Director and the UCLA consultants, any such applicant may be contacted and given an opportunity to rectify an omission.
- The Board will obtain a legal opinion about (1) whether Section 23 of the PCHS bylaws requires the paper screening committee or either of the two interview committees (stakeholder and technical) to contain at least two Trustees; and (2) if legal counsel so concludes, whether that consequence can be avoided by directing the committee(s) to make recommendations to the Board, rather than to decide which applicants will advance to the next level of the selection process. Alternatively, the Board may decide in that event simply to add Trustees to any committee found to be required to have them.
- The “community” members of the two stakeholder committees (paper screening and interview) shall be identified through the normal PCHS process for selecting community committee members, and they shall be elected by the PCHS employees, parents, and students.
- The composition of the stakeholder interview committee shall be the same as that provided for the stakeholder paper screening committee.
- The stakeholder groups and the UCLA team must present to the Board, by a date to be determined, the proposed members of the paper screening committee and the two interview committees, for Board approval of those three committees' memberships. The Board shall exercise its discretion with respect to any stakeholder group that fails properly to nominate its committee member(s).
- The two interview committees must present at least three finalists to the Board for its consideration.

#### Board Discussion and Approval of Date Specific Timeline

*Allison Holdorff Polhill moved that the Board direct UCLA SMP to prepare a timeline with these anchor dates: April 4, 2011 to close the job posting, and announcement of the Principal and Chief Administrative Officer no later than May 31, 2011. Stephanie Inyama seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 11 (Wendy Hagan, James Paleno, Susan Frank, Lisa Kaas Boyle, Eleanor Rozell, Stephanie Inyama, Jason Cutler, Naomi Norwood, Monica Iannessa, Chris Lee, Allison Holdorff Polhill)**

**No – 0**

**Abstain – 0**

Search Firms

See above in Selection Process.

Board Discussion of Top Management Leadership Structure

UTLA, and PCHS administrators, would like to present the upper management organization charts that they have developed, for Board consideration. The February 15<sup>th</sup> Regular Board meeting was discussed as a possible date for them to present their ideas.

UCLA SMP Relationship

See sections above.

**IV. NEW BUSINESS**

No new business items were discussed.

**V. ADJOURNMENT 10:05 PM**

(Meeting materials can be found on the Pali High website, [www.palihigh.org](http://www.palihigh.org), under Governance, Board of Trustees, Agendas and Minutes, Material for Board Meetings)