



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD OF TRUSTEES  
MINUTES  
Tuesday, February 21, 2012  
5:00 PM, Library**

**I. PRELIMINARY:**

**A. CALL TO ORDER: 5:05 PM**

**B. ROLL CALL:**

**Board Members Present:**

Allison Holdorff Polhill    Matthew Wunder  
Chris Lee                      Monica Iannessa  
Jason Cutler                  Stephanie Inyama  
Judi Firth                      Wendy Hagan  
Mark Epstein

**Board Members Absent:**

Lisa Kaas Boyle  
Marike Anderson-Dam

**Non-Voting Members Present:**

Eeman Khorramian – Student Rep

**Officers/Senior Staff Present:**

Pamela A. Magee – ED/Principal  
Greg Wood – Chief Business Officer

**II. APPROVAL OF MINUTES**

**A. January 17, 2012 Regular Board Meeting Minutes**

*Motion: Mark Epstein*

*Seconded the motion: Jason Cutler*

**BOARD ACTION: MOTION PASSED**

**Yes – 8 (Chris Lee, Jason Cutler, Judi Firth, Mark Epstein, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)**

**No – 0**

**Abstain – 1 (Allison Holdorff Polhill)**

**B. February 9, 2011 Special Board Meeting Minutes**

*Motion: Mark Epstein*

*Seconded the motion: Allison Holdorff Polhill*

**BOARD ACTION: MOTION PASSED**

**Yes – 7 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Mark Epstein, Matthew Wunder, & Monica Iannessa)**

**No – 0**

**Abstain – 2 (Stephanie Inyama, & Wendy Hagan)**

### **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.

**Helene Kunkel:** Comment on A-G handout in the board handouts . She instructed the trustees to cross out +2 SAT subject on the handout . It is not a current assessment. A-G reporting is a source of confusion in the College Center. The statistic of A-G completion is low; however college going rates are high. College Center has a concern that the data reported has discrepancies.

### **IV. PRESENTATION ITEMS:**

#### **A. ACADEC – Dr. Ngo and Students**

Dr. Ngo introduced the ACADEC team: Nelly Guzman - 11, Arslan Avliyakov – 12, Mirae Dong, Team Captain – 12, Nelson Moreno - 11, Myles Rogers-Halliday - 12, Julian Duarte -12, Ki'yiana Chambers – 12, & Elliot Chou – 12

PCHS has three teams A, B, C. Three levels- District, City, State, and Nationals.

Eight out of nine medaled in speech. State competition will be in Sacramento.

Dr. Ngo has served as coach for her last year and is looking for teachers who are interested.

#### **B. AUDITOR PRESENTATION – Robert Wilkinson**

1. Review of Compliance in attendance and funding reports: No Findings

2. Review of Internal Controls: No Findings

3. Pointed to Auditor's Opinion Report. Noted that the school is in compliance, Robert Wilkinson has audited the school for the past two years. The majority of the districts and charters are preparing for the mid-year cuts. The upcoming cuts will impact most schools.

4. Will be reviewing controls and procedures of ASB Finances. The report in letter form will come out next month. They are available to meet the Board at next month's meeting if requested. ASB has not been a part of past audits therefore the auditors are looking at the finances.

5. Fiscal Year 2011 (18 months time span) will be reviewed. State audit guides for next year will include student fees.

#### **C. PCHS SILENT AUCTION – Ivy Greene**

Allison Holdorf-Polhill reported online auction started today. The event is on March 10. Mark Epstein encouraged board members to attend. Ivy Greene is still accepting donations and teacher sponsorships. Online auction is going live!!!

#### **D. CALIFORNIA AND PCHS BUDGET UPDATE – Greg Wood**

\$40 funding cut was enacted. Transportation amounts are favorable. 90,000 surplus projected – at this date the surplus is 48,000

Budget calendar was given back to the budget standing committee. Best-case scenarios and worst-case scenarios are being considered. Revenue could potentially go up \$47,000 however worst case scenario potential revenue cut of 1 million dollars. These scenarios would be impacted by the tax measures on the ballot in November. If the measures fail, education will be cut. If the economy does improve, this will have

an impact as well. More information will be put out to the state in mid-May. The CBO would recommend deferred spending for next year. Communication has begun with administrators, committees, unions, and other schools to prepare for next year's budget. Revenue only was reported- expenses have not been articulated with additional salaries. Is there enough flexibility in the budget for a contingency plan if the worst-case scenario happens? Will Reduction in Force notices have to be distributed to prepare for the worst? Are there any reserves monies that can be accessed? The Board will need to make a decision about this before mid-March. CBO stated that transportation costs will go down next year. Distanced learning is an option to increase enrollment but not class size. Strategic Planning meetings should give more direction to what the priorities of the school are. Budget process is operational- have we created a budget that make up for the million dollars worth of revenue? Jason Cutler would like proposed dates for a special meeting to discuss budget before mid-March.

**E. WASC PRESENTATION – Wendy Hagan**

Today the WASC report is being edited. Lisa Saxon and Celeste Fraley are editing for grammar and writers voice. Wendy Hagan has spoken to our WASC chair, Diane Grochin. Diane Grochin has given positive feedback on the 2<sup>nd</sup> draft. The WASC report will be posted on the website for stakeholders. A mock WASC review will help our focus groups prepare for the real visit. The WASC visit is April 15-18. The Board of Trustees will read the report and prepare for the visit.

