



A CALIFORNIA DISTINGUISHED SCHOOL

**REGULAR MEETING MINUTES
BOARD OF TRUSTEES
Tuesday, July 20, 2010
5:00 PM, STAFF CAFETERIA**

I. PRELIMINARY

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

Members Present

Jason Cutler
James Paleno
Patrice Fisher

Julia O'Grady
Susan Frank
Karen Perkins

Members Absent

Carol Osborne
John Riley
John Callas
Wendy Hagan

Officers/Non-Voting Members Present:

Michael A. Smith Marcia Haskin Greg Wood Shahin Mohammadi

II. APPROVAL OF MINUTES

June 15, 2010 Board Meeting Minutes

Patrice Fisher moved to accept the Minutes with one correction. Julia O'Grady seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 6 (Julia O'Grady, Karen Perkins, Jason Cutler, Susan Frank, Patrice Fisher. James Paleno)

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.

There were no public comments.

IV. ORGANIZATIONAL REPORTS:

A. Interim Executive Director's report- Michael A. Smith

Michael A. Smith discussed his first three weeks as Interim Executive Director at PCHS where he met with each administrator and others on issues such as the pool and fundraising. Mr. Smith is also working with Ann Davenport to revise the Distance Learning Consulting contract so that it follows the UCLA template in regard to milestones and deliverables. The revised Distance Learning Consulting contract will be presented at the regular August Board Meeting.

There was a discussion regarding Board and stakeholder confusion in regard to the administrator/manager 2010-2011 salary schedules and contracts approved at the May 26, 2010 Board Meeting, with questions raised regarding the specifics of the motions passed, and the accuracy of some of the statements made. Jennifer Eustice detailed that switching from A basis to E basis reduced the number of work days (before the furlough days) from 236 to 224, and that Granada's administrators have 229 work days. (see handout)

Board members agreed that the 2010-2011 administrative/management salary schedules and contracts should be further discussed at the August 17th Board Meeting.

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

Marcia Haskin detailed her priorities for the upcoming school year which include an increase in Professional Learning Communities; better use of student data to inform instruction; personalization of a student assistance program for struggling students; development of an administrative class for teachers; and increased continuity and consistency in the implementation of school systems/programs by all teachers.

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

Greg Wood said that PCHS's new auditor, Wilkinson Hadley King was recently on site to conduct its initial review. The Consolidated Application (Part 1) was completed, signed and filed by the June 30, 2010 deadline. The Bank of the West Track and Field and Pool loans are expected to be finalized shortly. Sodexo will continue to manage the foodservice operation. There will be new menu choices and we will now have a full time manager.

D. Students' report- Shahin Mohammadi

Shahin Mohammadi said that freshman orientation was being held on August 26th.

E. Faculty report- James Paleno and/or Karen Perkins

No report.

F. Budget and Finance Committee report- Rob King

No report.

G. Policy Committee report- Julia O'Grady

Susan Frank brought up that the recent e-mail to parents stating that the dress code would be subject to review by the Board of Directors and asked whether that should be changed to review by administrators in future correspondence.

H. Educational Programs Committee report- Grant Smith

No report.

I. Communications Committee report- Monica Iannessa

Monica Iannessa said that e-mail guidelines have been introduced, and that the goals set for the new school year will be presented.

J. Operations, Facilities and Technology Committee report- Maisha-Cole Perri

No report.

V. **DISCUSSION ITEMS:**

VI. **DISCUSSION AND/OR ACTION ITEMS:**

A. GOVERNANCE POLICIES- Ad Hoc Governance Process Policies Committee (see handout)

Julia O'Grady passed out the first two pages of the committee's work and discussed the progress being made by the committee.

B. ELECTION FOR NEW ADMINISTRATIVE/MANAGEMENT SEAT ON PCHS BOARD – Michael A. Smith

Michael Smith said that Ann Davenport was selected for the Board seat, and that she would be seated at the August 17, 2010 Board Meeting.

C. UCLA SCHOOL MANAGEMENT PROGRAM (SMP) CONTRACT APPROVAL- Karen Perkins (see handout)

Minor changes were made to the contract, including adding a Board designee as additional oversight.

D. SURVEY ON CURRENT STATUS OF FUNDRAISING- Michael A. Smith

Michael Smith said that he will conduct a survey of all fundraising activities at PCHS, and will provide the Board with this survey, and his recommendations at the August 17th Board Meeting. His preliminary assessment is that many entities are attempting to raise money and in many instances are in competition. The joint fundraising program with the Booster Club will proceed this year. Mr. Smith discussed a number of his fundraising ideas, and mentioned that he plans to recommend the purchase of a software program to enhance the centralization of all fundraising at PCHS.

E. DIRECTIVE TO INTERIM EXECUTIVE DIRECTOR TO ACQUIRE DOCUMENTATION OF ALL LEGAL ADVICE RENDERED

Julia O'Grady moved to direct Michael A. Smith to obtain all legal opinions on our behalf from our law firm Middleton, Young and Minney since PCHS became an independent charter. James Paleno seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 6 (Karen Perkins, Susan Frank, Julia O’Grady, Patrice Fisher, James Paleno, Jason Cutler)

No – 0

Abstain – 0

F. 2010-2011 CONSOLIDATED APPLICATION- Greg Wood (see handout)

Greg Wood said that the 2010-2011 was approved at the last Board Meeting, and that he wanted to present it to the Board.

G. BOARD RETREAT

The Board discussed dates and topics for a summer retreat. Consensus was reached for either Friday, August 20th, or Saturday, August 21st. The topics discussed were fundraising and setting Board goals and priorities for the next year.

VII. OUTSTANDING BUSINESS

A. LONG RANGE PLANNING ADVISORY COMMITTEE UPDATE

No report.

VIII. NEW BUSINESS

In response to a question regarding the status of an Open Positions Policy, Jennifer Eustice said that she is writing an Open Positions Policy which will be incorporated into the employee handbook that will come to the Board for approval.

Board chair to announce items for closed session.

(Open Session ended at 7:55 PM)

IX. CLOSED SESSION (8:05 PM)

A. CONFERENCE WITH LEGAL COUNSEL- anticipated litigation

Significant exposure to litigation pursuant to subdivision b of section 54956.9

X. OPEN SESSION (8:43 PM)

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

XI. ADJOURNMENT (8:45 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)