



A CALIFORNIA DISTINGUISHED SCHOOL

**SPECIAL MEETING MINUTES
BOARD OF TRUSTEES
Thursday, January 20, 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
Naomi Norwood	Monica Iannessa
Stephanie Inyama	Lisa Kaas Boyle

Board Members Absent

Eleanor Rozell

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.

Patrice Fisher, community member, stated the selection of the head of the school is ultimately the board's responsibility. They should be involved throughout the process from beginning to end with input from all stakeholders. She wished the board all the best in finding Pali's new leader for the sake of the students and Pali stakeholders.

III. PRESENTATION

- A. UCLA School Management Program (SMP) (see meeting materials)
Pat Martinez-Miller-UCLA/SMP Facilitator

Debi Laidley-UCLA/SMP Facilitator
Julie Jennings- Assistant Superintendent for Personnel for the South Pasadena Unified School District
Jennifer Eustice- PCHS HR Director

UCLA SMP Recommendations Regarding:

- Leadership Position Title Selection and Job Description

Pat Martinez-Miller and Julie Jennings expressed their opinion that the leader title be something more than Principal since the position is really Principal Plus. They recommended Principal/Head of School.

Regarding the job description, the UCLA SMP members said that it needs to be lengthy and include all essential functions, duties and working conditions. They said that this is what would be posted for job applicants.

UCLA SMP recommended that the minimum qualifications not be set too high, so that the candidate pool would be larger. Specify that higher qualifications are preferred.

There was some discussion as to ways to enable a candidate with a non-traditional track to be included by the use of the word equivalent, or something similar to it.

Julie Jennings said that the South Pasadena School District used a search firm for their recent Superintendent search.

- Top Management Leadership Structure

Pat Martinez Miller said that delineating the upper management structure, below the direct report to the Board, should not occur at this time.

Some Board members expressed their opinion that the upper management leadership structure needs to be defined, and that a new position might need to be added.

Marcia Haskin informed the Board that the PCHS Administrative has been working on an upper management structure that they would like to present to the Board.

- Detailed Selection Process and Committee Training

UCLA SMP expressed that they have provided the Board with their recommendations, and hope that the Board will accept them, but will support the decisions made by the Board either way.

UCLA recommended that there be no Board members on the paper screening and interview committees. It is UCLA's opinion that the remainder of the work is a staff function.

Naomi Norwood raised the issue of whether the PCHS Bylaws required two Board members to be on a Board Committee that is delegated the authority to

make decisions for the Board. The other alternative is to have the paper screening, stakeholder interview and technical interview committees made recommendations to the Board.

UCLA SMP felt that the posting deadline should be some period of time after March 15th, since that was an important date for the District as well as Charter schools.

- Date Specific Timeline

Timelines were discussed in the context of some of the other agenda items.

IV. ACTION ITEMS

A. Board Action Regarding Leadership Search

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

Lisa Kaas Boyle moved to adopt the title Principal and Head of School. Jason Cutler seconded the motion. Lisa Kaas Boyle then withdrew her motion.

James Paleno moved to accept the Administrative Team's recommendation of Principal and Chief Administrative Officer as a title. Lisa Kaas Boyle seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 6 (Lisa Kaas Boyle, Naomi Norwood, Stephanie Inyama, James Paleno, Wendy Hagan, Chris Lee)

No – 3 (Allison Holdorff Polhill, Susan Frank, Jason Cutler)

Abstain – 1 (Monica Iannessa)

Board Discussion of Top Management Leadership Structure

There was no discussion of the top management leadership structure at this time.

Board Discussion and Approval of Detailed Selection Process

There was a discussion of the proper role of the Board, stakeholders, and staff in the selection process, with differing opinions expressed.

Board Discussion and Approval of Date Specific Timeline

There was a general discussion regarding the timeline.

UCLA SMP Relationship

There was a discussion of the proper role of the Board, stakeholders, and staff in the selection process, with differing opinions expressed.

Search Firm

There was a discussion of the benefits of using a search firm.

Jason Cutler moved for a Board Ad-Hoc Sub-Committee to investigate potential search firms and to make recommendations regarding whether one should be

retained, which firm to select, the services it would provide, and the cost, at the next Board meeting. Susan Frank seconded the motion.

BOARD ACTION: MOTION PASSED

Yes – 8 (Lisa Kaas Boyle, Naomi Norwood, Stephanie Inyama, James Paleno, Chris Lee, Jason Cutler, Susan Frank, Allison Holdorff Polhill)

No – 0

Abstain – 1 (Wendy Hagan)

The Ad-Hoc Sub-Committee consists of Board Members Lisa Kaas Boyle, Chris Lee, and Susan Frank, as well as HR Director Jennifer Eustice.

V. ADJOURNMENT 10:07 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)