



A CALIFORNIA DISTINGUISHED SCHOOL

**REGULAR MEETING MINUTES
BOARD OF TRUSTEES
Tuesday, March 15, 2011
5:00 PM - Library**

I. PRELIMINARY

- A. Call to order 5:05 PM
- B. Roll call

Board Members Present

James Paleno
Susan Frank
Jason Cutler
Naomi Norwood
Stephanie Inyama

Allison Holdorff Polhill
Eleanor Rozell
Chris Lee
Monica Iannessa

Board Members Absent

Lisa Kaas Boyle
Wendy Hagan

Non-Voting Board Member Present:

Shahin Mohammadi- Student

Officers/Senior Staff Present:

Michael A. Smith Marcia Haskin Greg Wood

II. APPROVAL OF MINUTES

- A. February 15, 2011 Regular Board Meeting

Allison Holdorff Polhill moved to approve the February 15, 2011 Board Meeting Minutes as amended. Naomi Norwood seconded the motion.

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 0

- B. March 1, 2011 Special Board Meeting

Allison Holdorff Polhill moved to approve the March 1, 2011 Board Meeting Minutes as written. Stephanie Inyama seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 7 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, Susan Frank, Monica Iannessa, Eleanor Rozell)

No – 0

Abstain – 2 (Chris Lee, James Paleno)

C. March 2, 2011 Special Board Meeting

*Jason Cutler moved to approve the March 2, 2011 Board Meeting Minutes as written.
Chris Lee seconded the motion.*

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 0

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.

Steve Klima, faculty member and UTLA representative, discussed how the union negotiated in good faith last year under a framework that all salaries would be frozen, which was the reality for all employees except administrators and managers, who saw a significant reduction in their work year without a commensurate decrease in salary. He also pointed out the salary comparison table distributed compared multi-site district administrative positions to PCHS, which is a single site school.

Sharon King, faculty member, recommended that each Board Committee Bylaws include the PCHS mission statement.

Cheryl Onoye and Minh Ha Ngo, Math Department Co-Chairs, addressed recent negative comments made regarding the Math Department. Ms. Onoye discussed that CST math test scores have improved over the last 7 years, and that PCHS' math test scores are higher than similar schools. Ms. Onoye said that they recognize that there is room for improvement, and that they are open to suggestions. She did want to point out that the proper order for parents and students with concerns is first with the teacher, and then the Department Chairs.

IV. ORGANIZATIONAL REPORTS:

A. Executive Director's report- Michael A. Smith (see meeting materials)

Michael Smith was asked about the whistleblower hotline service mentioned in the Executive Director's report. Mr. Smith said that Jennifer Eustice had done some research and that the cost was approximately \$6,000 a year. Susan Frank commented that she had researched and found some companies whose costs were significantly lower. Susan will forward her information to Jennifer Eustice and Michael Smith.

Michael Smith was asked if an Academic Program Survey was a requirement for schools designated as Program Improvement Year 1. Mr. Smith said that he had a call into Tom Nichols at LAUSD.

- B. Principal's report- Marcia Haskin (see meeting materials)
Marcia Haskin updated the Board on the progress of an on-line learning program, saying that the school will initiate a credit recover program for students starting this summer.
- C. Chief Business Officer's report- Greg Wood (see meeting materials)
Greg Wood told the Board that the Second Interim report was filed today. Responding to a Board Member's question regarding a financial update in the meeting materials, said that the Civic Center Permit Account profitability has been revised downward by \$250,000 due to the late opening date of the pool. For the same reason, interest and principal on the loans was reduced. For the 2010-2011 fiscal year, the Civic Center Permit Account is now projected to have \$95,000 deficit. A deferred maintenance account has not been set up for the track and the pool, it is being accounted for on a pay as you go basis.
Greg Wood reiterated his projection that the cafeteria deficit for the full year would be \$79,000.
- D. Human Resources report- Jennifer Eustice (see meeting materials)
There were no questions regarding the Human Resources report.
- E. Classified report- Eleanor Rozell
Eleanor Rozell reported that a CTA representative meeting recently took place. She said that Local 99 is in the process of being represented by CTA and will join PESPU. Ms. Rozell conveyed some comments from the meeting which included thoughts that the classified staff feel a lack of respect and that they are not always included in relevant communication.
- F. Students' report- Shahin Mohammadi (see meeting materials)
Shahin Mohammadi spoke about the success of a Leadership Conference hosted by PCHS for other schools, and detailed a number of upcoming student events.
- G. Faculty report- James Paleno, Wendy Hagan, Chris Lee
James Paleno discussed how the lack of functioning copy machines, as is occurring at the moment, is paralyzing to the school.
- H. Budget and Finance Committee report- Rob King
Greg Wood reported that the Budget & Finance Committee approved the copier request that is on the Board Agenda. He also said the Committee had some questions regarding the Retiree Healthcare Benefit Trust assignment which was tasked to them by the Board. Board members clarified the request.
- I. Policy Committee report- Julia O'Grady (see meeting materials)
There were no questions regarding the Policy Committee report.
- J. Educational Programs Committee report- Simon Santana

