



A CALIFORNIA DISTINGUISHED SCHOOL  
**REGULAR MEETING MINUTES**  
**BOARD OF TRUSTEES**  
**Tuesday, September 20, 2011**  
**5:00 PM, Mercer Hall**

**I. PRELIMINARY**

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

Board Members Present

James Paleno  
Stephanie Inyama  
Jason Cutler  
Naomi Norwood  
Allison Holdorff Polhill

Susan Frank  
Eleanor Rozell  
Chris Lee  
Monica Iannessa

Lisa Kaas Boyle (5:18 PM)

Board Members Absent

Wendy Hagan

Non-Voting Board Member Present:

Eeman Khorramian – Student

Officers/Senior Staff Present:

Dr. Pamela Magee, Greg Wood

**II. APPROVAL OF MINUTES**

- A. August 16, 2011 Regular Board Meeting Minutes  
*Monica Iannessa moved to approve the 8-16-2011 Regular Board Meeting Minutes with corrections. Stephanie Inyama seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 8 (Naomi Norwood, Stephanie Inyama, James Paleno, Chris Lee, Eleanor Rozell, Susan Frank, Lisa Kaas Boyle, Monica Iannessa)**

**No – 0**

**Abstain – 2 (Jason Cutler, Allison Holdorff Polhill)**

- B. September 14, 2011 Special Board Meeting Minutes  
*Allison Holdorff Polhill moved to approve the 9-14-2011 Special Board Meeting Minutes as written. Lisa Kaas Boyle seconded the motion.*

**BOARD ACTION: MOTION PASSED**

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

**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. Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

Nancy Fracchiola, parent, thanked the school administration for her daughter's quick schedule change and voiced her support for the Ad-Hoc Charter Committee's recommendations.

### **IV. ORGANIZATIONAL REPORTS: (see meeting materials posted with agenda)**

#### **A. Principal's report- Dr. Pam Magee**

Dr. Magee thanked the parents who hosted the back to school lunch. She also announced an all day visit on September 27<sup>th</sup> by the LAUSD Charter School Division.

Dr. Magee highlighted for the Board a new intervention class for students with multiple D's and F's.

760 students, in grades 9-12, are riding the Tumbleweed buses. 312 of these students are 9<sup>th</sup> and 10<sup>th</sup> graders and are paying \$100 a month. Dr. Magee also mentioned that the new traffic flow plan has decreased congestion during drop off and pick up.

Employees will receive information regarding My Safe School, the school's independent 3<sup>rd</sup> party whistleblower confidential hotline and internet reporting service, which will be active starting later this week.

#### **B. Chief Business Officer's report- Greg Wood**

Greg Wood discussed the 2010-2011 unaudited actual and said that at the October Board meeting a more detailed line item examination will occur. He told the Board that TIIG funding remains unresolved and that he and Dr. Magee would be meeting with LAUSD shortly. Consulting expense increased \$180,000 over August projections, with much of the increase coming from LAUSD Special Education. The LAUSD facilities use fee for 2010-2011 came in at 1% of revenue, \$500,000 lower than projected in the budget. Charter Schools are in discussion with LAUSD regarding the facilities use fee rate.

Greg Wood and Dr. Magee are reviewing the maintenance and operations areas. Mr. Wood said that he is reviewing the 2011-2012 budget looking for areas deviating from the Board approved budget. He also explained that the school's cash flow projections show that it might be necessary during the 2011-2012 school year to use cash from the Board designated Retiree Healthcare Fund, or take out an emergency cash deferral loan, to fund the operations of the school.

Mr. Wood announced that Rose Gilbert increased by \$150,000 (to \$400,000) the scholarship funds that she sponsors. The ten \$20,000 a year scholarships will now have a 20 year life, up from 10 years.

#### **C. Classified report- Eleanor Rozell**

There was no report.