**V. ORGANIZATIONAL REPORTS:**

Organizational reports shall be submitted in writing, it is recommended that oral reports be limited to less than 3 minutes. (6:15 PM - 6:45 PM)

**A. EXECUTIVE DIRECTOR & PRINCIPAL'S REPORT – Dr. Pam Magee**

SEE HANDOUT

Reminder: Strategic Planning- School Roadmap for where we are going in the next six years. We have 35-40 diverse stakeholders meeting to give input on the mission and a vision of the school. We are in the process of looking at academic achievement in a global sense while providing supports for individual courses. Professional Development and PALI Pals. The development of the website and the PCHS brand is under the contract of fundraising and marketing consultant, Carla Levinson.

**B. CHIEF BUSINESS OFFICER'S REPORT – Greg Wood**

SEE HANDOUT

**C. HUMAN RESOURCES DIRECTOR – Nikki Washington**

SEE HANDOUT

Addition: Karen Hoffman, Special Education has resigned.

**D. CLASSIFIED REPORT – Judi Firth**

NO REPORT.

**E. STUDENTS' REPORT – Eeman Khorramian**

SEE HANDOUT

Dodge ball donations will go to a sports charity. Leadership is working with 50<sup>th</sup> Anniversary Committee for 70s decade. Mix-it-up week includes student groups BSU, LSU, GSA, Thespians. The week includes activities and assemblies to get students to move out of comfort zones and MIX. Casino Night is planned for March 16th. March is a busy month with these activities and with the Drama's senior directed show, The Laramie Project.

- F. FACULTY REPORT** – Marike Anderson-Dam, Wendy Hagan, Chris Lee  
NO REPORT.
- G. BUDGET AND FINANCE COMMITTEE REPORT** – Cheryl Onoye  
Approved budget calendar. March 1 the budget committee will be deciding on a plan to replace textbooks. Technology is in focus as a budget need. March 12 is deadline for budget goals from administration. Booster club has been enlisted to fund match for technology donations. The budget process is starting in the next two weeks. Budgets will be planned as though we have one million dollar revenue cut. Reduction in Force was discussed. There used to be midyear adjustments (seventeen years ago). The board will not have access to budget planning
- H. POLICY COMMITTEE REPORT** – Julia O’Grady  
SEE HANDOUT
- I. EDUCATIONAL PROGRAMS COMMITTEE REPORT** – Caroline Kelly  
NO REPORT.
- J. COMMUNICATIONS COMMITTEE REPORT** – Michael Friedman  
NO REPORT.
- K. OPERATIONS, FACILITIES & TECHNOLOGY COMMITTEE REPORT** –  
Andrea King & Carolin Herrmann  
SEE HANDOUT  
Engaged in a technology plan. Long-term technology needs are being assessed.
- L. PARENT LIAISON REPORT** – Julia O’Grady  
SEE HANDOUT

**VI. ACTION ITEMS**

- A. TASK THE EXECUTIVE DIRECTOR AND PRINCIPAL, WITH THE ASSISTANCE OF THE ADMINISTRATIVE TEAM, TO COMPARE PCHS CURRENT GRADUATION REQUIREMENTS TO STATE A-G REQUIREMENTS**  
Wendy Hagan: In 2005, LAUSD School Board passed a board resolution to align high school graduation requirements to A-G requirements. Dr. Magee mentioned that LAUSD has phased this requirement  
*Motion: Jason Cutler*  
*Seconded the motion: Wendy Hagan*  
**BOARD ACTION: MOTION PASSED**  
**Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Mark Epstein, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)**  
**No – 0**  
**Abstain – 0**
- B. APPROVAL OF PCHS EXECUTIVE DIRECTOR EVALUATION TOOL**  
Tabled until the next meeting in March.
- C. APPROVAL OF MOJAVE GEOLOGY TOUR FIELD TRIP**  
*Motion: Jason Cutler*  
*Seconded the motion: Allison Holdorf-Polhill*  
**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Mark Epstein, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)**

**No – 0**

**Abstain – 0**

**D. APPROVAL TO AUTHORIZE EXECUTIVE DIRECTOR TO 2012 CONSOLIDATED APPLICATION**

Tabled until the CDE makes application available.

**VII. CONSENT AGENDA:** No items.

**VIII. DISCUSSION ITEMS:**

**A. INDIVIDUAL TRUSTEE REPORT**

1. Allison – Saw Drumline perform at Paul Revere
2. Chris – Attended Mock trial went to state finals in March
3. Jason – Chaperoned the winter formal.
4. Judi – Chaperoned the winter formal.
5. Lisa – absent
6. Marike – absent
7. Mark – Participated in the ExDir/Principal adhoc committee
8. Matthew – School information System committee meeting
9. Monica – GSA assembly panel moderator
10. Stephanie – Parr
11. Wendy – Submitted a new Honors Environmental Science Report
12. Eeman – Attended girl’s soccer team
13. Pamela – Working on PALI SEALS mentor program
14. Greg – Chamber of Commerce participation wine event April 21 for Pali scholarship

**B. BOARD ADHOC COMMITTEE UPDATES**

Ad Hoc Charter Renewal Committee will need to meet.

Ad Hoc Evaluation Tool will need to present tool to Board

Ad Hoc Elections Committee needs to meet for voting in May.

**IX. OUTSTANDING BUSINESS:** No items.

**X. NEW BUSINESS**

*Board chair to announce items for closed session.*

Jason Cutler: Date for Special Board Meeting on Budget

**XI. CLOSED SESSION:**

A. CONFERENCE WITH LEGAL COUNSEL-Anticipated Litigation

B. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATORS:

Dr. Pamela Magee, Executive Director and Principal, James Young, Middleton Young & Minney

Employee Organization: UTLA

C. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATORS:

Dr. Pamela Magee, Executive Director and Principal, James Young, Middleton  
Young & Minney  
Employee organization: PESPU

**OPEN SESSION : 8:51 PM**

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

**XII. ADJOURNMENT – (8:52 PM)**

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