



A CALIFORNIA DISTINGUISHED SCHOOL

SPECIAL MEETING MINUTES – BOARD RETREAT
Saturday, September 17, 2011, 9:00 PM – 4:00 PM
St. Matthews- Frost Assembly Room
1031 Bienvenida Avenue, Pacific Palisades

I. PRELIMINARY

- A. Call to order 9:10 AM
- B. Roll call

Board Members Present

James Paleno
Stephanie Inyama
Jason Cutler
Naomi Norwood
Wendy Hagan
Allison Holdorff Polhill

Board Members Absent

none

Non-Voting Board Member Present:

Eeman Khorramian – Student

Officers/Senior Staff Present:

Dr. Pamela Magee, Greg Wood

Administrators Present:

Kim Theard, Russ Howard, Mary Bush

Others Present:

Michael Wolper, parent

Retreat Facilitators:

Don Brann & Frank Cosca, The Cosca Group

II. 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.

III. OPEN SESSION:

IV. DISCUSSION ITEMS (see meeting materials posted with agenda)

- A. “Do We Have An Effective Board?”

Frank Cosca led the Board through the results of the Board and Principal & Chief Administrative Officer's responses to the "Do We Have An Effective Board."

Concerns were raised by Board members in the finance area regarding transparency, access to information and clear and understandable presentation of the information.

Other discussion included a number of topics including governance vs. management roles; instituting a culture of trust; a set of clear, accessible school wide policies; looking at "best practices" at high performing charter schools; attention to professional development; guest speakers on education and employee education on the role of the Board.

B. "Board-Leader Roles & Responsibilities- Setting Boundaries"

Drs. Frank Cosca and Don Brann discussed the results of the questionnaire completed by individual Board members and the Principal & Chief Administrative Officer regarding the proper role of the Board and the Management in some typical real life situations.

V. **ACTION ITEMS**

A. Goal Setting for Principal & Chief Administrative Officer (PCAO) for 2011-2012 – School-wide Goals

The Board came up with 20 ideas which incorporated 5 main areas:

1. Student Achievement
2. Finance
3. Facilities
4. Communication
5. Institutional Advancement

Dr. Magee will discuss the Board directed school wide goals with the administrative team at their retreat on September 29th. She will return to the Board with her recommendations for timelines and quantitative measures of success.

B. Board Goals

The Board questioned whether the Board's goals should mirror the school wide goals. Ideas were suggested such as improving Board efficiency and institutional memory.

C. Principal & Chief Administrative Officer (PCAO) Job Description

Dr. Don Brann distributed a Principal & Chief Administrative Officer job description that he wrote. The job description will be taken up by the Board at the October Regular Board Meeting.

D. Principal & Chief Administrative Officer (PCAO) Evaluation

Tabled until the school wide goals are completed.

VI. **ADJOURNMENT** 3:25 PM

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