



A CALIFORNIA DISTINGUISHED SCHOOL

**REGULAR MEETING MINUTES
BOARD OF TRUSTEES
Tuesday, December 13, 2011
5:00 PM, Library**

I. PRELIMINARY

A. CALL TO ORDER – Chris Lee – 5:16 PM

B. ROLL CALL

Members Present:

Allison Holdorff Polhill
Chris Lee
Jason Cutler
Judi Firth
Marike Anderson-Dam

Matthew Wunder
Monica Iannessa
Stephanie Inyama
Wendy Hagan

Absent:

Lisa Kaas Boyle
Mark Epstein

Non-Voting Members Present:

Eeman Khorramian – Student Rep

Officers/Senior Staff Present:

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

C. MOMENT OF SILENCE FOR JASON DEVEREAUX

II. APPROVAL OF MINUTES

A. November 15, 2011 Special Board Meeting (Retreat) Minutes

Amend – Jason Cutler not present. Change Regular Meeting to Special Meeting.

Motion: Monica Iannessa – accept with changes.

Seconded the motion: Stephanie Inyama

BOARD ACTION: MOTION PASSED

Yes – 6 (Allison Holdorff Polhill, Chris Lee, Judi Firth, Marike Anderson-Dam, Monica Iannessa, & Stephanie Inyama)

No – 0

Abstain – 3 (Jason Cutler, Matthew Wunder, & Wendy Hagan)

B. November 17, 2011 Regular Board Meeting Minutes

Amend – Ms. Myrna Cervantes (edit) not here. Adjournment 11:15PM. VI.K. 2nd by Marike Anderson-Dam.

Motion: Stephanie Inyama – accept with changes.

Seconded the motion: Jason Cutler

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Marike Anderson-Dam, 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.

- A. Sue Pascoe, parent, voiced her opinion of the unfairness of the coaches policy. If a student quits a team, they cannot tryout again. Her son has sat out a year from a sport.
- B. Nancy Simon, Special Ed/Avid teacher, read a letter written by her students at last meeting. Is a proponent for an early start date.

IV. PRESENTATION ITEMS

A. ASSOCIATED STUDENT BODY – Celeste Fraley (10 minutes)

The Associated Student Body and Celeste Fraley presented an outline of our student leadership, organization, their functions, goals and gains. The Associated Student Body is made up of 24 students (8 seniors, 7 juniors, 8 sophomores, & 1 freshman), all who must have a GPA of 2.50 or higher. Some are elected and some are selected. See the attached PowerPoint.

B. MATH ENGINEERING SCIENCE ACHIEVEMENT – Cheryl Onoye (5 minutes)

The Math and Engineering Science Achievement (MESA) students and Cheryl Onoye presented an overview of their class, incredible projects, and opportunities outside of school.

- 1. MESA – has grown from 21 students to 40 students. It is an engineering enrichment program during 7th period – students come from economically disadvantaged areas.
- 2. Student leadership presented:
 - a. Mandatory tutoring – other times SAT prep – every 10 weeks students are given grade conferences with Ms. Onoye (4 year plan) – college apps (MIT, UCLA, Illinois, Cal Tech). Recruitment starts at 10th grade year.
 - b. Winter transport projects can be group and or individual. Middle of the year, compete with over 15 schools in LAUSD in bridge building design, weight bearing, weight / strength – math competition. State / Nationals Robotics competition is at the end of the year.
 - c. MESA leads to opportunities outside of school such as scholarships, GATES, millennium summer programs – internships.
 - d. Create a family, celebrate with banquets.
 - e. Branched out to Robotics team/club.

C. POLICY COMMITTEE PRESENTATION INCLUDING SPORTS POLICY AND OVERNIGHT FIELD TRIP Policy – Julia O’Grady (7 minutes)

The Policy Committee, through their Chair, Julia O’Grady, indicated they are discussing the following proposed policies:

- 1. Sports Policy – discussion has taken place on the language in a proposed policy. Mr. Howard will be heading up a subcommittee, which will refine the language in the policy and will report back to the Policy Committee periodically with updates.
- 2. Field Trip Policy – the Committee will be revising Field Trip Policy documents to make sure they include specific information regarding overnight trips.