The budget process was discussed at the Education Programs Committee and then forwarded to the Budget & Finance Committee. The Educational Programs Committee voted in favor of requesting and reviewing a report from the English Language Learners program.

- K. Communications Committee report- Monica Iannessa (see meeting materials)
Monica Iannessa briefly discussed the committee's work on social networking policies.
- L. Operations, Facilities and Technology Committee report- Michael Smith
Michael Smith said that he would be acting as Committee Chair until a new one was selected. He said that the Committee approved the revision for the tech plan that was submitted to LA County.
- M. Parent report- Julia O'Grady (see meeting materials)
Julia O'Grady noted that \$100,000 was raised at the Booster Club's Silent Auction.

V. PRESENTATION ITEMS

- A. Public Hearing: The UTLA-PCHS Initial Proposal for Bargaining a Collective Bargaining Agreement with PCHS- Michael Smith

Michael Smith presented UTLA's initial bargaining proposal to the Board and said that negotiations would begin this week. PCHS' initial bargaining proposal to UTLA was also distributed.

(Proposal was not included in meeting materials, request from the Executive Director)

- B. Recommendation of Upper Management Organizational Structure to Support the Principal & CAO- Michael Smith and Marcia Haskin (see meeting materials)

Michael Smith and Marcia Haskin presented to the Board their recommendation for the upper management organizational structure. In terms of PCHS' governing structure, they recommended that the Principal and Chief Academic Officer (Principal) also serve as the Board Chair and non-voting Board Member.

On the academic side, Mr. Smith and Ms. Haskin recommended that the Principal be more involved with curriculum and instruction than is currently the case. They felt that more frequent meetings between the Principal and Department Chairs and PLC leaders would be beneficial. They recommended the title of Director of Instruction be changed to AP/Director of Educational Support Services. The remaining Assistant Principal/Director responsibilities would remain the same, including their oversight of academic departments.

On the business side, Mr. Smith and Ms. Haskin recommended adding a Chief Operating Officer position. Both the Chief Operating Officer, and Chief Business Officer, would report directly to the Principal. A full time transportation assistant, part-time HR specialist, and part-time permit coordinator were diagrammed on the organizational chart.

There were questions regarding the recommended governance changes, as well as part-time versus full time for some positions.

C. Administrative/Manager Compensation Comparisons- Jennifer Eustice (see meeting materials)

Jennifer Eustice discussed the current Administrative/Manager compensation schedule versus other districts and Granada Hills Charter High School. She also disclosed the make-up of the most highly paid employees on campus. Ms. Eustice was asked for the average years of experience in the position of faculty members versus Assistant Principals/Directors and Ms. Eustice said that she would get that information to the Board.

Members of the previous Board disclosed the lack of clarity in the information that was presented to the Board at the May 2010 Board Meeting regarding Administrator/Manager compensation tables and employment contracts.

VI. ACTION ITEMS

A. Approval of Administrative/Manager Compensation Schedule

Susan Frank moved to defer the Administrative/Manager compensation schedule until contracts and evaluations are considered. Jason Cutler seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 8 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, Susan Frank, Eleanor Rozell, Chris Lee, James Paleno)

No – 0

Abstain – 0

Recuse – 1 (Monica Iannessa)

B. Discussion and Possible Action on Upper Management Organizational Structure to Support the Principal & CAO

Jason Cutler moved to table the agenda item. Susan Frank seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 8 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, Susan Frank, Eleanor Rozell, Chris Lee, James Paleno)

No – 0

Abstain – 0

Recuse – 1 (Monica Iannessa)

C. Discussion and/or Action Regarding Principal & CAO Search

The Board discussed and decided that a meeting for stakeholders with the Cosca Group should occur after their meeting with UCLA SMP on March 22nd. A tentative date of March 23rd was decided, with a meeting at 3:15 PM for faculty and staff, and another at approximately 6:00 PM for parents, though all stakeholders are welcome at either meeting. The Palisadian Post will be notified. Allison Holdorff Polhill and James Paleno informed the Board that they were in possession of a signed contract with the Cosca Group.

