

APPROVED



## Palisades Charter High School

### Minutes

#### Board Meeting

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##### Date and Time

Tuesday November 15, 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.*

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**Trustees Present**

Andrew Paris, Dara Williams, Deanna Hamilton, Ellen Pfahler, Emilie Larew, Emily Hirsch, Leslie Woolley, Robert Rene, Rocky Montz, Susan Ackerman

**Trustees Absent**

Amanda Campbell

**Trustees who arrived after the meeting opened**

Deanna Hamilton, Robert Rene

**Ex Officio Members Present**

Dr. Pam Magee

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**Non Voting Members Present**

Dr. Pam Magee

**I. Opening Items**

**A. Record Attendance and Guests**

Deanna arrived at 5:17pm

Robert arrived at 5:36pm

**B. Call the Meeting to Order**

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Nov 15, 2016 at 5:12 PM.

**C. Public Comment**

No public comments

**D. Approve Minutes**

The drafts of the minutes were not in the materials posted online. Vote to approve will be deferred to next regularly scheduled Board meeting to ensure everyone has sufficient time to review.

**E. Approve Minutes**

See above.

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

**A.**

## **Presentation: Evaluation Cycle & Process for Executive Director/Principal Evaluation**

Former Board Chair and Board Vice Chair Allison Holdorff Polhill presented a PowerPoint with information on the history of the evaluation process.

Dr. Magee was hired five and a half years ago. There needed to be a mechanism in place to evaluate the EDP.

[Unanimous approval to extend the meeting for 30 minutes.]

Evaluation rubric has 20 categories and there are subcategories as well (see materials).

Question by Dara Williams as to whether LAUSD requires us to do a yearly evaluation.

Robert Rene indicates that from his questioning other schools and a search firm that the type of exhaustive evaluation that we do is not done on a yearly basis. Charter language does require yearly evaluation, but not necessarily to the extent of our evaluation.

The language in our Charter requires some type of evaluation but it is not specific. We could change the process if deemed appropriate. The evaluation committee could come up with a recommendation that we change the evaluation but any changes to the process would have to be discussed in an open board meeting and voted on by the non-interested parties.

Evaluation committee can meet and have further discussions on this and then bring the resolution and discussion to the Board.

### **III. Academic Excellence**

#### **A. Academic Accountability Committee - Preliminary School Calendar Possibilities for 2017-18 & Beyond**

Academic Accountability Committee developed a list of pros and cons for potential start dates including August 8th, 15th, and 22nd.

The Leadership students support an earlier start date. Allows them to take summer classes at community college and to seek summer jobs. The balancing of the semesters is also an important factor. For semester courses it impacts them significantly because the first semester would be shorter if we want to finish prior to winter break.

LAUSD is moving their start date to August 22nd next year and August 28th the following year. The Academic Accountability Committee noted that none of the reasons stated for the change in the LAUSD Board resolution were based on academic factors or support student academic achievement.

Earlier start date: Pro - more instructional time for AP classes and 1/3 of students are participating in AP courses. Cons were discussed too. Families who plan vacations.

Hotter in August than in June. Not aligned with LAUSD calendar.

Also discussed the pros of starting later: Impact on ADA for a shorter Thanksgiving if only have 3 days off as LAUSD is doing

Straw poll for teachers and Leadership students regarding winter break. Most seemed to favor 3 week winter break and a 1 week winter break. Discussion about adding a day or two onto spring break indicated most in favor of the extra time while not having a significantly different impact on academics and school end date. Free and reduced lunch could be a problem for students who do not have access to the program for 3 weeks. LAUSD is moving to 2 week winter break to lengthen the first semester.

Draft survey included in the materials was discussed at length. Resources used in the AA Committees discussions included survey results from last year, LAUSD resolutions and decisions, school calendar for other independent charters and a variety of school districts, information from the College Center, information about CIF schedules, and more. All were used in developing the pros and cons.

Based on academic factors, the AA Committee believes a start date in early August is in the best interest of the students. A mid-August start date (our current calendar) is not ideal, but much better than a later start. The committee did not believe aligning with LAUSD's later start dates was academically in the best interest of the PCHS student population. There was ultimately no serious discussion of considering start date after Labor Day due to multiple negative impacts on our students with both college and career.

The committee's consensus was to recommend that the first semester should end before winter break. Most members felt the best choice for students is really between the earlier start date and the current start date. Also, members strongly felt that financially and for other reasons having the full week off Thanksgiving is very important.

