



A CALIFORNIA DISTINGUISHED SCHOOL

**BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, March 20, 2012
5:00 PM, Library**

I. PRELIMINARY:

A. CALL TO ORDER: 5:07 PM

B. ROLL CALL:

Board Members Present:

Allison Holdorff Polhill Mark Epstein
Chris Lee Matthew Wunder –late
Jason Cutler – late Monica Iannessa
Judi Firth Stephanie Inyama
Marike Anderson-Dam Wendy Hagan

Board Members Absent:

Lisa Kaas Boyle

Non-Voting Members Present:

Eeman Khorramian – Student Rep

Officers/Senior Staff Present:

Pamela A. Magee – ED/Principal
Greg Wood – Chief Business Officer

II. APPROVAL OF THE MINUTES:

A. February 21, 2012 Regular Board Meeting Minutes

Motion: Allison Holdorff Polhill

Seconded the motion: Mark Epstein

BOARD ACTION: MOTION PASSED

Yes – 8 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Mark Epstein, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)

No – 0

Abstain – 1 (Marike Anderson-Dam)

B. March 6, 2012 Special Board Meeting Minutes

Motion: Allison Holdorff Polhill

Seconded the motion: Stephanie Inyama

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Marike Anderson-Dam, Mark Epstein, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)

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. Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

- A. Sharon King: Thank you for not RIFing teachers. Emphasized that we do not cut any classified staff. As a teacher, I depend on our staff to support me behind the scenes as a teacher.
- B. Chris Lee: Submitted and read UTLA Initial Bargaining Proposal as written by Tim Henderson and Steve Klima (Please note the proposal as an attachment to these notes.)

Reconvened at 5:28 PM

IV. PRESENTATION ITEMS:

A. GIRLS BASKETBALL PRESENTATION – Coach Torino

Tabled until April.

B. CREDIT RECOVERY AND ONLINE COURSES- Counseling Dpt.

Currently counselors are working with 9th graders on four-year plans and working with incoming 8th graders on SLC interests. LAUSD has experience cutbacks in adult ed. We are looking for other districts that offer adult school. Algebra II and Chemistry can be taken online (Aventa). Currently 70 students are taking these courses online. Santa Monica College and El Camino College are popular community colleges to take the courses that they need for the summer. Counselors are recommend that students take placement tests whether they know they want to take these courses or not. Some online courses are not NCAA approved. Some students are taking independent study. ROP programs are available but the program is experiencing cutbacks and the electives are not A-G requirements.

C. INTRODUCTION: OPERATIONS MANAGER- Dr. Magee and David Riccardi

David Riccardi has been part of the PCHS family for a whole 14 days! He is beginning his very important role by both examining and improving plant safety.

D. AUDIT REPORT: ASB ACCOUNTS- Bob Wilkinson

Tabled.

E. 2012-13 BUDGET UPDATE- Greg Wood

(Update on civic center permit accounting through 2/2012 & Update on cafeteria in lieu of revised revenue numbers through 2/2012)

Meeting with CCSA to keep apprised of projections on ballot initiatives for November. Budget packets are starting to arrive from the different departments. Challenges in maximizing profits for permit/civic revenue as well as balancing PCHS teams usage with the need for loan payoffs for pool and stadium track and field. JC expressed concerned after reviewing budget picture on the civic permits and questions the schools ability to sustain the current situation. Bottom line is that the civic permits need to help pay down school loans. Greg Wood provided cafeteria budget information after comparative budget numbers using El Camino, Granada Hills, PCHS, and Birmingham. Mr. Wood has found that PCHS has challenges in taking full advantage of free and reduced lunch participation as well as the consequences of an open campus at lunch. Despite, these challenges PCHS is comparatively second or third in cafeteria efficiencies. PCHS is trending up on daily profit margins in the cafeteria if we look at monthly data. If we project on current trends, PCHS cafeteria will be able to hit its budget targets.

V. ORGANIZATIONAL REPORTS:

Organizational reports shall be submitted in writing, it is recommended that oral reports be limited to less than 3 minutes.

- A. EXECUTIVE DIRECTOR & PRINCIPAL'S REPORT – Dr. Pam Magee**
SEE HANDOUT

Update on fundraising. Launching a matching fundraising campaign with Booster Club donations. Board members were given packets of letters to get the word out to the community and businesses. Board members were requested to look into possible grants for technology. PCHS is looking at a new Student Information System. The school needs fundraising to make this happen.

B. CHIEF BUSINESS OFFICER'S REPORT–Greg Wood

Met with LAUSD on SELPA. SELPA fund is 2 million dollars. PCHS contributes 20% of that gross. 10% is for LAUSD oversight the other 10% goes into a LAUSD reserve fund to offer needed services to schools that have participated in the fund that need it. They are giving grants on PD and technology (\$60,000) of that reserve money to LAUSD.

Month 6 ADA 2753 as of the end of Feb. 96.3%

C. HUMAN RESOURCES DIRECTOR–Nikki Washington

SEE HANDOUT

D. CLASSIFIED REPORT – Judi Firth

Judi Firth attended the CCSA conference.

