



A CALIFORNIA DISTINGUISHED SCHOOL

**REGULAR MEETING MINUTES  
BOARD OF TRUSTEES**

**Tuesday, November 16, 2010**

**3:30 PM- 5:00 PM Board & Committee Chair Training- Book Room**

**5:00 PM Board Meeting – Library**

**BOARD & COMMITTEE CHAIR TRAINING 3:30 PM**

Members Present: James Paleno, Susan Frank, Allison Polhill, Michael A. Smith, Lisa Boyle, Naomi Norwood, Eleanor Rozell, Stephanie Inyama, Chris Lee, Monica Iannessa, Simon Santana, Maisha-Cole Perri, Robert King.

The Committee Chairs discussed the purpose of their committees. James Paleno, Board Chair, discussed the importance of Board and Committee agendas, meeting materials, and meeting minutes being posted on the PCHS website, and at designated school sites, within the designated time periods. Susan Frank, Board Secretary, reviewed the Brown Act handout and gave an overview on Carver’s Policy Governance. Michael A. Smith, Interim Executive Director, gave a brief recap of the Brian Carpenter handout on effective governance.

**I. PRELIMINARY**

A. Call to order 5:15 PM

B. Introduction of new and returning board members

New and returning Board Members were welcomed by James Paleno, Board Chair. Board Members then introduced themselves.

C. Roll call

Members Present

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

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

Members Absent

None

Officers/Non-Voting Members Present:

Michael A. Smith   Marcia Haskin   Greg Wood   Shahin Mohammadi

## II. APPROVAL OF MINUTES

October 19, 2010 Board Meeting

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

### **BOARD ACTION: MOTION PASSED**

**Yes – 4 (James Paleno, Susan Frank, Wendy Hagan, Jason Cutler)**

**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. 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.

Mike Stryer, parent and Fairfax High School teacher, urged the Board to look at the weaknesses in the math department as evidenced by PCHS's low rate of advanced & proficient CST scores when compared to English. He also noted that the math department has a high student failure rate.

Robert King, teacher, disagreed with some changes in the new Charter regarding committees and asked the Board to investigate how these changes occurred.

Simon Santana, teacher, echoed Mr. King's concerns regarding changes to the selection process for some committees, and requested the Board investigate and provide some answers to stakeholders.

Angelica Pereyra, teacher, also discussed the change from election to selection in the new charter for some board committees, and said the transition was abrupt and disruptive to these committees.

Andrea King, librarian, brought up a lack of transparency in the selection process for some board committees, and said that stakeholders were not allowed input before this change in the Charter.

Carolin Herrmann, classified employee, asked the Board for clarification as to how the change in the Charter occurred, and recommended the Board work to amend the Charter.

## IV. ORGANIZATIONAL REPORTS:

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

Michael Smith discussed how LAUSD was proposing a 2011-2012 school year calendar of August 15 – June 1. Mr. Smith said that in order for PCHS to institute a calendar year change negotiations and agreement with employee unions must occur.

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

Marcia Haskin reviewed her recent meeting with Superintendent Cortines regarding busing. She recommended re-instituting the 2:00 PM buses in the spring semester,

eliminating the need for study hall. Ms. Haskin also informed the Board that due to delays and difficulties getting students to school on time, the bus sharing between PCHS and Revere has ended.

Ms. Haskin detailed how administrative meetings are instructionally based, and noted that administrators have visited 80 classes since the beginning of the school year. She also said that many teacher evaluations are occurring. A peer assistance review team is being created in order to assist under-performing teachers. She also added that peer evaluation, or some form of valued added data, will be a discussion point in the next union contract.

UCLA SMP met with the faculty on October 26<sup>th</sup>. Each stakeholder group, and the Board, have all voiced their support behind one academic leader reporting to the Board. UCLA SMP met with all stakeholder groups on November 15<sup>th</sup> to investigate what PCHS' mission and vision obligate the Board and management to do.

A Student Attendance Review Board (SAR) was established to work with any student with 4 or more absences.

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

Greg Wood reported that the California State budget, with a projected deficit of \$25 billion, is now in a fiscal emergency situation and cautioned that PCHS' current projected budget surplus could quickly disappear. He clarified that the Federal Jobs Program, which recently provided approximately \$610,000 in funding to PCHS, is a one-time program. Mr. Wood stated that there are currently 995 students (34.7%) on free and reduced lunch.

Mr. Wood notified the Board that LAUSD has requested an audit of PCHS Special Education funding.

D. Human Resources report- Jennifer Eustice (handout)

Jennifer Eustice gave a brief report on open positions.

E. Classified report- Eleanor Rozell

Eleanor Rozell said that classified employees met with UCLA SMP for an hour and a half and she received positive feedback from the meeting. She noted that not all classified staff were able to attend.