D. Renewal of Rick Steil, photography teacher, Eminence Teaching credential

Chris Lee moved to approve the renewal of Rick Steil's Eminence table the Teaching credential. James Paleno seconded the motion.

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 0

- E. Approval of the Updated Policy Committee Bylaws- Julia O'Grady
Naomi Norwood, Chair of the Ad-Hoc Board committee reviewing the Charter and Bylaws, asked that updated Committee Bylaws not be approved until the committee had completed its work.

Naomi Norwood moved to table the agenda item. Susan Frank seconded the motion.

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 0

- F. Budget & Finance Committee Replacement of Faculty Member Rick Steil for Susan Curren

Chris Lee moved to replace Rick Steil for Susan Curren on the Budget & Finance Committee. Allison Holdorff Polhill seconded the motion.

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 0

- G. Operations, Facilities & Technology Committee Addition of Two Faculty and Two Parent/Community Members: Jeanne Saiza and Mary Cappelli, Faculty: David Schneiderman and Rick Mills, Parent/Community

Chris Lee moved to add Jeanne Saiza and Mary Cappelli as faculty members to the Operations Committee, allowing for the approval of David Schneiderman and Rick Mills as parent and community representatives. Jason Cutler seconded the motion.

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 0

- H. Operations, Facilities & Technology Committee Replacement of Classified Representative Dave Keese With Ren Lara
Monica Iannessa moved that we replace Dave Keese with Ren Lara on the Operations Committee. Allison Holdorff Polhill seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, Susan Frank, Eleanor Rozell, Chris Lee, James Paleno, Monica Iannessa)
No – 0
Abstain – 0

- I. Approval of Wilkinson, Hadley & King as Auditor for the 2010-2011 School Year
There was a discussion and agreement regarding conducting an internal controls audit. Greg Wood will supply the Board with estimates for this service in addition to our regular audit.

Susan Frank moved that the Board contract with Wilkinson, Hadley & King as PCHS' auditor for the 2010-2011 school year for the audit and tax return preparation services for a cost not to exceed \$16,000 and that the audit include all areas under the school's authority. Jason Cutler seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, Susan Frank, Eleanor Rozell, Chris Lee, James Paleno, Monica Iannessa)
No – 0
Abstain – 0

- J. Task Budget & Finance Committee to Present to the Board Multiple Budget Scenarios, Including Best Case and Worst Case, for the 2011-2012 School Year
Jason Cutler moved that the Board task the Budget & Finance Committee with presenting to the Board in early June a balanced budget for the 2011-2012 school year, using a worst case scenario, and to look at ways to minimize impact in the classroom and to provide incremental priorities identified should additional funding or resources become available. Susan Frank seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, Susan Frank, Eleanor Rozell, Chris Lee, James Paleno, Monica Iannessa)
No – 0
Abstain – 0

- K. Approval of Lease and Service Maintenance Contract for Copiers (see meeting materials)

Naomi Norwood moved that the proposed copier contract be approved and that the Executive Director be authorized to sign the contract. James Paleno seconded the motion.

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 0

L. Approval of Application for Bingo License (see meeting materials)

Erik Hinders spoke about the possibility of hosting Bingo as a fundraising event for the 60 families of students who opted to fundraise for some, or all, of their student transportation costs through Global Transportation Services. The plan would be for 3 Bingo nights a month, every month, between the hours of 6:00 PM and 10:00 PM. Michael Smith said that Santa Monica High School had a very successful program for a number of years.

In response to a question, the Board was told that smoking was never allowed on campus.

Chris Lee moved that the Board approve the application for a Bingo license. Monica Iannessa seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 8 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, Eleanor Rozell, Chris Lee, James Paleno, Monica Iannessa)

No – 0

Abstain – 1 (Susan Frank)

VII. DISCUSSION ITEMS

- A. Accounting of monies owed to General Fund from Civic Center Permit Fees- Greg Wood
- Operating expenses
 - Interest and loan repayment

This agenda item was tabled.

- B. Change Date of Special Budget Board Meeting

This agenda item was tabled.

- C. Feedback From CCSA Regarding Board Training Opportunities and the Setting of Training Dates

This agenda item was tabled.

VIII. OUTSTANDING BUSINESS

IX. NEW BUSINESS

Board chair to announce items for closed session.

X. CLOSED SESSION 9:30 PM start time

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

B. Public Employment: Discipline/Dismissal/Release

C. 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

OPEN SESSION 11:50 PM

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

There was no reporting out from closed session.

XI. ADJOURNMENT 11:50 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)