



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD OF TRUSTEES  
MINUTES**

**Tuesday, January 17, 2012  
5:00 PM, Library**

**I. PRELIMINARY:**

A. **CALL TO ORDER: Chris Lee – 5:02 PM**

B. **ROLL CALL:**

**Board Members Present:**

Allison Holdorff Polhill    Mark Epstein  
Chris Lee                      Matthew Wunder  
Jason Cutler – 5:13        Monica Iannessa  
Judi Firth                      Stephanie Inyama  
Lisa Kaas Boyle              Wendy Hagan  
Marike Anderson-Dam

**Board Members Absent:**

None

**Non-Voting Members Present:**

Helia Bidad – Student Rep

**Officers/Senior Staff Present:**

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

**II. APPROVAL OF THE MINUTES:**

A. **December 7, 2011 Special Board Meeting Minutes**

*Motion: Allison Holdorff Polhill moved to approve as amended.*

*Seconded the motion: Stephanie Inyama*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (Allison Holdorff Polhill, Chris Lee, Judi Firth, Lisa Kaas Boyle, Marike Anderson-Dam, Mark Epstein, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)**

**No – 0**

**Abstain – 1 (Matthew Wunder)**

B. **December 13, 2011 Regular Board Meeting Minutes**

*Motion: Stephanie Inyama moved to approve as amended.*

*Seconded the motion: Marike Anderson-Dam*

**BOARD ACTION: MOTION PASSED**

**Yes – 8 (Allison Holdorff Polhill, Chris Lee, Judi Firth, Marike Anderson-Dam, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)**

**No – 0**

**Abstain – 2 (Lisa Kaas Boyle & Mark Epstein)**

C. **December 16, 2011 Special Board Meeting Minutes**

*Motion: Wendy Hagan moved to approve as amended.*

*Seconded the motion: Allison Holdorff Polhill*

**BOARD ACTION: MOTION PASSED**

**Yes – 11 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Lisa Kaas Boyle, Marike Anderson-Dam, Mark Epstein, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)**

**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.

There were no public comments.

**IV. PRESENTATION ITEMS:**

**A. TIDELINE PRESENTATION – Lisa Saxon and Students**

Lisa Saxon presented the editors Darcy Clark, Amy Rosen, Alyssa Kincaid who discussed the status of The Tideline. They are implementing proper journalistic etiquette and acquiring new software that enables The Tideline to become state of the art as they shift from magazine to broad page formatting. They have established an in house historian that is working on the archiving, but is looking for a scanner to digitalize the material. The Tideline launched a new online website and is still working on aesthetic changes as they put together their 3<sup>rd</sup> issue. The computers are up and online this year receiving updates from QUARK and InDesign. As profits are made on issues it will go toward a new camera and obtaining new software compatible with newspaper staff guidelines and protocol as the Tideline transitions to all digital editions. Faculty member Lisa Saxon has made a great impact as the advisor for The Tideline.

**B. US HISTORY PLC PRESENTATION – Jeanne Saiza and Chris Lee**

Jeanne Saiza and Chris Lee started their presentation with the origins of the U.S. History PLC. The two of them started working collaboratively even before the inception of the PLC. They shared an example of student projects they designed together for students. They noticed a rise in test scores. 2008-09 they had a prep period to work together, which explained the jump in CST results / 2 midterms – 2 finals. John Rauschuber, masters manager, used assessments to look at test items and instruction, 3 research papers with a common rubric and teachers calibrate grading. Pacing Plan – email – comp book (reflection, notes, etc.), next step Instruction.

**C. SCHOOL GOAL PRESENTATION – PROFESSIONAL DEVELOPMENT – Dr. Magee**

Dr. Magee is keeping the Board abreast of each school goal set for this year. Carol Ferraud will be giving a workshop during the two full days Professional Development, speaking on direction of instruction, classroom objectives, walk through protocol, and strategies for each students. Teacher incentives have been donated by current Pali family.

**D. CALIFORNIA AND PCHS BUDGET UPDATE STUDENT TRANSPORTATION FINANCIALS TO BE INCLUDED – Greg Wood**

Greg Wood referred to his as he presented our current budget analysis and an update regarding transportation. He discussed the California triggers and the cut in ADA funding of \$35 to \$40,000, leaving PCHS in a shortfall. PCHS needs to make sure it has a contingency plan in

place. Additionally, P1 attendance report was adjusted and revenue went up, teacher 0, title 2 cut in half, “trending well”.

Tumbleweed’s net cost is \$705,000 and is under budget.

