



A CALIFORNIA DISTINGUISHED SCHOOL

**REGULAR MEETING MINUTES  
BOARD OF TRUSTEES  
Tuesday, December 14, 2010  
5:00 PM - Library**

**I. PRELIMINARY**

- A. Call to order 5:05 PM
- B. Roll call

Board Members Present

James Paleno  
Susan Frank  
Jason Cutler  
Eleanor Rozell  
Stephanie Inyama  
Naomi Norwood

Board Members Absent

None

Allison Holdorff Polhill

Wendy Hagan

Chris Lee

Monica Iannessa

Lisa Kaas Boyle (5:17 PM)

Non-Voting Board Member Present:

Eeman Khorramian- Student

Officers/Senior Staff Present:

Michael A. Smith Marcia Haskin Greg Wood

**II. APPROVAL OF MINUTES**

November 16, 2010 Board Meeting

*Monica Iannessa moved to accept the Minutes as amended. Allison Polhill seconded the motion.*

**BOARD ACTION: MOTION PASSED**

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

**No – 0**

**Abstain – 0**

December 7, 2010 Special Board Meeting with UCLA SMP

*Wendy Hagan moved to accept the Minutes as amended. Jason Cutler seconded the motion.*

**BOARD ACTION: MOTION PASSED**

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

**No – 0**

**Abstain – 1 (James Paleno)**

**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.

There were no public comments.

**IV. ORGANIZATIONAL REPORTS:**

A. Executive Director's report- Michael A. Smith (see handout)

Michael Smith responded to a question regarding the second phase of the Aquatics Center by saying that this phase includes diving boards, landscaping, scoreboard and bleachers. He noted that bleachers have already been donated to PCHS.

Michael Smith explained that the LAUSD transportation MOU is for one year, and suggested that PCHS may work exclusively with Global Transportation for the 2011-2012 school year. He said that he would report on this topic at the next Board meeting.

B. Principal's report- Marcia Haskin (see handout)

Marcia Haskin gave a recap of her September vision statement for the benefit of new board members where she discussed her priority areas of focus for the current school year. Ms. Haskin announced that she and Ann Davenport would be visiting all of the math and special education classes in order to conduct evaluations.

C. Chief Business Officer's report- Greg Wood (see handout)

Greg Wood said that the 2009-2010 fiscal year audited financials, and the First Interim Results will be filed on December 15<sup>th</sup>. The audited financials will be presented to the Board at the January Board meeting by PCHS's independent auditor. Mr. Wood discussed the Charter School Audit Survey of Special Education Funds that was included in the meeting materials.

D. Human Resources report- Jennifer Eustice (see handout)

There were no questions regarding the report.

E. Classified report- Eleanor Rozell

Eleanor Rozell asked for a written report on the leadership hiring process to give to classified employees.

- F. Students' report- Eeman Khorramian  
Eeman Khorramian discussed student fundraising events.
- G. Faculty report- James Paleno, Wendy Hagan, Chris Lee  
Wendy Hagan noted a recent UTLA calendar switch faculty survey.
- H. Budget and Finance Committee report- Rob King  
Greg Wood noted that the committee had its first meeting yesterday, and that the next meeting will occur the first day back from Winter break. He noted that the committee asked him for his opinion on the Executive Limitations- Financial and that the committee expects to present the policies at the January Board meeting.
- I. Policy Committee report- Julia O'Grady  
Julia O'Grady said that Policy Committee discussed the selling of candy on campus and a possible calendar change.
- J. Educational Programs Committee report- Simon Santana  
Simon Santana said that the committee recently elected new members and noted that they are looking for two additional faculty members. He also said that they have made edits to the committee's Bylaws and have reviewed the rubric for evaluating programs.
- K. Communications Committee report- Monica Iannessa  
Monica Iannessa said the committee recommends to the Board of Trustees that they utilize the upcoming WASC stakeholder survey as a tool to find out about stakeholder satisfaction. The committee further recommends that the Board utilize the WASC Committee and PCHS's data management team to construct the surveys. Ms. Iannessa said that she will send the Board members on the stakeholder sub-committee the WASC survey and then plans to have a follow up meeting to discuss.
- L. Operations, Facilities and Technology Committee report- Maisha-Cole Perri  
There was no report.
- M. Parent report- Julia O'Grady  
Julia O'Grady discussed the Pali Positive campaign and detailed some parent group activities.

