



A CALIFORNIA DISTINGUISHED SCHOOL

REGULAR MEETING MINUTES BOARD OF DIRECTORS

Tuesday, February 16, 2010

5:00 PM

LIBRARY

I. PRELIMINARY:

- A. CALL TO ORDER 5:02 P.M.
- B. ROLL CALL Karen Perkins, Amy Held, Julia O'Grady, Jason Cutler, James Paleno, Alex Shuhgalter, Susan Frank, Patrice Fisher were present at the opening of the meeting. Carol Osborne, John Riley and John Callas arrived late.
- C. APPROVE THE MINUTES
 - January 19th, 2010 regular meeting minutes
Minutes approved with corrections.
 - January 26th, 2010, special board meeting minutes
Minutes approved as written.

II. PUBLIC COMMENTS:

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.

Linda Ello, a counselor, spoke to the Board and said that she was speaking in support of the Director of Academic Planning and that her absence last week negatively impacted the counselors.

Jill Barker, a counselor, said that counselors are in limbo, not knowing Ann's status. She said that the counselors have had extra work, and less time to spend with students, due to Ann's absence.

Richard Thomas, Director of Instruction, wanted to voice his support for Ann Davenport. He said the counselors have been overburdened the last week and that a major part of the school's success involves the Counseling Office.

The parent of a student petitioned the Board to allow his son to receive either an "N" (no grade), or withdraw, from his Math Analysis class.

III. ORGANIZATIONAL REPORTS:

This is a presentation of information concerning non-confidential matters that have occurred since the previous Board meeting.

A. Executive Director's Report – Amy Held

Amy updated the Board on-

Charter Renewal- Redlines (feedback on our petitions) has been received from LAUSD. Amy said that the redlines were limited, not substantive, and were in line with what other charters had received. The expectation is that we will send our reply to the redlines on Friday, February 19th, after the Charter Renewal Task Force has met. March 16th is the date set for the LAUSD board to consider our petition. Amy also mentioned that Special Education has been moved to a Memorandum of Understanding (MOU).

PCHS is currently in negotiations with LAUSD regarding transportation for traveling students next year.

B. Academic Principal's Report – Marcia Haskin

Marcia Haskin reported that PCHS came in 6th place in the City Academic Decathlon. The team will be going to State in March. She also said that she had heard positive feedback on the "state of the budget" meetings held last Thursday and Friday for faculty and staff.

Patrice Fisher asked Marcia Haskin if going forward she could provide more information in her report on our achievement in meeting academic targets.

C. Chief Business Officer's Report – Greg Wood

Greg Wood reported ADA at 2,686. He reported that on March 2nd Interim Financials would be completed (financials through January). He also reminded all board members to fill out CA Form 700 and return it to him by April 1, 2010.

D. Fundraising Committee Update – Carol Osborne

Carol Osborne updated the board on discussion from the last meeting, which culminated in the distribution of a list of key questions for the Board to consider. It was felt that a longer discussion of the Board's role in fundraising, and other issues should occur at a Special Board Meeting, or retreat, in order to give the topic some in-depth focus.

IV. DISCUSSION AND/OR ACTION ITEMS:

A. Charter Renewal Task Force – Election of Administrator/Manager Position – Karen Perkins

Karen Perkins discussed how the new charter does not designate who is eligible for the Administrator/Manager position on the board, nor the process for their selection. She felt that the Board needed to task the Charter Renewal Task Force with making recommendations regarding these issues.

John Riley informed the Board that the Charter Renewal Task Force had already begun discussion on the topic of the selection of the Administrator/Manager, and would report their recommendations at the March 16th Board Meeting.

B. Open Employee Positions – Karen Perkins

Karen Perkins discussed the need for an open employee position policy.

Susan Frank moved that the Board task the Policy Committee with presenting a policy to the Board regarding open positions.

John Riley seconded the motion.

BOARD ACTION: Motion Passed

11 – yes (Carol Osborne, Julia O’Grady, Jason Cutler, Susan Frank, Alex Shuhgalter, Amy Dresser Held, Patrice Fisher, Karen Perkins, John Riley, John Callas, and James Paleno)

0 – no

0 – abstain

- C. Presentation Of A Plan To Secure A Long Term Principal – Amy Held and Marcia Haskin
Marcia Haskin spoke about the principal search process, and said that proper vetting is crucial. She said that at the 2-23-2010 Faculty Meeting there will be a discussion as to what faculty members want in a principal.

