



A CALIFORNIA DISTINGUISHED SCHOOL

**SPECIAL MEETING MINUTES  
BOARD OF TRUSTEES  
Tuesday, December 7, 2010  
4:15 PM – 6:15 PM, LIBRARY**

**I. PRELIMINARY**

**A. CALL TO ORDER**

The meeting was called to order at 4:25 pm.

**B. ROLL CALL**

Members present

Allison Holdorff Polhill  
Eleanor Rozell  
Lisa Kaas Boyle (5:18 PM)  
Naomi Norwood  
Susan Frank

Chris Lee  
Jason Cutler  
Monica Iannessa  
Stephanie Inyama  
Wendy Hagen

Members Absent

James Paleno

Ex-Officio Members

Michael A. Smith- Interim Executive Director  
Marcia Haskin- Interim Principal  
Greg Wood- Chief Business Officer  
Shanin Mohammadi (4:45 PM)- Student Representative

**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. 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.*

- Michael Smith, PCHS Executive Director, asked who among the new Board members would like to go to the California Charter Schools Conference (CCSA). Ms. Inyama, Ms. Holdorff Polhill, Ms. Frank, Mr. Cutler, Ms. Iannessa, and Mrs. Haskin had previously indicated that they wished to attend the CCSA. Mr. Lee said that he would like to be added to the list of attendees and Ms. Norwood indicated that she would tell Mr. Smith soon whether or not she was interested in attending.

**III. DISCUSSION ITEMS**

## A. UCLA SCHOOL MANAGEMENT PROGRAM (SMP)

Pat Martinez-Miller-UCLA/SMP Facilitator

Debi Laidley-UCLA/SMP Facilitator

### Introductions, Purpose, Norms for the Day

Mrs. Martinez-Miller introduced the Norms for the Day, which are the rules which have guided all stakeholder workshops in the UCLA SMP Team Leadership Hiring Process.

The Norms for the Day are:

1. Listen to understand
2. Make space for all voices
3. Presume positive intentions and suspend judgment
4. Say it now
5. Invite different perspectives
6. Be open to new ideas

### Exercise 1: Who Are We as the PCHS 2010 – 2011 Board?

Ms. Laidley led the Board through an exercise: “2 Minute Interviews” – the Board members asked each other six questions in a rotation process.

The six questions asked in the interviews were:

1. What inspired you to become a Board member?
2. What do you know about the leadership selection process so far?
3. What questions do you have about the selection process?
4. What do you think is the most vital role of the Board in the selection process?
5. How do you see your individual role as a Board member in the process?
6. When your Board term is completed, for what would you most like to be remembered?

The most common answers from the interviews were shared with the entire Board. These answers were:

#### 1. What inspired you to become a Board member?

Connections to people who motivated one to make a difference

Desire to help Pali be as excellent as it can be

Desire to help Pali be “about the kids”- focused on student achievement

Wanted to help change the culture of Board—help it be positive

Personal desire to make a valuable contribution

#### 2. What do you know about the leadership selection process so far?

We don't know when we are going to start implementing the process- timeline, stick to it

PCHS hired UCLA

Massive stakeholder input- leadership, process, vision

One leader at the top with academic and business experience

Nationwide search

The South Pasadena interview selection process should be adopted

Strong evidentiary process where definitive evidence of the quality the candidate purports to possess is shown

#### 3. What questions do you have about the selection process?

How will each stakeholder group (and the board) be involved?

What will be involved in the vetting process?

How will the hiring committee members (interview) be selected?  
What is the specific timeline?  
Are we going to consider hiring a search firm?  
Vote on adopting the South Pasadena model?  
Tasks required of the finalists?  
Current administration/management involvement in the process?

4. What do you think is the most vital role of the Board in the selection process?

Vital Role – Involvement in the Process

Interview process  
We must ultimately vote on a leader  
Accountability  
PR – Professional Board

Vital Role – Validation of the Process

objectivity  
knowledge and understanding of the process  
legitimacy  
trust

Vital Role- Unified voices

Accountability to the stakeholders

5. How do you see your individual role as a Board member in the process?

Focus/Timeline

Bring experience in the real-world  
Communicate to all stakeholders  
Listen to all stakeholders  
Be involved in the interview process  
Focus on overall mission not individual group pressures  
Vet and observe candidates' actual experience

6. When your Board term is completed, for what would you most like to be remembered?

Useful and taking a proactive approach  
Instructional reform  
Providing support for all stakeholders  
Creating a positive change as part of a group rather than as an individual  
Have PCHS become a leader in charter schools  
Taking the job seriously

At the end of the 2 Minute Interviews exercise Mrs. Martinez-Miller reminded the Board that it needs to speak as one voice when answering questions from stakeholders. To that end she suggested that by the end of the Board meeting all Trustees should help craft the statement which would be used when Board members were asked, “What went on at the Board meeting last night?”

Exercise 2: Where is PCHS Now in the Leadership Hiring Process?

The Board discussed the September and December timelines, and considered the next steps in the Leadership Hiring Process. Mrs. Martinez-Miller suggested that the Board use “the essence” of the lengthy vision in Pali’s Charter when posting for the leadership position.

Trustees discussed the South Pasadena School District leadership selection model which was detailed at the October 5, 2010, Board meeting.

Mrs. Martinez-Miller briefly went over what the Board decided during last year's work with the UCLA SMP Team, the paramount decision being that Pali will search for one academic leader who possesses business skills.

Trustees expressed a desire to review the revised UCLA SMP timeline at the Regular December 14<sup>th</sup> Board Meeting. As a starting point, Board members were asked to email Ms. Frank their suggestions for proposed deadlines for the UCLA SMP process by noon on Thursday, December 9<sup>th</sup>. Ms. Frank will come up with a general feel of the responses and telegraph back the sense of Board members thinking on Friday, December 10<sup>th</sup>. After hearing back from Board members, Ms. Frank will then communicate this information to Mrs. Martinez-Miller and Mrs. Marcia Haskin. Mrs. Martinez-Miller expressed the possibility of having a draft of the leadership job description for the December 14, 2010 Board meeting.

Exercise 3: Leadership and the Palisades Charter High School Vision

- An interactive process to align vision toward action.  
This exercise was not done due to time constraints.

Exercise 4: The Board's Next Work

- Outlining process and decisions to be made.  
This exercise was not done due to time constraints.

Exercise 5: Reflection

This exercise was not done due to time constraints.

**IV. ADJOURNMENT**

The meeting adjourned at 6:26 pm.