



# Palisades Charter High School

## Board Meeting

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**Date and Time**

Tuesday December 13, 2016 at 5:00 PM

**Location**

Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

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***REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY:***

*Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board of Palisades Charter High School may request assistance by contacting the Main Office at (310) 230-6623 at least 24 hours in advance.*

***SUPPORTING DOCUMENTATION:***

*Supporting documentation is available at the Main Office of the School, located at 15777 Bowdoin Street, Pacific Palisades, CA 90272, (Tel: 310- 230-6623) and may also be accessible on the PCHS website at <http://palihigh.org/boardrecords.aspx>.*

***ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:***

*Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.*

***DIAL-IN NUMBER: (605) 475-5900. ACCESS CODE: 660-0134***

*Please note that the conference dial-in number above is only active when a Board Trustee has indicated they will calling from an off-site location to participate.*

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## Agenda

Purpose Presenter Duration

### I. Opening Items

**A. Record Attendance and Guests** 2

Trustees:

Emilie Larew (Chair)	Emily Hirsch
Leslie Woolley (Vice Chair)	Rocky Montz
Dara Williams (Secretary)	Andrew Paris
Susan Ackerman	Ellen Pfahler
Amanda Campbell	Robert Rene
Deanna Hamilton	

Student Liaison: Ben Makhani

PCHS Management:

Dr. Pamela Magee, Executive Director / Principal  
Greg Wood, Chief Business Officer

**B. Call the Meeting to Order**

**C. Public Comment** 20

*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.*

**D. Approve Minutes** Approve Minutes Emilie Larew 2

September 20, 2016 Regular Meeting

**E. Approve Minutes** Approve Minutes Emilie Larew 2

October 18, 2016 Regular Meeting

**F. November 15, 2016 Regular Meeting** Approve Minutes Emilie Larew 5

**G. December 7, 2016 Special Meeting** Approve Minutes Emilie Larew 5

### II. Executive Director/Principal (EDP) Support And Evaluation

### III. Academic Excellence

**A. PCHS School Calendar Survey Results (2017-18 & Beyond)** Discuss Pam Magee 30

**B. Update on Schoolwide Goal #4** FYI Pam Magee 5

### IV. Finance

<b>A.</b> College Readiness Block Grant	Discuss	Pam Magee	5
<b>B.</b> LACOE Certificate of Signatures	Vote	Greg Wood	7
<b>C.</b> Authorized Signatories for Cathay Bank	Vote	Greg Wood	5
Approve authorized check signers for Cathay Bank accounts			
<b>D.</b> Accounting Procedures Update	Discuss	Greg Wood	5
<b>E.</b> 2015-16 Audit Results	Vote	Alan Tsou	10

Alan Tsou, CPA Supervisor at Vavrinek, Trine, Day & Co.

#### **V. Governance**

<b>A.</b> Approval Of Updated Membership for Board Committees	Vote	Emilie Larew	3
<b>B.</b> 2017 California Charter School Association Conference in Sacramento	Discuss	Emilie Larew	5
Confirm interested attendees			
<b>C.</b> Potential Excusal of Board Meeting Absences for Trustee Amanda Campbell	Vote	Emilie Larew	5

#### **VI. Other**

<b>A.</b> Non-School Sponsored Field Trip Policies & Procedures	Vote	Pam Magee	10
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#### **VII. Organizational Reports**

<b>A.</b> Executive Director / Principal (EDP) Report	FYI	Pam Magee	2
<b>B.</b> Chief Business Officer (CBO) Report	FYI	Greg Wood	2
<b>C.</b> Director of Operations Report	FYI	Dave Riccardi	2
<b>D.</b> Human Resources Director (HR) Report	FYI	Amy Nguyen	2
<b>E.</b> Director of Development Report	FYI	Mike Rawson	2
<b>F.</b> Student Report	FYI	Ben Makhani	2
<b>G.</b> Parent Report	FYI	Dara Williams	2
<b>H.</b> Classified Staff Report	FYI	Andrew Paris	2
<b>I.</b> Faculty Report	FYI	Amanda Campbell	2

**VIII. Board Committees (Stakeholder Board Level Committees)**

<b>A.</b> Budget and Finance Committee Report	FYI	Dr. Minh Ha Ngo	3
<b>B.</b> Academic Accountability Committee Report	FYI	Michael Friedman	3
<b>C.</b> Charter Committee Report	FYI	Dara Williams	1
<b>D.</b> Election Committee Report	FYI	Leslie Woolley	1
<b>E.</b> Post-Retirement Healthcare Benefits Committee Report	FYI	Dara Williams	1

**IX. Board Committees (Board Members Only)**

<b>A.</b> Audit Committee	FYI	Dara Williams	1
<b>B.</b> Survey Committee	FYI	Emilie Larew	1
<b>C.</b> Grade Appeal Committee	FYI	Leslie Woolley	1

**X. Consent Agenda**

<b>A.</b> Approval of reimbursements for Executive Director / Principal	Vote		1
<b>B.</b> Approval of Field Trips	Vote		1

**XI. New Business / Announcements**

<b>A.</b> Next Regular Board Meeting is on Tuesday, January 17, 2017	FYI	Emilie Larew	1
<b>B.</b> Board Chair to announce items for closed session, if any.	FYI	Emilie Larew	1

**XII. Closed Session**

<b>A.</b> Conference with Legal Counsel: Anticipated Litigation  (Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9)	Discuss	Mark Bresee	15
<b>B.</b> Public Employee Discipline/Dismissal/Release  (Govt. Code section 54957)	Vote	Amy Nguyen	20

**XIII. Open Session**

<b>A.</b> Return to Open Session	FYI	Emilie Larew	1
<b>B.</b> Report Out on Action Taken In Closed Session, If Any.	FYI		1

**XIV. Closing Items**

**A. Adjourn Meeting**

FYI

Emilie  
Larew

1