F. Students' report- Shahin Mohamadi

Shahin Mohamadi reported that students enjoyed participating in the UCLA SMP vision meeting. He spoke about student activities and congratulated the Tideline on winning a number of prestigious awards.

G. Faculty report- James Paleno, Chris Lee, Wendy Hagan

Wendy Hagan, teacher representative elected by students, said that she has the student's UCLA SMP vision work and their feedback will be discussed in class.

H. Budget and Finance Committee report- Rob King

There was no report.

- I. Policy Committee report- Julia O’Grady  
There was no report.
- J. Educational Programs Committee report- Simon Santana  
Elections will be held in December for faculty, community, and parent representatives, as well as for a new committee chair.
- K. Communications Committee report- Monica Iannessa  
Monica Iannessa said that the committee is working on the stakeholder surveys, as directed by the Board.
- L. Operations, Facilities and Technology Committee report- Maisha-Cole Perri  
Maisha-Cole Perri said that she is looking forward to the next meeting, with the committee members that were selected by the Board.
- M. Parent report- Julia O’Grady  
Julia O’Grady discussed upcoming parent events.

V. **DISCUSSION ITEMS**

- A. Retiree Healthcare Benefit- Presentation by The Epler Company, Actuarial Consultants (handouts)- Marilyn Jones, Senior Actuary

Marilyn Jones gave a presentation regarding the status of the PCHS retiree healthcare benefit and the accounting treatment of the liability. Ms. Jones said that Financial Accounting Standards (FAS) #106 applies to non-profits. This standard requires that organizations accrue the liability, but funding the liability is not required. The actuarial report details the total stream of payments to be \$121 million, which calculates to \$20 million in present value terms. PCHS has not yet created and funded a separate Retiree Benefit Trust, but currently approximately \$2 million has been restricted within the General Fund to fund this liability. Ms. Jones discussed that some new PCHS employees are no longer eligible for this benefit. She also said a number of other organizations have reviewed, and made changes to their plans, such as ending benefits at Medicare eligibility. She noted that most schools have no designated funds in place to fund this liability. Ms. Jones said that PCHS’ retiree healthcare benefit is 15% funded, and in her presentation provided a number of funding scenarios.

- B. Human Resources- Jennifer Eustice (handouts)  
Jennifer Eustice presented two job descriptions to the Board based on the format of a sample job description agreed to by the Board at the September Board meeting. A number of Board members expressed that the two job descriptions did not adequately reflect the structure of the sample, which focused on accountability and areas of responsibility, not individual tasks. An Ad-Hoc Committee (Lisa Kaas Boyle, Susan Frank, James Paleno, Allison Polhill, and Marcia Haskin) agreed to lend some assistance to Jennifer Eustice in the writing of the job descriptions. Ms. Eustice also asked that comments on the Employee Handbook and Policy Manual be e-mailed to her.
- C. Status of New Draft Policies- Michael A. Smith (handouts)  
Michael Smith stated that the whistleblower, free speech, and document retention and destruction policies needed to be approved by the Board by January 1, 2011. Mr. Smith

discussed how he has met with the PCHS journalism students to edit the draft free speech policy in order to address students' concerns. Revisions for the whistleblower and document retention and destruction policies should be sent to Mr. Smith. All three draft policies will be action items at the December Board Meeting.

D. Discussion and Formation of New Ad-Hoc Board Committee Tasked with Identification of Changes, and Adherence to, new Charter

The Board felt that an Ad-Hoc Committee should be created to address questions and concerns poised by stakeholders and Board members as to how some of the final wording in the new Charter was arrived at. This committee will also investigate a number of areas in the Charter where there is ambiguity, and will recommend to the Board whether LAUSD should be approached regarding revisions to the Charter. Board members Allison Polhill, Naomi Norwood and Stephanie Inyama volunteered to be members of this committee. James Paleno and Monica Iannessa agreed to reach out to members of the old Ad-Hoc Charter Renewal Committee.

E. Discussion of Additional Board Training

There was a brief discussion regarding board training. Michael Smith suggested we might use an outside consultant for governance training and mentioned that the California Charter School Conference in March is available for Board Members that wish to attend.