3. Inventory Accountability Policy – the Committee is reviewing this policy that was first presented to the Committee in April 2010. New language has been added.

D. CALIFORNIA AND PCHS BUDGET UPDATE AND CONTINGENCY PLANS – Greg Wood (15 minutes)

Finally, our CBO Greg Wood presented a California and PCHS Budget with Contingency Plans. Mr. Wood conveyed information he had received just two hours before our meeting. Although, this information is still uncertain, it appears that Pali may be hit with a \$100,000 deficit, possibly lower than the projected \$750,000 worst case. We are still waiting for the final word from the state to determine the actual loss of revenue.

Mr. Wood stated that Governor Brown released some budget information – resulting in a trigger pull - \$15-\$60 ADA, which may mean a \$100,000 hit to our school.

V. ORGANIZATIONAL REPORTS

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

- A. EXECUTIVE DIRECTOR & PRINCIPAL’S REPORT – Dr. Pam Magee**
See posted report. Additional information to come in regards to the Educational Consultant Report, Council of Council update and Calendar update. Congratulations to the All District Band on a job well done.
- B. CHIEF BUSINESS OFFICER’S REPORT – Greg Wood**
See posted report.
- C. HUMAN RESOURCES DIRECTOR – Nikki Washington**
See posted report.
- D. CLASSIFIED REPORT – Judi Firth**
Nothing to report out.
- E. STUDENTS’ REPORT – Eeman Khorramian**
As submitted.
- F. FACULTY REPORT – Marike Anderson-Dam, Wendy Hagan, Chris Lee**
Nothing to report out.
- G. BUDGET AND FINANCE COMMITTEE REPORT – Rob King**
Stephanie Inyama shared from the Budget Committee Meeting:
- a. Motion from Michele Lynch (Seconded by Dan Kelly): The Budget Committee asks the Board to direct the Administration to conduct and complete labor negotiations for the subsequent school year by March 1st; the plan developed would include triggers to allow a balanced budget based on funding streams. Motion approved.
 - b. Motion from Cheryl Onoye (Seconded by Dan Kelly): The Budget Committee requests that the Board direct the Operations/Facilities Committee to develop three to five year plans (including costs and implementation) for spending on school infrastructure/facilities, data systems, and technology. The Budget Committee also requests that the Board direct the Administration to work with Department Chairs to develop a three to five year plan for updating textbooks. The Budget Committee has directed its subcommittee to create a three to five year plan for funding lifetime health benefits as well. Each of these plans should be presented to the Budget Committee by February 13th. Motion approved.

- H. **POLICY COMMITTEE REPORT** – Julia O’Grady
Please see IV. C., above.
- I. **EDUCATIONAL PROGRAMS COMMITTEE REPORT** – S. Santana & C. Kelly
Nothing to report out.
- J. **COMMUNICATIONS COMMITTEE REPORT** – M. Friedman & J. O’Grady
A special meeting about Pali Branding will take place tomorrow. The guest facilitator for the meeting will be Carla Levenson.
- K. **OPERATIONS, FACILITIES & TECHNOLOGY COMMITTEE REPORT** – A. King & C. Herrmann
See posted report.
- L. **PARENT LIAISON REPORT** – Julia O’Grady
The Board asked Ms. O’Grady to update them when there are significant trends in inquiries or concerns in parent emails.

VI. ACTION ITEMS

A. APPROVAL OF PCHS 2012-2013 SCHOOL YEAR CALENDAR (START AND END DATE)

Motion: Monica Iannessa moved to table the approval of the calendar until after the UTLA vote on Friday, December 16th

Secoded the motion: Marike Anderson-Dam

BOARD ACTION: MOTION PASSED

Yes – 7 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Marike Anderson-Dam, Matthew Wunder, Monica Iannessa, &Stephanie Inyama,)

No – 0

Abstain – 2 (Judi Firth & Wendy Hagan)

B. CREATION OF AD-HOC BOARD COMMITTEE (NON-INTERESTED BOARD MEMBERS) TO EVALUATE THE EXECUTIVE DIRECTOR & PRINCIPAL PURSUANT TO GOVERNING POLICY B-EDL #5

Motion: Wendy Hagan to create an ad-hoc Board committee of non-interested Board members to evaluate the Executive Director and Principal, pursuant to Government Policy B-EDL #5. The ad-hoc Board Committee will consist of Allison Holdorff Polhill, Stephanie Inyama, Mark Epstein, Matthew Wunder and Jason Cutler.

