



A CALIFORNIA DISTINGUISHED SCHOOL

**REGULAR MEETING MINUTES
BOARD OF TRUSTEES
Tuesday, January 18, 2011
5:00 PM - Library**

I. PRELIMINARY 5:07 PM

- A. Call to order
- B. Roll call

Board Members Present

James Paleno
Susan Frank
Jason Cutler
Naomi Norwood
Stephanie Inyama

Allison Holdorff Polhill
Wendy Hagan
Chris Lee
Monica Iannessa
Lisa Kaas Boyle (5:15 PM)

Board Members Absent

Eleanor Rozell

Non-Voting Board Member Present:
Shahin Mohammadi- Student

Officers/Senior Staff Present:

Michael A. Smith Marcia Haskin Greg Wood

II. APPROVAL OF MINUTES

December 14, 2010 Board Meeting Minutes

Allison Holdorff Polhill moved to approve the December 14, 2010 Board Meeting Minutes with corrections. Naomi Norwood seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa)

No – 0

Abstain – 0

January 11, 2011 Special Board Meeting

Chris Lee moved to approve the January 11, 2011 Board Meeting Minutes with corrections. Wendy Hagan seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Lisa Kaas Boyle, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa)

No – 0

Abstain – 1 (Naomi Norwood)

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.

Giovanni Douresseau, student, spoke about scholarship opportunities.

Aaronn Castro, teacher, discussed claims violations of a collective bargaining agreement, and that the HR manual was not completed on time, and is incomplete.

Victoria Francis, community member, discussed what she felt was inappropriate behavior during the recent Board elections.

Julia O’Grady, classified employee, expressed her opinion that 4 years of principal experience should be required of the new leader, and hoped that the Board would retain a long term proven academic leader for PCHS.

IV. ORGANIZATIONAL REPORTS:

- A. Executive Director’s report- Michael A. Smith (see meeting materials)
When asked about the letter to parents regarding payments to Global Transportation for a number of months of the fall semester, Michael Smith said that a 3rd party has fronted the first 3 months of payments to Global Transportation, of which there will be reimbursement by parents. Mr. Smith said that PCHS has not made any payments to Global Transportation for the students not grandfathered by the Board.
- B. Principal’s report- Marcia Haskin (see meeting materials)
Marcia Haskin answered questions regarding the math department, and said that teachers that need improvement have been identified. Ms. Haskin noted that the fail rate in math had declined at the 15 week report card. She also announced a new intensive math tutoring program for 10th grade students who score low prior to the CAHSEE test.
- C. Chief Business Officer’s report- Greg Wood (see meeting materials)
Greg Wood discussed that the study hall program initiated in the fall due to the absence of the 2:00 PM buses, is costing \$50,000 a semester. If the Memorandum of Understanding (MOU) with LAUSD is approved by the Board, the \$50,000

spring semester cost of study hall will be replaced by the \$27,500 cost to re-institute the 2:00 PM buses.

- D. Human Resources report- Jennifer Eustice (see meeting materials)
There were no questions for Jennifer Eustice.
- E. Classified report- Eleanor Rozell
There was no report.
- F. Students' report- Shahin Mohamadi
There were some announcements of upcoming student events.
- G. Faculty report- James Paleno, Wendy Hagan, Chris Lee
There was no report.
- H. Budget and Finance Committee report- Rob King
Greg Wood reported that the Budget & Finance Committee finalized their recommendations to the Board regarding the Executive Limitations- Financial and that these recommendations would be incorporated into the Draft Governance Policies.
- I. Policy Committee report- Julia O'Grady
Julia O'Grady discussed a new policy, passed on 1-12-2011 that states there will be no unauthorized selling on campus by students. Prior administrative approval is required.
- J. Educational Programs Committee report- Simon Santana
There was no report.
- K. Communications Committee report- Monica Iannessa
Monica Iannessa told the Board that the editing of the social networking guidelines for employees has been completed. The networking guidelines were completed and moved to the Policy Committee.
- L. Operations, Facilities and Technology Committee report- Maisha-Cole Perri
There was no report.
- M. Parent report- Julia O'Grady (see meeting materials)
There was no report.

V. PRESENTATION ITEMS

- A. Presentation of 2009-2010 Audited Financial Results- Wilkinson, Hadley & King, PCHS Independent Auditor- P. Robert Wilkinson (see meeting materials)
Mr. Wilkinson discussed the results of the 2009-2010 financial audit and noted that PCHS received an unqualified opinion. He also said that there was a clean opinion of Federal and State compliance. There was 1 Federal finding dealing

with documentation of salaries. He said that changes in procedures have been made and he does not expect it to be an issue going forward. Mr. Wilkinson said his firm reviewed the internal controls and they found no problems. When asked by a Board member, Mr. Wilkinson said that if an internal controls audit is desired, one could be performed, resulting in a management letter. Mr. Wilkinson also confirmed that his firm did review the school's internal accounting controls related to cash management, notwithstanding the report's apparent indication to the contrary, and that those controls were found to be sufficient. He also stated that the fiscal year end reserve level looked sufficient, and recommended that we maintain a strong balance sheet due to cash flow uncertainties in the current environment.