- D. Students' report- Eeman Khorramian  
Eeman Khorramian discussed student activities for the upcoming weeks and noted Open House is on October 6<sup>th</sup>.
- E. Faculty report- James Paleno, Wendy Hagan, Chris Lee  
There was no report.
- F. Budget and Finance Committee report- Rob King  
Greg Wood said that the Budget & Finance Committee would be reviewing the line item unaudited actual at their next meeting and will consider if mid-year cuts to the budget are necessary.
- G. Policy Committee report- Julia O'Grady  
Julia O'Grady announced that Sharon King will be replacing Lisa Saxon as a faculty committee member and that they are still short 1 teacher. She said that the committee has a goal of identifying and posting all school policies.
- H. Educational Programs Committee report- S. Santana & C. Kelly  
Simon Santana said that there was no meeting in September. He discussed how last spring the committee was scheduled to evaluate 4 programs, but only 1 (AVID) was scored. He said that the committee has identified 6 goals.
- I. Communications Committee report- M. Friedman & J. O'Grady  
Julia O'Grady announced that Richard Maxwell will be replacing Jeanne Saiza as a faculty member on the committee. She said that the committee discussed a sub-committee focused on website improvements, and that their goal is to enhance communication between the Board and the school community, within the school community, etc.
- J. Operations, Facilities & Technology Committee report- A. King & C. Herrmann  
Caroline Herrmann said that the committee discussed the parking and traffic flow. Russ Howard has now become the administrator on the committee. She also explained that the new copiers are not yet fully operational.
- K. Parent Liaison report- Julia O'Grady  
Julia O'Grady discussed the Booster Club's Pot Luck on September 27<sup>th</sup>. Their annual giving campaign has raised \$28,900 to date.  
The first Parent Advisory Council (PAC) meeting of the year is on September 22<sup>nd</sup> and features the administration and Board Chair.  
The PTSA will host their first meeting of the school year on September 22<sup>nd</sup> in the morning.

## V. PRESENTATION ITEMS

- A. College Center Report  
Helene Kunkel highlighted some information from the materials she distributed to Board members, including the fact that 50%-52% of Pali seniors attend a 4 year college. She pointed out that this percentage has remained very consistent throughout the years. AP scores were also discussed. She discussed the recent efforts of the

College Center and Counseling Office to do a “quick fix” of the PCHS “a-g” list and that a more thorough update will occur next year.

Ms. Kunkel announced some upcoming activities including the College Fair on October 18, 2011. For the 2011-2012 school year 100 individual colleges will be visiting PCHS.

B. Academic Performance- Dr. Pam Magee

Dr. Magee discussed the 2011-2012 API score of 828, an increase of 10 points. Areas of major improvement were African American students +22 points, Special Education students + 18 points, and socio-economically disadvantaged students +10%.

Areas of weakness were English Language Learners – 21 points, and White students – 7 points.

Dr. Magee said that PCHS met AYP goals for the 2010-2011 school year. The school remains in Program Improvement Year 1 status this year, but will exit if targets are met in the 2011-2012 school year.

Mary Bush is working on a new tiered intervention program which involves approximately 40 students at this point. They will be building relationships and differentiated instruction for these students. Mr. Buckman has been providing consulting on this program.

C. Sodexo Foodservice

Greg Wood discussed the new cafeteria staffing arrangement between PCHS and Sodexo. He said that there will be more points of sale this year, and Sodexo has had meetings with student groups regarding food preference and quality. The school is strongly encouraging all qualified students to apply for the free and reduced lunch program, which increases funding to the school in a number of programs. For the 2010-2011 school year 33% of students were enrolled in the program. There will be a mid-year review in December or January of Sodexo and cafeteria results versus expectations.

The Sodexo contract expires at the end of the school year. PCHS will go through a full RFP process and consider alternatives.

Mr. Wood confirmed his projection for Food Service profitability in 2011-2012 of approximately \$32,000.

D. Charter Ad-Hoc Board Committee Presentation

Monica Iannessa gave a brief history of the reasons for the creation of this committee. Naomi Norwood focused on the 4 recommendations at the end of the committee’s report, and the rationale for these recommendations. She said that tonight’s goal for the committee is to introduce discussion, answer questions and to get Board feedback.

The 4 main recommendations of the Charter Ad-Hoc Board Committee are-

1. Change five current committees (Budget and Finance, Communications, Educational Programs, Operations, Facilities, and Technology, and Policy)

from standing Board Committees to traditional school administrative committees

2. Remove the Board from any role in selecting, hiring, evaluating, or replacing any administrator other than the top leader, who reports to the Board
3. Change Dr. Magee's title to "Executive Director & Principal"
4. Revise preference order in school's Attendance Policy and make corresponding revision to Charter, to restore level three priority for employees' children and level four priority for students who have matriculated through the Palisades Charter Complex.