E. STUDENTS' REPORT – Eeman Khorramian

SEE HANDOUT

Net profit on Casino Night \$2500 profit.

Science Bowl A team 3rd place and B team 5th with Pali 2nd place overall. Highlights of Eeman's report include the orchestra and drumline achievements.

F. FACULTY REPORT – Marike Anderson-Dam, Wendy Hagan, Chris Lee

Nothing to report

G. BUDGET AND FINANCE COMMITTEE REPORT – Rob King

H. POLICY COMMITTEE REPORT – Julia O'Grady

SEE HANDOUT

I. EDUCATIONAL PROGRAMS COMMITTEE REPORT – Caroline Kelly

J. COMMUNICATIONS COMMITTEE REPORT – M. Friedman & J. O'Grady

SEE HANDOUTS

K. OPERATIONS, FACILITIES & TECHNOLOGY COMMITTEE REPORT –

A. King & C. Herrmann

Committee met yesterday and they are requesting David Riccardi to be board voted member for the committee. The committee is examining possible spaces to reduce travelling teachers and create spaces for students to receive intervention.

L. PARENT LIAISON REPORT – Julia O'Grady

Not submitted.

VI. ACTION ITEMS:

A. ACTION ITEM – CREATE ADHOC BOARD SUBCOMMITTEE TO REVIEW LEGAL REPRESENTATION OPTIONS

Mark Epstein was a member of the ad hoc subcommittee- Stephanie, Lisa, Allison, Mark and Jason.

Mark Epstein moved to create an adhoc board committee made up of non-employee members of the board to review legal representation options concerning PCHS collective bargaining.

Motion: Mark Epstein

Seconded the motion: Jason Cutler

BOARD ACTION: MOTION PASSED

Yes – 8 (Allison Holdorff Polhill, Jason Cutler, Judi Firth, Marike Anderson-Dam, Mark Epstein, Matthew Wunder, Monica Iannessa, & Stephanie Inyama)

No – 0

Abstain – 2 (Chris Lee & Wendy Hagan)

B. AUTHORIZE USE OF WILKINSON, HADLEY, KING & CO. TO PERFORM THE 2011-2012 ANNUAL PCHS AUDIT

Mark Epstein Motion for authorization of Wilkinson, Hadley, King, and Company to perform the 2011-12 annual PCHS audit at the fees outlined in their submitted approval.

Motion: Mark Epstein

Seconded the motion: Matthew Wunder

BOARD ACTION: MOTION PASSED

Yes – 10 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Marike Anderson-Dam, Mark Epstein, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)

No – 0

Abstain – 0

C. ADD PAMELA MAGEE AND NIKKI WASHINGTON TO AND DELETE KEVIN OLSON FROM THE ASB BANK ACCOUNT

Currently, Monica Iannessa, Greg Wood, and Kevin Olson have signing authority. Now that PCHS has added permanent administration personnel, it is a good practice to remove Kevin from signing accounts that he is managing. Motion to add Pamela Magee and Nikki Washington to and delete Kevin Olson from the ASB Bank Account.

Motion: Allison Holdorff Polhill

Seconded the motion: Wendy Hagan

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Marike Anderson-Dam, Mark Epstein, Matthew Wunder, Monica Iannessa, Stephanie Inyama, & Wendy Hagan)

No – 0

Abstain – 1 (Judi Firth)

D. APPROVAL OF EVALUATION TOOL FOR EXECUTIVE DIRECTOR/PRINCIPAL

Matt Wunder introduced the document as Evaluation 1.0. This means that the document is open to future adjustments. With this document, the school is allowed to make changes that are not substantive but are corrections or better phrasing for the document. Professional Development was recommended as a different category (Chris Lee). Technology did not need to be a standalone- perhaps put it under communication (Marike Anderson-Dam). Why are Curriculum, Instruction, and Assessment all in one category- these are big categories in WASC (Wendy Hagan). Question: have you noticed some things specific to WASC that should be represented in the matrix?(Matt Wunder) Instructional achievement and PLC are specifically outlined in the school goals. The matrix was condensed from 39 to 20 and experience has shown that the matrix review is typically global and the goals drill down to more specific. (Dr. Magee) Question as to whether Dr. Magee feels that the document points to student-centered focus. Dr. Magee is open to feedback on additions. (Note to Angie: we may want to include the opening of the paragraph Amendment to add technology under #4 Communications.

Motion: Approval of the evaluation tool of the Executive Director and Principal with an amendment from item 11 to 4 with the understanding with non substantive changes to be amended as needed.