B. LAUSD Calendar Change- Michael Smith (see meeting materials)

Michael Smith provided some information regarding decisions made by the LAUSD School Board regarding the 2011-2012 school calendar. Mr. Smith said that the LAUSD School Board voted 6-1 in favor of starting August 15th and ending on June 1st. The advantages are the fall semester ends before winter break; students are better prepared for the California High School Exit Exam (CAHSEE) and AP exams. LAUSD UTLA seems to favor the earlier start, but has not made a decision.

Mr. Smith said that he would be meeting soon with the complex schools and that this topic would be discussed.

VI. ACTION ITEMS

A. Discussion and Approval of Draft Document Retention and Destruction Policy- Michael Smith

Susan Frank moved to accept the Executive Director's recommendation to approve the Document Retention and Destruction Policy. Allison Holdorff Polhill seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 10 (Allison Holdorff Polhill, Lisa Kaas Boyle, Naomi Norwood, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa)

No – 0

Abstain – 0

B. Board Action Item to Delegate Authority to Executive Director to Sign the 2010-2011 Consolidated Application Part II due January 31, 2011- Greg Wood

Lisa Kaas Boyle moved that we delegate authority to the Executive Director to sign the 2010-2011 Consolidated Application Part II. Monica Iannessa seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 10 (Allison Holdorff Polhill, Lisa Kaas Boyle, Naomi Norwood, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa)

No – 0

Abstain – 0

- C. Discussion and Approval of Amendment No. 2 to The Memorandum of Understanding (MOU) with LAUSD Regarding Traveling Student Transportation- Michael Smith (see meeting materials)

Michael Smith explained the proposed Amendment No. 2 of the LAUSD Transportation MOU. He said that PCHS would go back to 2:00 PM and 3:00 PM dismissal buses. Study hall for traveling students would be ended. The cost of adding the 2:00 PM dismissal buses is \$27,500 for the spring semester. Mr. Smith said that continuing with a 2:00 PM dismissal for the remaining 2 years of the busing program should not be significantly different than the \$27,500 cost per semester being presented, assuming the continued transportation relationship with LAUSD.

Susan Frank moved to accept the Executive Director's recommendation to approve Amendment No. 2 to the Memorandum of Understanding (MOU) by and between the Los Angeles Unified School District (LAUSD) and PCHS regarding the integration and traveling program. Wendy Hagan seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 10 (Allison Holdorff Polhill, Lisa Kaas Boyle, Naomi Norwood, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa)

No – 0

Abstain – 0

- D. Board Discussion and Approval of Non-Budgeted Request for \$34,600 Spring Semester Tutoring Program Called Club Dolphin- Richard Thomas (see meeting materials)

Richard Thomas presented to the Board a new tutoring program, called Club Dolphin, for students with failing grades. This program includes peer mentoring. For the spring semester, they expect to have approximately 200 students in the program, 25 per class. Teachers have already expressed their interest in teaching this 7th period class, and will be assigned students with an academic need in their field of study.

Mr. Thomas said that this program has been approved by both the Educational Programs, and Budget and Finance Committees. He hopes this pilot is successful in meeting its program goals, and that it is expanded next year to encompass 350-400 students.

Lisa Kaas Boyle moved to adopt the recommendation to spend \$34,600 for the spring semester tutoring program called Club Dolphin. Naomi Norwood seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 10 (Allison Holdorff Polhill, Lisa Kaas Boyle, Naomi Norwood, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa)

No – 0

Abstain – 0

E. Discussion and/or Action Regarding Leader Search:

- Title
- Job Description
- UCLA-SMP
- Search Firm

James Paleno, Board Chair, asked any Board member interested in the position to recuse themselves. Monica Iannessa recused herself at that point.

Susan Frank moved to terminate our contract with UCLA SMP. The motion died for lack of a second.

VII. DISCUSSION ITEMS

A. Questions regarding the First Interim Financial Report- Greg Wood

Greg Wood answered a Board member's question as to the potential impact on our special education budget due to changes in the LAUSD SELPA costs, and the ability of Charter Schools to enter new SELPA's, by saying that he did not expect these changes to significantly reduce special education costs.

B. Discussion of Additional Board Training

Nothing specific was discussed.

C. Additions/Deletions/Changes to Board Calendar

Special Board Meeting to consider the Governance Policies- the dates of either February 1st or February 8th were discussed.

VIII. OUTSTANDING BUSINESS

IX. NEW BUSINESS

There was no discussion of new business.

Board chair to announce items for closed session.

Open session ended at 8:30 PM

X. CLOSED SESSION 8:30 PM

A. Conference With Information From Labor Negotiator: Michael A. Smith, Interim Executive Director

Employee organization: PESPU, UTLA

B. Conference with legal counsel – Existing Litigation
(Subdivision (a) of Section 54956.9):
California Commercial Pools, Inc. v. Sarlan Builders, Inc., Palisades Charter
High School,
Case Number BC 451626

C. CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION:
Significant exposure to litigation pursuant to Government Code
Section 54956.9: one case

Closed session ended at 9:55 PM

OPEN SESSION 9:55 PM

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

There was nothing to report out from closed session.

XI. ADJOURNMENT 9:55 PM

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