There was clear consensus among Board members that the first semester should end before winter break.

There was an extensive and lively Board discussion about what the stakeholder survey should include.

Survey is to get feedback and is not binding, just to get important stakeholder input. Getting the stakeholder input is important for our school culture. The importance of making it clear that we are gathering input on preferences, not voting. Would like the stakeholder sent out and get it back by the December meeting if at all possible. This would allow for additional discussion and public comment at the December meeting and then vote at the January meeting after stakeholders have had an extended period of time to provide feedback.

The Board consensus was that the survey should be more concise.

Robert Rene made a motion to Approve the School Start Date Survey as modified by the Academic Accountability Committee and giving the Dr. Magee the final ability to modify the survey prior to sending out.

Susan Ackerman seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

Amanda Campbell Absent

Susan Ackerman Aye

Dara Williams Aye

Ellen Pfahler Aye

Rocky Montz Aye

Emily Hirsch Aye

Deanna Hamilton Aye

Robert Rene Aye

Emilie Larew Aye

Leslie Woolley Aye

Andrew Paris Aye

#### **B. Technology Update on Chromebook Rollout & Access**

Donna Mandosa shared that Pali has loaned out about 520 Chromebooks, most to 9th graders but there are extras so some have been loaned out to other students - primarily seniors who need them for college essays and applications. The Chromebooks that we have on hand will be used by putting them on Chromebook carts.

[Deanna Hamilton arrived at 5:17.]

Daily average about 720 users of chromebooks, this includes the Chromebooks on the carts. 1800 users of various apps on the google platform. No set timeframe right now for when we will be purchasing additional Chromebooks with funds raised from the Tech Equity campaign.

Deanna Hamilton arrived.

#### **C. 2016-17 Schoolwide Goals - Progress Tracking Metrics & Measurable Outcomes**

Robert Rene arrived.

[Robert Rene arrived at 5:36 p.m.]

Dr. Magee went over the Goals with a powerpoint presentation.

##### **Goal 1: Communications**

Communications have improved tremendously. Working together to achieve this goals and teachers are very involved. A new website is being built out to improve in this area. It should be completed shortly

##### **Goal 2:Horizontal and Vertical Alignment**

PLCs are looking at data involving student progress and are working on implementing this goal.

Goal 3: Positive climate for students and increasing student pass rates  
Developing school wide grading policy that ultimately will be brought to the Board for approval.

Metrics and Measures for Goals 2 and 3  
LCAP goal is to achieve a 3% increase in grades across all departments.  
Different metrics and measures are being looked at to make sure everything is aligned.  
Some metrics and measures involved are Smarter Balance assessments and college entrance English assessment

Goal 4: Positive School Climate for all stakeholders with concerns for diversity, cohesion, connectedness, and compassion on all levels.  
The recent election has actually opened up discussion on this even more - emphasizing that Pal is a safe haven for all.

Goal 5: Sources of funding to be able to fund projects to support PCHS goals.  
Tech Equity Campaign and grants are moving forward to support this goal as reported by Mike Rawson.

## IV. Finance

### A. Change in Bank for Depository & Credit Card Relationship

Both banks that presented proposals to us were good proposals. Cathay and California Credit Union.  
Cathay has ultimately offered us a better package. Cathay has well developed on-line banking. About a \$600 savings with Cathay Bank  
Also the ASB accounts will earn interest. Importance of intangibles related to customer service, etc. as well as costs. Recommendation is that Board adopt Cathay as our deposit bank and credit card issuer.

To avoid any potential conflict of interest, interested members recused themselves.

Robert Rene made a motion to Approve Cathay Bank as the PCHS bank for deposits and issuer of our credit.

Ellen Pfahler seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

Susan Ackerman	Aye
Andrew Paris	Aye
Emilie Larew	Aye

**Roll Call**

Ellen Pfahler	Aye
Leslie Woolley	Aye
Dara Williams	Aye
Amanda Campbell	Absent
Rocky Montz	Aye
Emily Hirsch	Aye
Deanna Hamilton	Aye
Robert Rene	Aye

**B. Actuarial Report for Post-Retirement Healthcare Benefits**

Process for report initiated by Greg Wood and Amy Nguyen. Nyart is the company. We started with a different company and then it was acquired by Nyart. This report is done every two years.