It is not clear if some of these changes constitute a material change to the Charter.

## VI. ACTION ITEMS

### A. Approval of School Safety Report

*Allison Holdorff Polhill moved to approve the School Emergency Operations Plan Resolution pending update of personnel and the Recovery Phase and Infectious Disease sections. Naomi Norwood seconded the motion.*

#### **BOARD ACTION: MOTION PASSED**

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

**No – 0**

**Abstain – 0**

### B. Creation of Permanent Board Financial Audit Committee

After discussion the Board decided to table the agenda item until further discussion of Board committees.

### C. Creation of Ad-Hoc Election Committee

Traditionally the Ad-Hoc Election Committee consists of 5 faculty members, 1 Board member, 1 administrator, 1 classified employee, 1 student and 1 parent.

*Lisa Kaas Boyle moved to establish an Ad-Hoc Election Committee to proceed as they have historically with Monica Iannessa and Chris Lee as committee co-chairs and to give them authority over the other committee members for the 2011-2012 election. Stephanie Inyama seconded the motion.*

#### **BOARD ACTION: MOTION PASSED**

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

**No – 0**

**Abstain – 0**

### D. Approval of PCHS-YMCA Center for Social Responsibility (community service) Agreement

Dr. Magee discussed the PCHS-YMCA agreement which she distributed. For \$10,000 a semester the YMCA will coordinate the PCHS community service program.

*Lisa Kaas Boyle moved to approve the PCHS-YMCA Center for Social Responsibility Partnership Agreement. Monica Iannessa seconded the motion.*

**BOARD ACTION: MOTION PASSED**

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

**No – 0**

**Abstain – 0**

**VII. DISCUSSION ITEMS**

A. Discussion of Charter Ad-Hoc Board Committee Recommendations

There was a discussion of the recommendations presented by the Ad-Hoc Committee, especially regarding converting Board Committee to School Committees and removing the Board from all hiring, firing and evaluations of employees excluding the leader.

The Board asked Dr. Magee to arrange for stakeholder meetings in order to solicit input regarding the recommendations of the Charter Ad-Hoc Board Committee.

B. 2010-2011 Unaudited Actuals

This was covered earlier in the CBO report.

C. Student Transportation Update

There was no discussion on this agenda item.

D. Discussion of Board Calendar

Susan Frank discussed the draft Board Calendar which was included in the meeting materials. She asked Board members and the administration to review and make any additions/deletions/changes so that it could be finalized at the October Board Meeting.

E. Board Retreat

There was a brief discussion of Saturday's Board retreat.

F. WASC Update

This agenda item was tabled until October.

G. Policy Regarding Civility

This agenda item was tabled until October.

**VIII. OUTSTANDING BUSINESS**

A. 2010-2011 Transportation Accounting

Greg Wood discussed financials for the 2010-2011 and 2011-2012 school years transportation program. The 2010-2011 actual cost, at \$1,152,230, was significantly

above the approved budget of \$807,000. Late buses, which were not originally budgeted, came in at \$184,750 for the year. Transportation costs for the 2011-2012 school year are budgeted at \$900,460 with reimbursement of \$202,500 by 9<sup>th</sup> & 10<sup>th</sup> grade parents.

**IX. NEW BUSINESS**

There was no new business.

*Board chair to announce items for closed session.*

Open session ended at 9:30 PM

**X. CLOSED SESSION 9:40 PM**

A. Anticipated Litigation

B. Conference With Information From Labor Negotiator: Dr. Pamela Magee, Principal and Chief Administrative Officer; James Young, Middleton Young & Minney  
Employee organization: UTLA

C. Conference With Information From Labor Negotiator: Dr. Pamela Magee, Principal and Chief Administrative Officer; James Young, Middleton Young & Minney  
Employee organization: PESPU

**OPEN SESSION 9:45 PM**

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

*There was no report out from closed session.*

**XI. ADJOURNMENT 9:45 PM**

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