Carol Osborne said that an equal amount of time needed to be spent on the roles and responsibilities of the Principal and Executive Director. She referenced the petition signed by 115 employees which requests that the Board use a third party expert to assess our management structure and whether we have the right framework to accept a high quality candidate. Carol said that these structural questions needed to be incorporated into the plan and for faculty buy-in to occur.

John Callas brought up the importance of defining the roles and responsibilities of the Executive Director and Principal.

Jason Cutler also discussed the importance of the petition signed by 115 employees, mentioned earlier by Carol Osborne.

Susan Frank recommended that our approach to attract an outstanding principal start by identifying academic leaders like Brian Bauer, Executive Director at Granada Hills Charter High School, visiting them, and ascertaining what changes, if any, these academic leaders would require in order to be interested in the PCHS principal position.

Amy Held and Marcia Haskin agreed that the first order of business is to reach consensus on roles and responsibilities, and an organizational structure we all agree on, before starting a search.

Alex Shuhgalter said that we should consider other organizational structures for PCHS.

Patrice Fisher reiterated that defining the roles of the Executive Director and the Principal is very important.

- D. Long Range Planning Advisory Committee Update – Paul Mittelbach
Paul Mittelbach discussed how the committee met last week. The meeting minutes, and notes from strategic planning book, *The Seven Outs*, by Brian Carpenter will be distributed shortly. He said that the committee would submit its recommendations to the Board in advance of the March 9th Special Board Meeting.

Susan Frank, a member of the Long Range Planning Advisory Committee, recapped the committee meeting. She felt that at the start of the meeting there were two trains of thought which differed significantly. The first was a traditional a strategic planning committee whose

purpose is to develop Ends (goals) Policy. The second train of thought involved a large committee that is the clearinghouse for new ideas. After discussion, the committee recognized the immediacy for school wide priorities, in order to give needed direction in the budget process. Strategic planning was designated as the Long Range Planning Committee's first priority, followed at a later date with expanded activities.

E. Budget Strategy – Greg Wood and Amy Held

Greg Wood and Amy Held summarized the recent meetings that were held with staff to inform them of the anticipated \$1.1 million budget shortfall estimated for the 2010-2011 school year, and to solicit input as to stakeholder's budget priorities. Parent Advisory Council (PAC) will be hosting this meeting for parents in March, in order to solicit their input. A parent and community budget/fundraising meeting is also being considered.

There will be a Special Board Meeting on June 8, 2010 whose purpose is Board approval of the 2010-2011 budget.

John Riley moved to adopt the proposed budget calendar. Julia O'Grady seconded the motion.

BOARD ACTION: Motion Passed

11 – yes (Carol Osborne, Julia O'Grady, Jason Cutler, Susan Frank, Alex Shuhgalter, Amy Dresser Held, Patrice Fisher, Karen Perkins, John Riley, John Callas, and James Paleno)

0 – no

0 – abstain

Greg Wood proposed that we freeze the textbook budget, estimating that it will save \$50,000 - \$100,000 to this year's budget.

Julia O'Grady made, and Patrice Fisher seconded, the motion to freeze the 2009-2010 textbook budget for purchase orders not placed by February 28, 2010, excluding the library textbook fund.

BOARD ACTION: Motion Passed

11 – yes (Carol Osborne, Julia O'Grady, Jason Cutler, Susan Frank, Alex Shuhgalter, Amy Dresser Held, Patrice Fisher, Karen Perkins, John Riley, John Callas, and James Paleno)

0 – no

0 – abstain

V. DISCUSSION ITEMS:

A. School Calendar – Karen Perkins

Karen Perkins wanted the Board to know that some teachers have raised the issue of a school calendar change. She said that UTLA would be discussing the idea at their meeting tomorrow.

Carol Osborne felt that this was a management issue.

Karen Perkins responded that the timing of the school year is a major education issue that affects student outcomes.