Marilyn Jones from Nyhart attended the meeting by phone and presented the information.

Prima is to meet the county requirement that you accrue this liability on the financial statement while the person is working and post-retirement. There should be sufficient assets in trust to pay for these benefits and to determine how much of a contribution has to be made in order to meet these responsibilities.

111 current employees eligible

22 currently receiving benefits

\$20.4 million is the amount needed for future benefits. Only a portion of this liability is accrued because not all employees have met the requirements to be eligible. Details about the amount accruing each year is included in the report. Compared that accrued liability of \$14.8 million to the amount of funds available with a necessary adjustment a total of just over \$16 million as an accrued liability as of July 2016.

We have approximately \$5.9 million in assets. So, we have about 37% of the funds necessary to meet the liability. Page 10 of the report has the funding analysis to show what would need to be contributed to adequately fund this liability. With regard to funding, it's also important to consider how fast we want to satisfy the unfunded liability. At some point the liability will go down because we have a closed group since newer employees are not presently eligible and eventually there will be less retirees whose health care plans we have to pay.

A spectrum of rates of return are included in the report to see the possibilities of the funds available depending on the rate of return.

We may do better as a result of the rate of return, which would reduce the amount we have to fund. The challenge of the organization is how to fund this or are there other options that we can develop to meet our obligation in other ways that will satisfy those who are entitled to this benefit.

To avoid any potential conflict of interest, all interested members recused themselves.

Ellen Pfahler made a motion to Approve the Nyhart Actuarial Report.

Deanna Hamilton seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Rocky Montz      Abstain

Amanda Campbell    Absent

Dara Williams      Aye

Robert Rene      Aye

Emilie Larew      Abstain

Susan Ackerman    Abstain

Leslie Woolley      Aye

Andrew Paris      Abstain

Emily Hirsch      Aye

Ellen Pfahler      Aye

Deanna Hamilton    Aye

**C. Accounting Procedures Update**

Budget and Finance committee is providing feedback on various accounting procedures. There will be an effort to go through different policies and procedures to review them and bring them to the Board for approval.

Greg Wood reported that he would like the Board to see any transactions done on the PCHS credit card for transparency purposes. The amount of the charge, who made the charge, and the purpose of the charge. Then this would be included in the Board minutes for transparency purposes. It would be included in the CBO monthly report. Monthly amount on the card varies. The credit card information included in the materials today is an amount that is higher than the typical monthly amount on the card. For some months there are unusual expenses, so it will vary based on need.

Form for the conference request has been updated. Need to develop forms for certain things, such as per diem allowances.

For instance different conferences may have different rules about what the school will pay for so that way teachers will know what they can expect will be reimbursed. Ellen Pfahler suggested that the policies be part of the form so everyone who needs to fill out the form has the policies as well.

**V. Governance**

#### **A. Form 700 For New Trustees**

Form 700 for New Trustees. This is a state requirement and an authorizer requirement. For most board members this is fairly straightforward. For employees there is a separate form because the employees receive a salary from PCHS. Some types of financial interests must be disclosed. For returning members we will fill them out again in January because it is an annual requirement.

It also has to be done when leaving the Board.

Assistance is available from Greg Wood and access to our legal counsel can be provided for complex cases.

#### **B. Ensuring Brown Act Compliance For Grade Appeal Committee**

Grade appeals need to be agendized as a closed session item. The Grade Appeal Committee needs to begin posting agendas and meeting all Brown Act requirements for compliance.

#### **C. Role of Board Committees and Review of Whether All Committees Still Needed**

The Board has a large number of committees and we need to make ensure that we only have the committees that we need to accomplish specific purposes. Committees that aren't productive or that don't have a specific purpose should be disbanded.

We need to have a reasonable number of committees so we don't completely overwhelm our members with committee participation requirements. We still need to add some members to some of the committees.

Since we have a director of development, fundraising could be an administrative function. Now that we have a fundraising policy in place, which was a board function, there may no longer necessary to have this committee.

The communication committee and fundraising committee are no longer serving the purpose for which they were created. They do not appear to be needed presently.

Dara Williams made a motion to Disband the Communications Committee.

Susan Ackerman seconded the motion.

The board **VOTED** to approve the motion.