**V. DISCUSSION ITEMS**

- A. PCHS CST (API) and Other Data Results Versus Defined Charter Goals- Marcia Haskin & Richard Thomas (see handouts)  
Richard Thomas gave an in-depth PowerPoint presentation on the yearly API and AYP testing programs (State and Federal); analyzed PCHS's last three year's results versus the five year goals as set out in the Charter; and discussed areas of out-performance and under-performance. In the past three years, PCHS has

improved its API score school wide by 22 points from 797 to 819. Richard Thomas said the goal is to increase API by 20 points over the next 5 years.

The school must also meet AYP, a Federal No Child Left Behind mandate that looks at the same standardized tests as API but requires that a certain percentage of students in each subgroup score proficient or above in math and English. The subgroups include: every ethnic group, students with disabilities, English learners and socio-economically disadvantaged students. The threshold rises every year, and in 2010, high schools were required to have 54.8 percent of students in each subgroup score proficient or above in math and 55.6 percent in English. PCHS's students with disabilities, English learners and African Americans did not meet the standards in both math and English. Socio-economically disadvantaged students also did not fulfill the requirements in English; therefore, PCHS did not meet Adequate Yearly Progress.

Since PCHS did not reach the AYP goals for two consecutive years, it is required to implement changes to improve scores and PCHS is currently in the first year of Program Improvement. If a school remains in Program Improvement for four years, the school is required to set up an alternative governance plan, which can include replacing all, or most, of the teachers and administrators or contracting with an outside entity to manage the school.

Mr. Thomas pointed to the low math scores as an area that needs improvement. He noted that 55% percent of all students were not proficient in algebra 1, and 73 percent were not proficient in geometry, according to the 2010 California Standards Test (CST) results. Other areas of administrative focus are students with disabilities, English Language Learners and African-American students.

Marcia Haskin told the board that she and four other PCHS administrators have visited 80 classes since the beginning of the school year to evaluate teachers. A peer assistance review team is being created for teachers in need of assistance. Tutoring will be required of some students, and parents of academically struggling students will be encouraged to attend parent support council meetings which Ms. Haskin will facilitate. The Village Nation program will be expanded to include both African Americans and Hispanic students.

Ms. Haskin also said that she and Ann Davenport, the administrator over the math department, will be visiting and observing each math classroom together starting in January. Then, they will be meeting with the Math Department to provide feedback. Ms. Haskin said that a monthly update would be provided to the Board.

B. Documentation and Timing of Information Board Members Require

There was a discussion on the Board clearly defining management goals. It was agreed that the Board will issue clear, written instructions when delegating authority.

C. Discussion and Formation of New Ad-Hoc Charter Review Board Committee

The Board decided the Ad- Hoc Board Sub-Committee made up of a less than quorum group of Board members would include Allison Holdorff Polhill, Stephanie Inyama, Chris Lee, Naomi Norwood and Monica Iannessa. Naomi Norwood will chair the Ad-Hoc Board Sub-Committee.

This committee is tasked with reconciling what the Charter Renewal committee sent to LAUSD and the final version of the Charter; answer the questions asked by stakeholders; and to identify anomalies and errors (example is travelling student definition).

D. Discussion of Additional Board Training

Susan Frank said she spoke to Sandro Lanni, President of Charter School Management Company, and he offered to provide some free Board training. The Board responded positively to the offer, but asked Ms. Frank to confirm that the training would be appropriate for a large, comprehensive Charter school. They also requested the training focus on the Brown Act; Governance, Roles and Responsibilities of a board member; how boards get things done, and how to build a good agenda. The Board decided not to have the training prior to a scheduled board meeting, and suggested Wednesday, January 12<sup>th</sup> at 5:00 PM as a possible date and time.