Secoded the motion: Judi Firth

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Marike Anderson-Dam, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)

No – 0

Abstain – 0

C. APPROVAL OF NANCY SIMON SERVING ON THE BUDGET COMMITTEE

Motion: Jason Cutler moved to appoint Nancy Simon to serve on the Budget & Finance Committee for one year.

Secoded the motion: Monica Iannessa

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Marike Anderson-Dam, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)

No – 0

Abstain – 0

D. APPROVAL OF BOARD CALENDAR DATE CHANGE IN APRIL TO ACCOMMODATE WASC VISIT

Motion: Allison Holdorff Polhill moved to change the date of the Regular April 2012 Board meeting from Tuesday, April 17th to Thursday, April 19th to accommodate WASC visit.

Seconded the motion: Jason Cutler

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Marike Anderson-Dam, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)

No – 0

Abstain – 0

VII. CONSENT AGENDA ITEMS

A. APPROVAL OF AMENDED GOVERNING POLICIES REPLACING PCAO WITH ED/PRINCIPAL

Motion: Stephanie Inyama moved to approve the change of title from PCAO to ED/Principal in the Governance Policies.

Seconded the motion: Allison Holdorff Polhill

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Marike Anderson-Dam, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)

No – 0

Abstain – 0

B. APPROVAL OF EXECUTIVE DIRECTOR & PRINCIPAL'S EXPENSE REPORT

Motion: Stephanie Inyama moved to approve expense report

Seconded the motion: Marike Anderson-Dam

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 1(Matthew Wunder)

VIII. DISCUSSION ITEMS

A. BOARD TRAINING (5 MINUTES)

Stephanie Inyama – evaluation tool – approve the cost – shorter Board meetings.

B. PROTOCOL REGARDING RESPONDING TO COMPLAINTS (5 MINUTES)

The Board discussed a new protocol to respond to public comments after our Board meetings. The Board Chair will present a template for responding to public comments.

C. WASC UPDATE (5 MINUTES)

Wendy Hagan gave the Board a WASC update stressing that those who are asked to participate should do so as soon as possible. The WASC review team will meet over winter break.

D. PCHS SCHOOL GOAL REGARDING DEVELOPMENT (5 MINUTES)

Dr. Magee gave an update on Pali's efforts to reach its goal regarding development. Carla Levenson has been involved to further this goal evaluating branding and our current website costs and effectiveness.

E. UPDATE AD HOC CHARTER COMMITTEE (5 MINUTES)

The ad-hoc charter committee gave a brief update indicating their goal was to have amended charter language by April 2012.

F. INDEPENDENT EXTRACURRICULAR ACTIVITIES AND THE USE OF THE SCHOOL NAME FUNDRAISING (5 MINUTES)

Item tabled.

G. EXECUTIVE DIRECTOR AND PRINCIPAL EVALUATION RUBRIC (5 MINUTES)

The Board discussed hiring the Cosca Group to work with a subcommittee to develop an Evaluation Rubric for our Executive Director and Principal. The cost should not exceed \$1,000. Included in the cost is the presentation of the Evaluation Rubric by Dr. Cosca at an upcoming January 2012 Board meeting.

IX. OUTSTANDING BUSINESS

ELECTIONS COMMITTEE TASK TO CHANGE WHEN BOARD MEMBERS' ARE ELECTED

The ad-hoc Charter Review Committee was tasked to look at the composition of the Elections Committee. This committee will present a report on this at a later Board meeting.

X. NEW BUSINESS

- A. The Board tasked the Policy Committee to look at the Standards of Behavior Policy.
- B. It was requested that there be a future discussion item on PCHS Long-term Planning.

Board chair to announce items for closed session.

XI. CLOSED SESSION

- 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 3
- 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

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

XII. ADJOURNMENT: 7:46 PM

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