##### **Roll Call**

Dara Williams	Aye
Rocky Montz	Aye
Andrew Paris	Aye
Ellen Pfahler	Aye

**Roll Call**

Susan Ackerman Aye  
Emilie Larew Aye  
Leslie Woolley Aye  
Deanna Hamilton Aye  
Amanda Campbell Absent  
Robert Rene Aye  
Emily Hirsch Aye

Leslie Woolley made a motion to Disband the Fundraising Committee.

Deanna Hamilton seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Amanda Campbell Absent  
Emilie Larew Aye  
Leslie Woolley Aye  
Deanna Hamilton Aye  
Emily Hirsch Aye  
Dara Williams Aye  
Ellen Pfahler Aye  
Rocky Montz Aye  
Susan Ackerman Aye  
Andrew Paris Aye  
Robert Rene Aye

**D. Update Regarding Board On Track**

We are experiencing some logistical challenges, but expect to have the ones with the minutes worked out in time for the next meeting.

**E. Approval Of Updated Membership for Board Committees**

Approval for additions to committees as follows:

Nancy Fracchiolla on Budget & Finance

Paul Mittelbach for Academic Accountability

Paul Mittelbach and Linda Ello-Kay for Post Retirement Healthcare

We would like to have an employee who is not eligible for the retirement healthcare to be on the committee. Members will be sought.

Leslie Woolley made a motion to Approve the addition of Nancy Fracchiolla to the Budget and Finance Committee, Paul Mittelbach to the Academic Accountability and the Post Retiree Health Care Benefits Committee, and Linda Ello-Kay to the Post Retiree Health Care Benefits Committee.

Andrew Paris seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Ellen Pfahler	Aye
Deanna Hamilton	Aye
Leslie Woolley	Aye
Amanda Campbell	Absent
Andrew Paris	Aye
Susan Ackerman	Aye
Emilie Larew	Aye
Rocky Montz	Aye
Emily Hirsch	Aye
Dara Williams	Aye
Robert Rene	Aye

**VI. Other**

**A. Non-School Sponsored Field Trip Policies & Procedures**

The attorneys are helping to develop a policy for non-school sponsored field trips, including rules about what type of planning and discussions about the trip can occur during school hours or on school property. Once a policy is developed it will be brought before the Board.

Dara Williams noted that the World Strides field trip on the Consent Agenda for approval indicated that World Strides does have liability insurance that should protect the school and the board from any liability. Ms. Williams also reported that she went to the Explorica website and they too have insurance that protects the school and school board from liability. Ellen Pfahler wondered whether teachers would be considered as working for the tour operator since their trips are paid for or whether there would be a possibility of a workers compensation claim if the teacher were injured on the trip.

**VII. Organizational Reports**

**A. Executive Director / Principal (EDP) Report**

Report stands as submitted. As an addition, the administration wants to make sure to create a safe space in light the results of the recent elections and of some of the policies that the President-Elect has indicated he will enact or repeal. LAUSD will likely make schools a safe haven. Many students are very afraid for themselves and for their parents and families.

**B. Chief Business Officer (CBO) Report**

Stands as submitted.

**C. Director of Operations Report**

Stands as submitted.

Leslie Wooley asked about the VFD. Mr. Riccardi stated that the VFD resulted in about a \$14,000 refund from LAUSD.

Susan Ackerman asked about installing solar. This is actually under review. Met with Steve Engleman about the possibility of the J buildings as a start, but LAUSD would definitely want to weigh in and would have the right to weigh in. Ellen and Dara brought up the Tesla tiles.

Female students are happy about the Dyson hand dryers in the girls' restrooms.

Rocky brought up the track that needs to be replaced.

Emilie noted that those interested in further participation in the discussions and process should consider attending the LTSP Facilities committee meetings where these items are regularly discussed.

#### **D. Human Resources Director (HR) Report**

Quotes went out for timekeeping program - cuts down on mistakes.

ADP is already being used so Workforce now is just a supplement. The other quote is for a new system.

Affordable Care Act reporting has to be turned in. A quote is being sought to have this report done.

Remainder of the report stands as submitted.

#### **E. Director of Development Report**

Tech equity campaign ended on October 20th. It raised \$70,599.21, which covers about 212 chromebooks.

100% of faculty supported Tech Equity Campaign. The Tech Equity Campaign Report is attached as part of the materials. It lists participation by zip code and also by grade level. Many donors have not previously contributed to the school.

Grant Development News/Updates:

6 grants have been submitted and another is in the process of being submitted. One is for school lunch funding, the remaining 5 are for Tech Equity. The one that is in the process of being prepared will either be for Tech Equity or Special Education.