Transportation updates, we provide 872 students (9 to 12) with busing; 39 students are discounted, 315 students are on payment plan, and scholarships. \$350,000 worth of revenue and \$300,000 is needed to offset our transportation costs. Operation and organization has improved transportation revenue.

SODEXO outreach food items to increase participation to meet or exceed budget projection.

E. **PUBLIC HEARING: THE UTLA-PESPU INITIAL PROPOSAL FOR NEGOTIATING A COLLECTIVE BARGAINING AGREEMENT WITH PCHS (SUNSHINING)** – Dr.

Magee

Item tabled as some information was moved to closed session.

V. **ORGANIZATIONAL REPORTS:**

Organizational reports shall be submitted in writing, it is recommended that oral reports be limited to less than 3 minutes.

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

Dr. Magee presented a Curriculum, Instruction & Assessment Report, an exhaustive school wide analysis regarding Data and Assessments, Grading and Benchmark Assessments, Curriculum Implementation, Professional Development and Collaboration (PLC), Instructional Delivery, Alignment of Student Work, Coaching and Administrative Walk-Through, School Culture and Student Expectations.

The report is attached to the Board materials and available to all stakeholders.

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

On page 27 of the Audit Report the summary of results indicates a clean report with no findings. On page 29 there is a noted correction for a finding from last year; planning for future triggers being pulled.

The report is attached to the Board materials and available to all stakeholders.

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

Transportation Coordinator scrapped – PESPU.

The report is attached to the Board materials and available to all stakeholders.

D. **CLASSIFIED REPORT** – Judi Firth

Statement to be read in closed session.

E. **STUDENTS’ REPORT** – Eeman Khorramian – Helia

UCLA Blood Drive – Leadership, 200 students, parents, teachers, and employees donated enough blood to save up to 600 lives.

Senior class received community service hours.

Dodge Ball raised money for a charity.

Winter Formal – February 4<sup>th</sup> at the Annenberg from 7:00 PM to 11:00 PM.

F. **FACULTY REPORT** – Marike Anderson-Dam, Wendy Hagan, Chris Lee

Ms. Anderson-Dam – SLC – charter – reflective process meeting every month. Dialogue wrapping up the process.

G. **BUDGET AND FINANCE COMMITTEE REPORT** – Rob King

Discussion item for next meeting; Budget Committee Prioritization, Budget Calendar, State Updates. Asking for Board guidance on calendar and limits – lens for operation.

H. **POLICY COMMITTEE REPORT** – Julia O’Grady

The report is attached to the Board materials and available to all stakeholders.

- I. **EDUCATIONAL PROGRAMS COMMITTEE REPORT** – S. Santana & C. Kelly  
No Report submitted.
- J. **COMMUNICATIONS COMMITTEE REPORT** – M. Friedman & J. O’Grady  
The report is attached to the Board materials and available to all stakeholders.
- K. **OPERATIONS, FACILITIES & TECHNOLOGY COMMITTEE REPORT** – A. King & C. Herrmann  
The report is attached to the Board materials and available to all stakeholders.
- L. **PARENT LIAISON REPORT** – Julia O’Grady  
The report is attached to the Board materials and available to all stakeholders.

**VI. ACTION ITEMS:**

**TASK THE EXECUTIVE DIRECTOR TO CREATE A 3 YEAR STRATEGIC PLAN**

At Dr. Magee's request, the Board tasked her to create a three year strategic plan for PCHS. Dr. Magee emphasized that she will solicit stakeholders' input.

*Motion: Wendy Hagan moved to task the ED / Principal to create a 3-year strategic plan.*

*Seconded the motion: Mark Epstein*

**BOARD ACTION: MOTION PASSED**

**Yes – 11 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Lisa Kaas Boyle, Marike Anderson-Dam, Mark Epstein, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)**

**No – 0**

**Abstain – 0**

**VII. CONSENT AGENDA:**

**APPROVAL OF PCHS CREDIT CARD WITH BANK OF THE WEST**

Dr. Magee authorized PCHS to obtain a credit card from the Bank of the West with a limit not to exceed \$80,000 and with no bank fees. The ED/Principal and CBO are to approve all items.