E. Discussion of Agenda Planning Committee Process

The Board asked the Agenda Planning Committee to provide a draft agenda to Board members after its construction.

F. Additions/Deletions/Changes to Board Calendar

This agenda item was tabled.

**VI. ACTION ITEMS**

A. Discussion and Approval of Draft Policies- Michael A. Smith (see handouts)

- Free speech policy
- Document retention and destruction policy
- Whistleblower policy

Michael Smith asked to defer voting on the document retention and destruction policy until the regular January Board meeting because his draft was missing some edits received from a Board member. This policy will be added as an action item on the January agenda.

*Susan Frank moved that we accept the recommendation of the Executive Director and approve the Student Freedom of Speech/Expression: Publication Code Policy. Monica Iannessa seconded the motion.*

**BOARD ACTION: MOTION PASSED**

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

**No – 0**

**Abstain – 1 (Chris Lee)**

*Susan Frank moved that we accept the whistleblower policy, with changes, as recommended by the Executive Director. Jason Cutler seconded the motion.*

**BOARD ACTION: MOTION PASSED**

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

**No – 0**

**Abstain – 0**

**B. Discussion and Possible Action on Leadership Selection Process and Timeline**

*Monica Iannessa moved that we move action item B to the January 11<sup>th</sup> Special Board meeting with UCLA SMP. Eleanor Rozell seconded the motion.*

**BOARD ACTION: MOTION FAILED**

**Yes – 2 (Eleanor Rozell, Monica Iannessa)**

**No – 8 (Susan Frank, Jason Cutler, James Paleno, Allison Holdorff Polhill, Stephanie Inyama, Lisa Kaas Boyle, Naomi Norwood, Chris Lee)**

**Abstain – 1 (Wendy Hagan)**

*Lisa Kaas Boyle moved that for the January 11, 2011 Special Board meeting that we ask UCLA SMP to address the following:*

*Leadership job description*

*Top management leadership structure*

*Selection process defined*

*Timeline with specific dates*

*Jason Cutler seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 8 (Eleanor Rozell, Stephanie Inyama, Susan Frank, James Paleno, Allison Holdorff Polhill, Jason Cutler, Lisa Kaas Boyle, Naomi Norwood)**

**No – 1 (Wendy Hagan)**

**Abstain – 2 (Chris Lee, Monica Iannessa)**

**C. Discussion and Approval of Updated PCHS Bylaws**

Susan Frank announced that the draft Bylaws were not provided in time for posting, so the agenda item was tabled until the regular January Board meeting.

**D. Employment Issues- Jennifer Eustice**

- Employee Handbook

- Hiring policies

After discussion, the Board decided that the Employee Handbook was a management, not a Board issue. Michael Smith was asked to work with Jennifer Eustice to promulgate the Employee Handbook.

The Hiring Policies were tabled by the Board who felt it should be addressed after Board training, possibly at the January Board meeting.

**VII. OUTSTANDING BUSINESS**

A. Governance Policies

Allison Holdorff Polhill said that the draft has been completed. It was decided that the draft will be sent to Board members and posted to the PCHS website in order to solicit feedback. The draft Governance Policies will come up for review by the Board at the January Board meeting.

B. Accounting of monies owed to General Fund from Civic Center Permit Fees

This item will be presented at the January Board meeting.

**VIII. NEW BUSINESS**

There was no new business.

*Board chair to announce items for closed session.*

Open Session ended: 10:35 PM

**IX. CLOSED SESSION 10:35 PM**

A. Conference With Information From Labor Negotiator: Michael A. Smith, Interim Executive Director

Employee organization: PESPU, UTLA

B. Conference with legal counsel- anticipated litigation

Significant exposure to litigation pursuant to subdivision b of section 54956.

**OPEN SESSION 11:00 PM**

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

*There was nothing to report from closed session.*

**X. ADJOURNMENT 11:00 PM**