**VI. ACTION ITEMS**

A. Election of Board Officers- Chair, Vice-Chair, Secretary

*Jason Cutler nominated James Paleno for Board Chair. Susan Frank seconded the motion.*

**BOARD ACTION: JAMES PALENO WAS ELECTED BOARD CHAIR**

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

**No – 0**

**Abstain – 0**

(Board member James Paleno recused himself)

*Lisa Kaas Boyle nominated Allison Holdorff Polhill for Board Vice-Chair. Chris Lee seconded the motion.*

*Shanin Mohammadi nominated Chris Lee for Board Vice-Chair. Chris Lee declined.*

*Susan Frank nominated Wendy Hagan for Board Vice-Chair. Chris Lee seconded the motion.*

**BOARD ACTION: ALLISON HOLDORFF POLHILL WAS ELECTED BOARD VICE-CHAIR**

**5- Allison Holdorff Polhill (Jason Cutler, Lisa Kaas Boyle, Chris Lee, Naomi Norwood, Stephanie Inyama )**

**4 – Wendy Hagan (James Paleno, Susan Frank, Monica Iannessa, Eleanor Rozell)**  
(Board members Allison Holdorff Polhill and Wendy Hagan recused themselves)

*Jason Cutler nominated Susan Frank for Board Secretary. Naomi Norwood seconded the motion.*

**BOARD ACTION: SUSAN FRANK WAS ELECTED BOARD SECRETARY**

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

**No – 0**

**Abstain – 0**

(Board member Susan Frank recused herself)

**B. Board Selection of Committee Members**

The Board selected the following individuals to serve on the Budget & Finance Committee.

Budget & Finance:

Faculty: Olivia Castro, Susan Curren, Dan Kelly, Rob King, Karyn Newbill, Cheryl Onoye, Simon Santana

Classified: Flor Contreras

Administrator: Mary Bush

Booster Club/Community: Richard Held

Parents: Ellen Pfahler, Kim Carson with Carol Osborne as alternate #1 and Maria Rheingold as alternate #2.

Student: Lucy Pogoriler

Non-voting Board Member: Stephanie Inyama

Operations, Facilities and Technology Committee:

Faculty: Heather DeWeesse, Steve Engelman, Andrea King, Maggie Nance, Angelica Pereyra

Classified: David Keese

Administrator: Maisha-Cole Perri

At large: Carolin Herrmann

Parents/Community: Debbie Barnett, with David Schneiderman as alternate #1 and Rick Mills as alternate #2.

Student: Sarah Etaat

**C. Board Selection of Committee Members**

Grade Appeal Committee- Chris Lee, Eleanor Rozell, Jason Cutler

Ad-Hoc Policy Governance Committee- no change (Julia O’Grady, Allison Holdorff Polhill, John Callas, John Riley, Susan Frank, Mark Epstein)

Stakeholder Survey Committee- Wendy Hagan, Susan Frank, Jason Cutler, Chris Lee, Stephanie Inyama.

**D. Discussion and Approval of Updated Policy Committee Bylaws**

This item was tabled pending clarification of sections of the Charter.

- E. Tasking of Budget & Finance Committee- Executive Limitations-Financial  
*Susan Frank moved that we task the Budget & Finance Committee with completing the second half of the Executive Limitations- Financial and presenting their recommendations to the Board. Jason Cutler seconded the motion.*  
(This motion was originally approved at the March 2010 Board Meeting)

**BOARD ACTION: MOTION PASSED**

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

**No – 0**

**Abstain – 1 (Chris Lee)**

- F. Discussion and Action on Repurposing Categorical Funds From the State of California for the 2010-2011 School Year That Have Become Unrestricted

Greg Wood discussed the repurposing of categorical funds from the State of California for the 2010-2011 school year that have become unrestricted and recommended that the funds be spent according to the approved budget.

*Jason Cutler moved that we accept the recommendation of the Chief Budget Officer and approve the continued use of these funds. Naomi Norwood seconded the motion.*

**BOARD ACTION: MOTION PASSED**

**Yes – 9 (James Paleno, Chris Lee, Jason Cutler, Naomi Norwood, Monica Iannessa, Eleanor Rozell, Stephanie Inyama, Allison Holdorff Polhill, Lisa Haas Boyle)**

**No – 1 (Susan Frank)**

**Abstain – 1 (Wendy Hagan)**

- G. Task the Executive Director with Records Collection from PCHS Legal  
New Board members were informed that the previous Executive Director did not retain any of the school's legal correspondence, and a discussion regarding this situation ensued.

*Susan Frank moved that in connection with a review by PCHS of its legal service providers, PCHS' Executive Director is authorized to request that Middleton, Young & Minney return to PCHS all original correspondence files relating to PCHS from 2004 through June 30, 2010. Jason Cutler seconded the motion.*

**BOARD ACTION: MOTION PASSED**

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

**No – 0**

**Abstain – 0**

**VII. OUTSTANDING BUSINESS**

Accounting of monies owed to General Fund by the Civic Center Permit Fees- November Board meeting. This will be presented at the December Board Meeting.

**NEW BUSINESS**

The updated Bylaws will be presented to the Board at the December Board meeting.

*Board chair to announce items for closed session.*

Open Session ended: 9:45 PM

**VIII. CLOSED SESSION 9:50 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 10:40 PM**

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

(There were no votes taken during closed session)

**IX. ADJOURNMENT 10:40 PM**