



A CALIFORNIA DISTINGUISHED SCHOOL

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

I. PRELIMINARY

A. Call to order 5:07 PM

B. Roll call

Board Members Present

James Paleno
Susan Frank
Jason Cutler
Naomi Norwood
Stephanie Inyama
Eleanor Rozell (left 10:40 PM)

Allison Holdorff Polhill
Wendy Hagan
Chris Lee
Monica Iannessa
Lisa Kaas Boyle

Board Members Absent

None

Non-Voting Board Member Present:

Shahin Mohammadi- Student

Officers/Senior Staff Present:

Michael A. Smith Marcia Haskin Greg Wood

II. APPROVAL OF MINUTES

A. January 18, 2011 Regular Board Meeting

Allison Holdorff Polhill moved to approve the January 18, 2011 Board Meeting Minutes as amended. Stephanie Inyama seconded the motion.

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 1 (Eleanor Rozell)

B. January 20, 2011 Special Board Meeting

Allison Holdorff Polhill moved to approve the January 20, 2011 Board Meeting Minutes as amended. Lisa Kaas Boyle seconded the motion.

BOARD ACTION: MOTION PASSED

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

No – 0

Abstain – 1 (Eleanor Rozell)

C. January 25, 2011 Special Board Meeting

Allison Holdorff Polhill moved to approve the January 25, 2011 Board Meeting Minutes as amended. Stephanie Inyama seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 11 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa, Lisa Kaas Boyle, Eleanor Rozell)

No – 0

Abstain – 0

D. February 8, 2011 Special Board Meeting

Monica Iannessa moved to accept the February 8, 2011 Board Meeting Minutes as amended. Naomi Norwood seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa, Lisa Kaas Boyle,)

No – 0

Abstain – 2 (Jason Cutler, Eleanor Rozell)

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.

- Candy Beaver, Gail Flyer and Michelle Lynch, representing the Booster Club, invited the Board to the Annual Silent Auction to be held on Saturday, March 12th with the theme being To Pali With Love.
- Jennifer Eustice, HR Director, discussed her exclusion from a phone conversation with the search firm and said that it is important for her to be part of the process.
- Cheryl Clark, parent, discussed the administration's policy on the cutoff date for class scheduling, saying that it did not allow for students' to be placed into the appropriate classes.

- Rachael Galper, parent, asked for the administration, parents and teachers to work collaboratively toward improving the math department.
- Claudia Harrington, parent, spoke about an immediate need to focus on improvements in the math department and recommended the formation of a task force, inclusive of parents, to work on the issue.
- Gina Kornfeind, parent, discussed how even top students are doing poorly in math, the need for parents to hire private tutors, that this problem has persisted for many years, and how detrimental it is to many PCHS students' futures. She presented the Board with letters from parents concerned about the math department. Ms. Kornfeind also recommended that a task force be initiated whose purpose it is to look at ways to improve students math performance.

IV. ORGANIZATIONAL REPORTS:

- A. Executive Director's report – Michael A. Smith (see meeting materials)
There were no questions regarding Michael Smith's written report. He was asked about the process for board involvement in negotiating union contracts.
- B. Principal's report – Marcia Haskin (see meeting materials)
Marcia Haskin informed the board that she has been focused on teacher evaluations, noting that most teachers had not been evaluated in many years. She said that peer assistance review teams had recently been instituted. Ms. Haskin discussed the need for administrators and faculty members to be treated respectfully so as to not lower morale. She also said that she is aware of parental issues with the math department and is working on the problem.
- C. Chief Business Officer's report – Greg Wood (see meeting materials)
There were no questions from the written material. Greg Wood said that there was no update on the state budget.
- D. Human Resources report – Jennifer Eustice (see meeting materials)
There were no questions regarding Jennifer Eustice's written report.
- E. Classified report – Eleanor Rozell
There was no report.
- F. Students' report – Shahin Mohammadi (see meeting materials)
Shahnin Mohammadi reported on student activities.
- G. Faculty report – James Paleno, Wendy Hagan, Chris Lee
Chris Lee reported receiving organizational structure recommendations from faculty members that promoted grade level teams (Helix model).
- H. Budget and Finance Committee report – Rob King
Greg Wood reiterated a June 7th Special Board Meeting for Board approval of the budget.
- I. Policy Committee report – Julia O'Grady (see meeting materials)

There were no questions from the written report.

J. Educational Programs Committee report – Simon Santana

There was no report.