Feeder schools get 70-80% participation in fundraisers at the elementary school level. Paul Revere is about 20% participation.

Pali was at 8.6% for Tech Equity. But if we add up the numbers from Booster Club and the other fundraising arms (i.e. sports programs) we are also at about 20%.

Mr. Rawson stated that we are getting our name out in the community and believe that there will be results. Leslie Wooley asked about whether the Chromebooks will be purchased immediately for 1 to 1 technology access. Mr. Rawson reported that the timeline will be determined with the Tech Dept.

We have anecdotal data that if more students had Chromebooks that more students would ask for them. Don't want the social stigma of having to ask for one. We may have to reach a tipping point where more students are using them so that the stigma will not be there in order to convince more students to want to use them.

#### **F. Student Report**

Leadership will be presenting a State of the School Address on the next Activity Day. Dr. Magee and Leslie Magana from Human Rights watch will speak and then Ben Makhani will give the State of the School speech, which is part of the build up for Unity Day next semester. Something that makes Pali really unique.

A survey was given to all students on a previous activity day. Dr. Magee elaborated on the student survey developed by Human Rights Watch. There is a wide range of student perceptions. Ben is using the data collected from the survey as the basis for his State of the School Address. 2500 kids took the survey. The comments were sorted out into different areas. Ben feels that over time the student voices have been heard, but in the survey many students expressed that their voices are not being heard. Ben wants to work more to have students feel their voices are being heard. Possible options include having a student Comment box on campus, having a student advisory board to deal with student issues. Santa Monica High School has something like this.

Holiday grams are coming out.

Football team is doing very well.

#### **G. Parent Report**

Nothing to report.

#### **H. Classified Staff Report**

Nothing to report.

#### **I. Faculty Report**

Nothing to report.

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

#### **A.**

### **Budget and Finance Committee Report**

Nothing to report

### **B. Academic Accountability Committee Report**

See previous school calendar presentation item.

### **C. Charter Committee**

Nothing to report.

### **D. Election Committee**

Nothing to Report.

### **E. Post-Retirement Healthcare Benefits Committee**

Dara Williams reported that the committee met and discussed the tasks assigned to it.

Susan Frank is gathering materials with the assistance of Amy Nguyen. Different options are being looked at including ways to fund the benefits as well as potentially disbanding the fund and distributing the funds to the teachers with some type of investment options.

If the fund is to change, the teachers would have to vote on it. Information is being gathered as to what other schools have done with regard to funding this benefit or distributing the funds. The next meeting is in January because it will take some time to get the necessary information and because of winter break.

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

### **A. Audit Committee**

Audit is being conducted. A telephone conference call was held with the auditors and everything is proceeding as scheduled.

### **B. Fundraising Committee**

Nothing to report. Committee is now disbanded.

### **C. Survey Committee**

Nothing to report.

### **D. Communications Committee**

Nothing to report. Committee is now disbanded.

### **E. Grade Appeal Committee**

Nothing to report.

## **X. Consent Agenda**

### **A. Approval of reimbursements for Executive Director / Principal**

Leslie Woolley made a motion to Approve the consent agenda.

Rocky Montz seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

Robert Rene	Aye
Ellen Pfahler	Aye
Emily Hirsch	Aye
Rocky Montz	Aye
Susan Ackerman	Aye
Andrew Paris	Aye
Deanna Hamilton	Aye
Amanda Campbell	Absent
Leslie Woolley	Aye
Emilie Larew	Aye
Dara Williams	Aye

### **B. Approval of Field Trips**

Pam Magee briefly discussed the trip. It is an educational experience so worthwhile for the students to miss some classroom time.

Passed with Consent Agenda. See item above.

## **XI. New Business / Announcements**

### **A. Board Chair to announce items for closed session, if any.**

N/A

### **B. Annoucements**

Discussion of deciding who wants to attend the CCSA Conference. There is a discount until December so Board Members should decide if they wish to attend and if so the dates they would like to sign up for. Emilie Larew asked members to think about whether / when they want to attend in time for the December meeting.

## **XII. Open Session**

### **A. Return to Open Session**

N/A

### **B.**

**Report Out on Action Taken In Closed Session, If Any.**

No closed session.

**XIII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:50 PM.

Respectfully Submitted,

Emilie Larew