*Motion: Wendy Hagan moved to approve PCHS credit card with BofW for use by Dr. Magee.*

*Seconded the motion: Stephanie Inyama*

**BOARD ACTION: MOTION PASSED**

**Yes – 11 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Lisa Kaas Boyle, Marike Anderson-Dam, Mark Epstein, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)**

**No – 0**

**Abstain – 0**

**VIII. DISCUSSION ITEMS:**

**A. QUARTERLY FINANCIAL CONDITION AND ACTIVITIES PURSUANT TO GOVERNING POLICY SCHEDULE OF PERIODIC MONITORING**

Quarterly Financial Condition and Activities were presented by Greg Wood pursuant to Governing Policy Schedule of periodic monitoring. 2011 – 2012 First Interim Report was reviewed by Mr. Wood.

**B. FUNDRAISING POLICY (INDEPENDENT EXTRACURRICULAR ACTIVITIES AND THE USE OF THE SCHOOL NAME FUNDRAISING) – Dr. Magee**

Dr. Magee presented proposed Fundraising Policies. Dr. Magee indicated that she would poll all members of existing 501 (c) (3) s that are currently fundraising for PCHS and consult extensively with members of The Booster Club as well as other organizations. These policies

were conceived to regulate fundraising in the name of PCHS.

**C. INDIVIDUAL TRUSTEE REPORT**

Individual trustees each discussed how they contribute to PCHS.

1. Judi Firth; Chaperone Winter Formal
2. Lisa Kaas Boyle; TVN link to funding, Film – Juds, Alumni Committee, & My Safe School
3. Stephanie Inyama; Dough for Diversity Fundraising Team, Charter Committee, Training Committee, Football Committee, & Black College Tour
4. Mark Epstein; Policy Committee, Ad Hoc Charter Committee, Ad Hoc Review Committee, & Policy Writing for Booster Promoting Pali
5. Monica Iannessa; Fundraising – Hosting Silent Auction (3<sup>rd</sup> year asked back), 50<sup>th</sup> support 60's event (3 events into the 50<sup>th</sup>), Phone-A-Thon, & WASC
6. Chris Lee; Professional Development Research Education at LMU and bring back to Pali
7. Allison Holdorff Polhill; Committee Work – Fundraising, Transportation, 1<sup>st</sup> week in February fundraising scholarships, Presence at VAPA event, Volleyball Team Mom, Council, Booster, Charter School Association Events, & Cyber Building
8. Helia; Leadership, Co-head with Eeman Board set, Budget & Finance Committee, Thespian Treasure, & Mock Trial Award Recipient
9. Wendy Hagan; Target Grant, Catalina Trip, Science Department Chair, Science Safety Coordinator, WASC, Student Concerns Committee, MA in Science Education, & Lesson Study Program
10. Marike Anderson-Dam; Council Committee, TVN Elder, 9<sup>th</sup> Grade Coordinator, Follow-Up Coordinator SLC, TVN 9<sup>th</sup> Grade, Leadership Team, & Yosemite Trip
11. Matt Wunder; Investigation, Learning about Pali, & Temescal Academy
12. Jason Cutler; Grade Appeal Committee, My Safe School, Twitter Campaign for Transportation Funding
13. Greg Wood; President of Pali Chamber of Commerce, Pali Hosting Breakfast, Wine Tasting Event, Optimist \_\_\_\_\_, & CCSA Campaign
14. Dr. Magee; Involvement in Pali Community, YMCA Board Member, SELPA Governance Council, Football Banquet, ELAC, Council of Councils, & CCSA

**D. 2012-13 BUDGET CALENDAR**

The 2012-13 Budget Calendar was presented by Greg Wood.

**E. EXECUTIVE DIRECTOR EVALUATION TOOL**

Don Bran is now acting Interim Superintendent at San Gabriel School District and cannot present, but George Block has been asked to present the tool. On February 9th the Board will have a Special Meeting to discussed and possibly approve of an evaluation tool for the Executive Director. Stephanie Inyama will not be able to attend the meeting on the 9<sup>th</sup>, however she will attend a pre-meeting with Dr. Magee and Ms. Washington.

**IX. OUTSTANDING BUSINESS:**

Update on response to public comment protocol

**X. NEW BUSINESS:**

There needs to be a special meeting the week of March 26<sup>th</sup> for WASC. Mark Epstein not available the 27<sup>th</sup> and Wendy Hagan not available the 28<sup>th</sup>.

**XI. CLOSED SESSION:**

- A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Dr. Pamela Magee – Executive Director& Principal; James Young – Middleton Young & Minney  
Item tabled.
- B. CONFERENCE WITH LABOR NEGOTIATOR PCHS Negotiator  
EMPLOYEE ORGANIZATION: PESPU, UTLA.  
Dr. Pamela Magee – Executive Director& Principal; James Young – Middleton Young & Minney

**XII. ADJOURNMENT: 9:15 PM**

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