Amy Held suggested that updates on the topic be included in the faculty report to the Board.

After further discussion, it was decided that the school calendar is something that should be referred to the Long Range Planning Committee, where it can be viewed in terms of a means to achieving Ends (goals) Policy.

B. Presentation of Draft Facilities Master Plan – Amy Held

Amy Held discussed the Draft Facilities Master Plan. She said the purpose was to optimize use of the campus, upgrade existing facilities, and the addition of new facilities.

Stakeholders are being asked for their input on the draft.

Perkins + Will, the architect, has completed their task with the drawings and will no longer be involved.

The State funding of \$1.6 million must be matched with an equal amount. Due to budget cutbacks this program was frozen last year. Only the renovations on the science space qualify for this matching program.

Susan Frank discussed the fact that the Facilities Task Force is an Ad-Hoc Committee, and now that the committee has completed its task of presenting a plan to the Board, consideration of the committee's status needs to be reviewed.

C. Agenda Creation Process – Amy Held

Amy Held expressed her concern that the Board chair was not allowing particular items on the agenda. She voiced that regulatory documents need to be approved in a timely manner.

John Callas said that perhaps Amy, in advance, should give the Board Chair an annual timeline showing when particular regulatory documents might need to be addressed by the board.

Carol Osborne questioned why the Executive Director tasked the attorney with creating a sample Governance Process Policy, when the Board approved one. unanimously in October 2009. Carol pointed out that in regards to agenda creation, the PCHS Governance Process Policy states that the Board Chair is responsible for the agenda. It also states that legal counsel reports to the Board Chair in governance matters. Carol was concerned that our legal counsel was unaware of the school's governance policies.

Susan Frank brought John Carver's Policy Governance Guide titled Adjacent Leadership Roles: CGO (Chief Governance Officer, or Board Chair) and CEO (Chief Executive Officer, or Executive Director). She expressed that understanding roles and responsibilities was key to the proper functioning of good governance, and that she had purchased a copy for each of the Board members and would distribute them at the next meeting. Susan also quoted Mr. Carver in regards to the setting of the agenda, where he makes it clear that this is the purview of the Board Chair.

Aaron Castro, a teacher, used his public comment period to point out that the Executive Director will become a non-voting member of the Board when the new Charter goes into effect. He questioned whether school funds were spent on the sample policy provided by counsel.

VI. OUTSTANDING BUSINESS

None

VII. NEW BUSINESS

- A. Salary schedules for administrators and comparison versus other schools, and job descriptions presented at the March General Meeting. – Amy Held
- B. Sodexo detailed analysis of cafeteria operations to be presented in March.- Greg Wood
- C. Auditor Selection Committee Update.- Susan Frank
- D. List of critical functions, and names of personnel who are trained in each critical function. – Amy Held

Board Chair to announce agenda items for closed session.

OPEN SESSION ENDS 8:07 P.M.

VIII. CLOSED SESSION:8:14 P.M.

A. PUBLIC EMPLOYMENT

Title: Director of Academic Planning and Guidance Services – Amy Held - Update

Title: Human Resources Director – Amy Held - Update

Title: Executive Director – Evaluation

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – Amy Held- Update

IX. PUBLIC SESSION: 9:49 P.M.

IF REQUIRED, PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present).

A. PUBLIC EMPLOYMENT

Title: Director of Academic Planning and Guidance Services

Carol Osborne moved, and Patrice Fisher seconded, a motion to accept the Executive Director's recommendation to offer Ann Davenport, in principle, a one year consulting services agreement contract to run concurrent with her regular employment. The consulting services contract is for implementation of alternative educational offerings at PCHS, including an expanded distance learning module, independent study, etc. The Executive Director will prepare a consulting agreement which includes performance milestones against which benchmark payments will be paid. The consulting agreement will be presented to the Board for approval.

BOARD ACTION: Motion Passed

7 – yes (Carol Osborne, Julia O'Grady, Amy Dresser Held, Patrice Fisher, John Riley, John Callas, and James Paleno)

4 – no (Karen Perkins, Jason Cutler, Alex Shuhgalter, Susan Frank)

0 – abstain

X. ADJOURNMENT: 9:50 P.M.