



A CALIFORNIA DISTINGUISHED SCHOOL

**SPECIAL MEETING MINUTES
BOARD OF TRUSTEES
Tuesday, January 11, 2011
5:00 PM, LIBRARY**

I. PRELIMINARY

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

Board Members Present

James Paleno	Allison Holdorff Polhill
Susan Frank	Wendy Hagan
Jason Cutler	Chris Lee
Eleanor Rozell	Monica Iannessa
Stephanie Inyama	Lisa Kaas Boyle

Board Members Absent

Naomi Norwood

Non-Voting Board Member Present:

Shahin Mohammadi- Student

Officers/Senior Staff Present:

Michael A. Smith Marcia Haskin Greg Wood

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.

There were no public comments.

III. DISCUSSION AND /OR ACTION ITEMS

- A. UCLA School Management Program (SMP) (see handouts)
 - Pat Martinez-Miller-UCLA/SMP Facilitator
 - Debi Laidley-UCLA/SMP Facilitator

Debi Laidley conducted the meeting alone as Pat Martinez-Miller was ill and not able to attend.

Ms. Laidley discussed the history of UCLA SMP's work with PCHS.

Board Discussion and Approval of Leadership Position Title Selection and Job Description

There was a long discussion by the Board, with many differing opinions, on the title of the new leader. A preliminary vote was taken but it was concluded that the best way to proceed would be for Board members to solicit the opinion of their respective stakeholder groups.

Voting on Leader Title:

Head of School- 0

Principal- 2 (Susan Frank and James Paleno)

Charter Principal- 1 (Monica Iannessa)

Executive Principal- 3 (Eleanor Rozell, Chris Lee, Stephanie Inyama)

Chief of Academics and Administration- 4 (Allison Holdorff, Lisa Kaas Boyle, Jason Cutler, Wendy Hagan).

Debi presented an amalgamation of stakeholder input in a draft job description form. Two Board Members, Stephanie Inyama and Susan Frank handed out their refinement of the UCLA SMP draft job description and the Board focused on what they liked and disliked about each.

The Board also discussed the qualifications of the position. Michael Smith and Marcia Haskin both expressed the opinion that an administrative credential was a necessary requirement. Mr. Smith detailed the numerous demands of the position and said the person should have training and experience working with the district as well as in union negotiations. He stated that in his opinion the minimum level of experience is somewhere between 5 and 8 years.

An Ad-Hoc Sub-Committee of the Board was formed (Wendy Hagan, Chris Lee, Stephanie Inyama and Susan Frank) to consolidate a consensus draft job description. This committee will also collect and tabulate stakeholders' preferences for the title that will be selected.

Board Discussion of Top Management Leadership Structure

Debi Laidley presented a diagram which showed the leader position reporting to the Board, and delineated two branches reporting to the leader- the academic side, and the business side. The Board discussed having a management/administrative structure before the new leader.

Board Discussion and Approval of Detailed Selection Process

Debi Laidley said that she does not have expertise in this area, but Julie Jennings, Assistant Superintendent for Personnel for the South Pasadena Unified School District was qualified to lead in the hiring process and training aspect of the assignment and they would be talking to her about taking over. Ms. Laidley said the selection process will be detailed before the next Board meeting.

Ms. Laidley said that there had been some discussion of hiring a search firm. Jennifer Eustice, Director of Human Resources, said that she recommends a search firm, as an option, be used as this is the best way to actively search for qualified candidates.

Board Discussion and Approval of Date Specific Timeline

There was board discussion about approving a timeline prior to a clearly defined hiring process.

Allison Holdorff Polhill moved to accept the PCHS Proposed Selection Process Timeline, but changing the date of January 11th to January 18th and adding Jennifer Eustice as the designated employee listed on February 15th. Lisa Kaas Boyle seconded the motion.

BOARD ACTION: MOTION FAILED

Yes – 1 (Allison Holdorff Polhill)

No – 9 (Lisa Kaas Boyle, Eleanor Rozell, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa)

Abstain – 0

Open Session Ended at 7:55 PM

IV. CLOSED SESSION 8:05 PM

A. "Public Employee: Discipline/Dismissal/Release"

Jason Cutler moved for the Board to accept a release of claims and to accept the resignation of the Network Systems Engineer. Stephanie Inyama seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Lisa Kaas Boyle, Stephanie Inyama, Jason Cutler, James Paleno, Wendy Hagan, Chris Lee, Susan Frank, Monica Iannessa)

No – 0

Abstain – 0

(Eleanor Rozell recused herself)

V. ADJOURNMENT 8:24 PM