Motion: Allison Holdorff Polhill

Seconded the motion: Marike Anderson-Dam

BOARD ACTION: MOTION PASSED

Yes – 8 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Marike Anderson-Dam, Mark Epstein, Matthew Wunder, & Stephanie Inyama)

No – 0

Abstain – 2 (Monica Iannessa, & Wendy Hagan)

E. DESIGNATED PARKING SPACES FOR ADMINISTRATION

Motion: Due to safety concerns, the board approves a designated parking space for the Executive Director /Principal as well as two PCHS administration spots

Motion: Jason Cutler

Seconded the motion: Judi Firth

BOARD ACTION: MOTION PASSED

Yes – 9 (Allison Holdorff Polhill, Chris Lee, Jason Cutler, Judi Firth, Marike Anderson-Dam, Mark Epstein, Matthew Wunder, Stephanie Inyama, & Wendy Hagan)

No – 0

Abstain – 1 (Monica Iannessa)

VII. CONSENT AGENDA:

APPROVAL OF REIMBURSEMENTS FOR EXECUTIVE DIRECTOR/PRINCIPAL EXPENSE REPORT

Call for consent. No objections.

Votes are not needed for a consent item.

VIII. DISCUSSION ITEMS:

A. WASC- UPCOMING CALENDAR

SEE HANDOUT

B. INDIVIDUAL TRUSTEE REPORT

1. Allison – Nothing to report.
2. Chris – Made connections at the CCSA with other schools. Has been communication with a principal concerning transportation
3. Jason – Attended an evaluation committee meeting last week.
4. Judi – Attended CCSA conference. She was able to attend some good sessions that included Dr. Woodward's stress reduction and fundraising. Donated items for the silent auction.
5. Lisa – absent
6. Marike – Worked with Monica Iannessa on a grant to get Humanitas training for SLCs.
7. Mark – Drafted a proposal for the charter renewal ad hoc. And attended the silent and live auction
8. Matthew – Nothing to report.
9. Monica – Helped to host the Live Auction
10. Stephanie – Working with the budget committee with an investment as a we not as an us vs. them
11. Wendy – Attended auction and visited two schools. Went on a site visit at DaVinci school to see what other charters are doing.
12. Eeman – Participated in a multi school leadership discussion. Students have a lot of opportunities for engagement.
13. Pamela – Attended the CCSA conference and Q conference. Attended a Youth in Governance event.
14. Greg – CCSA has asked Greg to help to negotiate for funding with chartering agencies/ Chamber Involvement. (clarify with Greg for this)

C. 2012-3 BUDGET CALENDAR

Tabled.

IX. OUTSTANDING BUSINESS:

A. ELECTION COMMITTEE REPORT

Chris Lee and Monica Iannessa met briefly as well as with the leadership advisor so that the elections will be done in May. Board members will be joining the board in July. The ad hoc committee meeting will be scheduled soon.

B. AD HOC CHARTER COMMITTEE

Tabled.

C. CONSOLIDATED APPLICATION REPORT

Tabled. Request for a standing action item until the school gets more information from the CDE. CDE has not given out any information as of today.

X. NEW BUSINESS:

Reminder about the WASC special board meeting on Wednesday, March 28 at 5:00 PM in the library.

Board chair to announce items for closed session.

XII. CLOSED SESSION: 7:28 PM

A. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATORS:

Dr. Pamela Magee, Executive Director and Principal, James Young, Middleton Young & Minney

Employee organization: PESPU

B. CONFERENCE WITH INFORMATION FROM LABOR NEGOTIATORS:

Dr. Pamela Magee, Executive Director and Principal, James Young, Middleton Young & Minney

Employee Organization: UTLA

XIII. OPEN SESSION: 8:09 PM

IX. ADJOURNMENT: 8:10 PM

(Meeting Materials can be found on the Pali website under Governance, Board of Trustees, Agendas and Minutes, Material for Board Meetings)

March 20, 2012

Mr. Chris Lee, Board President
Palisades Charter High School
15777 Bowdoin Street
Pacific Palisades, CA 90272

Re: Initial Bargaining Proposal

Dear Mr. Lee:

On behalf of our certificated members, as ascertained by school-wide survey, we hereby submit our initial bargaining proposals for public notice:

- Cost-of-living salary adjustment contingent on funding availability subsequent to the November 2012 election
- Adjustment of the salary payment schedule to a system that provides a paycheck every month of the year or to some other method that ensures a paycheck is issued in each month that hours are worked
- Guarantee of an individual's hourly pay rate for additional assignments (as opposed to a standard "professional" hourly rate)
- Reinstatement of summer planning stipends
- Adjustment of partial-period coverage compensation so that the percentage amount paid to the covering teacher is the same as the percentage amount docked from the covered teacher
- Compensation for PLC and SLC leaders in an appropriate ratio to compensation for Department Chairpersons
- Maintenance of class size averages through the continuance of auxiliary periods
- Clarified language regarding meeting attendance
- Revision of Article XII ("Leaves and Absences") as previously noticed (and for which negotiations already commenced)

We look forward to discussing these issues with you at the previously agreed upon bargaining sessions and we are confident that we will continue to work together to continue our success at Palisades Charter High School.

Yours truly,





Timothy W. Henderson and Stephen Klima
PCHS-UTLA Chapter Chairpersons

C: Roger Scott, UTLA Area Representative