K. Communications Committee report – Monica Iannessa

Monica Iannessa discussed the completion of the social networking guidelines. She told the Ad-Hoc Stakeholder Survey Committee (Wendy Hagan, Chris Lee, Jason Cutler, Stephanie Inyama, Susan Frank) that she would be sending them the WASC survey for their consideration.

L. Operations, Facilities and Technology Committee report – Maisha Cole Perri

There was no report.

M. Parent report – Julia O’Grady (see meeting materials)

There were no questions from the written report.

V. **PRESENTATION ITEMS**

A. Current Upper Management Organizational Structure and Job Responsibilities- PCHS Administrators (Marcia Haskin, Richard Thomas, Mary Bush, Russ Howard and Monica Iannessa) (see meeting materials)

Each administrator reviewed their job responsibilities, with Marcia Haskin discussing her own, as well as the Director of Academic Planning and Guidance Services. An organizational chart was shown (not in the meeting materials) that the current administrative team recommends.

B. Review of Traveling Student Busing Program for Current 10th, 11th and 12th Grade Students- Michael Smith- (see meeting materials)

Michael Smith gave some background information on the 10-12th grade traveling student busing program. 9th grade students must provide their own transportation. LAUSD and PCHS have an agreement (MOU) for LAUSD to transport the traveling students at a cost of \$1,000 per student per year with a maximum cost to PCHS of \$600,000 for the 2010-2011 and 2011-2012 school years, and a maximum of \$300,000 for the 2012-2013 school year. Mr. Smith discussed problems with the LAUSD bus service and noted that the joint PCHS-Revere bus service was terminated. There is disagreement as to the number of 10th, 11th and 12th grade students being transported by LAUSD with the numbers ranging from 483 to 895. Also, 2:00 PM dismissal buses were added, eliminating the need for study hall.

Voluntary parent reimbursement has raised approximately \$20,000, and Tickets For Charity generated \$224.00. Further fundraising ideas include reaching out to celebrities, and the Road Scholar Program which involves corporate sponsorship of the traveling student program.

Mr. Smith noted that the school has facilitated an arrangement for 9th grade students with a private bus company, Global Transportation Services, who transports students for a cost to the parents of \$800 a year.

Plans for the 2011-2012 and 2012-2013 traveling student program for the grandfathered grades includes renegotiating the MOU with LAUSD, or switching to a private carrier such as Global Transportation Systems. Mr. Smith noted that

Global Transportation charges per bus, not per student. Mr. Smith said that there will be a continued outreach for fundraising.

- C. Presentation of Independent Study/Credit Recovery/On-Line Learning Programs at PCHS- Richard Thomas (see meeting materials)
Carolyn Andrews, National Accounts Manager for Aventa was also present

Richard Thomas walked the board through a complete description of the components of on-line learning. He explained that he has experience with independent study schools.

Credit recovery: allows students who receive a D or an F in a class to get caught up quickly since it takes approximately 6 weeks to complete the course. It is possible for students to continue with grade level courses while at the same time completing the Aventa credit recovery. This program uses Aventa teachers, the only component done on campus is test proctoring. For credit recovery we would purchase concurrent annual use licenses. The cost is \$2,000 for a block of 10 concurrent annual user seats. 30-50 students a year would complete their credit recovery programs using these 10 seats, equating to \$40 - \$60 per student. Mr. Thomas estimates that credit recovery will add .5% to ADA, and increase the graduation rate to 90% (+ 5 points), thereby meeting the AYP goal. He recommends that the school purchase 100 credit recovery licenses for an annual cost of \$20,000, providing credit recovery to 300 to 500 students.

Independent study: Richard Thomas discussed the benefits of an independent study program at Temescal.

Summer school: involving credit recovery and full course for student advancement. Mr. Thomas noted that Granada Hills Charter High School has 1,500 students enrolled in their on-line summer school program. Parents pay the cost of the Aventa course (\$200) with the school receiving 20%, which is offset by some PCHS costs.

Virtual high school: up to 20% of students can be independent study without a major revision in our Charter. The cost is \$2,500 per student using PCHS teachers, and \$4,800 per student using K12 teachers (parent company of Aventa). Virtual increases ADA without adding bodies, so is profitable for the school.

VI. ACTION ITEMS

- A. Approval of the Updated Educational Programs Committee Bylaws – Simon Santana
Susan Frank moved to approve the updated Educational Programs Committee Bylaws. Lisa Kaas Boyle seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 11 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa, Lisa Kaas Boyle, Eleanor Rozell)

No – 0

Abstain – 0

B. Approval of Lease and Service Maintenance Contract for Copiers

This agenda item was tabled.

C. Discussion and Approval of Administrators/Managers Evaluations, Compensation Comparisons, and Contracts- Process and Timeline- Jennifer Eustice

There was a quick discussion of the administrator/manager timeline for compensation comparisons, evaluations, and contracts.

Michael Smith recommended that the Board review the budget and issue RIFF notices prior to the March 15th deadline for credentialed employees.

D. Discussion and Approval of PCHS Draft Bylaws

The Board decided that some areas, such as elections, and board committee selections needed further work and turned over completion to the Ad-Hoc Charter Committee chaired by Naomi Norwood.

E. Creation of Ad-Hoc Board Committee to Set Up Evaluation Process for the Principal & Chief Administrative Officer

The Board discussed not conducting evaluations for the Interim Executive Director, and the Interim Principal positions.

An Ad-Hoc Board Committee made up of outside Board Members (Stephanie Inyama, Jason Cutler, Allison Holdorff Polhill and Susan Frank) was created to set up a process, including the instruments (i.e. self-examination, surveys etc.) and timing, for evaluation of the Principal and Chief Administrative Officer (PCOA). This Ad-Hoc Board Committee will make recommendations to the Board, and will be assisted by Michael Smith, Marcia Haskin, Jennifer Eustice, and Naomi Norwood.

F. Creation of Ad-Hoc Election Committee for Election of Stakeholder Selection of Paper Screening and Interview Committee Members for the Principal and Chief Academic Officer Search

Monica Iannessa, Chris Lee, and Jennifer Eustice will serve on the Ad-Hoc Election Committee for the election of stakeholders for the paper screening and interview committees.

G. Approval of Wilkinson, Hadley & King as Auditor for the 2010-2011 School Year

This agenda item was tabled.

H. Task Budget & Finance Committee to Present a Multi-Year Budget Plan

This agenda item was tabled.

I. Task Budget & Finance Committee to Make Recommendations Regarding Retiree Healthcare Benefit Trust (setting up of the trust; funding levels; changes to benefits; Investment Policy Statement)

Jason Cutler moved to task the Budget & Finance Committee to make recommendations regarding the Retiree Healthcare Benefit Trust including

setting up of the trust, funding levels, changes to benefits, and Investment Policy Statement. Chris Lee seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 11 (Allison Holdorff Polhill, Naomi Norwood, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa, Lisa Kaas Boyle, Eleanor Rozell)

No – 0

Abstain – 0

- J. Principal & CAO Selection – UCLA SMP
 - Rubric
 - Training for paper screening, interview and technical committees, and Board

This agenda item was tabled.

VII. DISCUSSION ITEMS

- A. Accounting of monies owed to General Fund from Civic Center Permit Fees-
Greg Wood
This agenda item was tabled.
- B. Mid-Year Budget Review- Greg Wood (see meeting materials)
There were no questions regarding the Mid-Year Budget Review meeting materials.
- C. Board Training
An Ad-Hoc Board Committee consisting of Lisa Kaas Boyle, Stephanie Inyama, Allison Holdorff Polhill and Chris Lee will work to facilitate board training.
- D. 2011-2012 Board Goals
This agenda item was tabled.

VIII. OUTSTANDING BUSINESS

IX. NEW BUSINESS

Board chair to announce items for closed session.

X. CLOSED SESSION 9:00 PM

- A. Conference With Information From Labor Negotiator: Michael A. Smith, Interim Executive Director
Employee organization: PESPU, UTLA
- B. Public Employment: Confidential Leave Request
Lisa Kaas Boyle moved to deny the request of employee # 10002499 to extend the leave of absence. Stephanie Inyama seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 10 (Lisa Kaas Boyle, Naomi Norwood, Stephanie Inyama, James Paleno, Wendy Hagan, Chris Lee, Allison Holdorff Polhill, Monica Iannessa, Eleanor Rozell, Jason Cutler)
No – 1 (Susan Frank)
Abstain – 0

C. Conference With Legal Counsel-- Anticipated Litigation:
Significant exposure to litigation pursuant to Government Code
Section 54956.9: one case

XI. OPEN SESSION 10:07 PM

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

XII. ADJOURNMENT 11:00 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)