

APPROVED



# Palisades Charter High School

## Minutes

### 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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**Trustees Present**

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

**Trustees Absent**

Emilie Larew

**Trustees who left before the meeting adjourned**

Andrew Paris, Emilie Larew, Susan Ackerman

**Ex Officio Members Present**

Dr. Pam Magee

**Non Voting Members Present**

Dr. Pam Magee

**Guests Present**

Mo Zaidi

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**I. Opening Items**

**A. Record Attendance and Guests**

Called to order at 5:10

Amanda Campbell and Emily Hirsch are not present

**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 Dec 13, 2016 at 5:10 PM.

**C. Public Comment**

PUBLIC COMMENTS:

1) Nancy Fracchiolla - Was a Pali parent but is also a teacher here. Saw a parent's post that said Pali was pushing for a earlier start date. Before we get crazy, no one was pushing for an earlier start date. There was a straw poll at a Faculty meeting about faculty preferences and discussions have been happening, but there is no secret Board agenda to push this through. Heard that there was an enclave of parents to attack the Board. Board members don't get paid and are not here to ruin public education, here to support students.

2) Beth Abrams - Appreciates what Nancy said. Want us to understand what the parents are seeing from the outside in. Parents assumed that Pali would align with LAUSD as has happened in the past. Received a survey asking about preference for a start date of August 7th or August 14th. Then a second survey came out giving three choices for a start date where the third choice was August 21st was in smaller font. Urge the Board not to do anything until an accurate survey goes out.

3) Beth Price - Has a Freshman here. Familiar with leadership because she is the Booster Club President at a school. Information coming was flawed. It seemed like it was biased. Many parents feel like they don't have enough information. Last weeks of school in middle school are simply spent turning in things so not much is getting done.

4) Randy Tenansnow - Agree with all the speakers so far. Concerned about our communication. Caught by surprise with the survey. The second survey that came out she didn't receive. Believes not everyone received it. And some people who received it didn't know what to do. We should look at all stakeholders and how it affects them. So we need to slow down to take a look.

5) Paige Saltzman - Took a lot for her to come here to verbalize this. When she moved here she looked at the school schedule and it didn't make sense to her. Got an email with regard to the schedule. Tremendously difficult time to stay connected with your kids. To have a chunk of time that is family time and to get them to unplug is very important to her and to other parents. Sees a really crazy schedule that doesn't make sense. Campaign to bring back summer. Sees a compromise of family values and practices which are rooted in summer vacation.

6) Nathalie Brouwer - Agrees with the other speakers. Does understand where we are coming from as she started a Booster Club at elementary school. But it is confusing to get a survey three months after LAUSD decided to start on August 22nd. Then there was a second survey that went out. Math is incorrect on the survey. Urges the Board to redo the survey

7) Tracy Kerkorian - Appreciates all the work that the Board does and understands the importance of academics. Understands that there needs to be time to study for finals and AP tests. Could start later and give the finals during finals week - half of finals this semester were during quiet week. What kids do during their summer time is also important when you talk to college counselors.

8) Phillip Giffin - Thanked the Board members. A lot of times there is a lot of passions in our opinion. Mentions that we all have bias. What they want to make sure of is that they are properly represented and that the voices of the students, parents, and others. Believes that the inaccuracies in the surveys were unintentional.

9) Jennifer Sommer - Has a freshman here. Also has a third grader at Pali Elementary. Considers it important to consider that parents have kids at other LAUSD schools, especially for parents that work. The long winter break is not valuable to the students' education in her opinion. Wants to align.

10) Melanie Speiser - Has two kids here and one at Pali Elementary. Pushed LAUSD with other parents to change the schedule. Assumed that Pali would align with that date. No one said that Pali was not going to align with that date. Parents should have been told that in September. Being in public school you assume that your kids are going to be aligned.

End of public comments.

Emilie Larew provided some clarifications in response to the public comments:

Ms. Larew pointed out that last school year we agreed that we would begin discussing the school calendar early this school year. In August of this year it was agreed that we wanted to begin discuss calendaring possibilities and assigned the Academic Accountability Committee to study this starting immediately. AA Committee agendas and minutes are posted on our website and there is notice in advance of all meetings. Each committee has its own section for postings.

AA Committee did a presentation to the Board on the pros and cons of different start dates at the November meeting. Links to the Dates of upcoming meetings are posted home page of our website under "Events" and the agendas for the Board Meetings and AA meetings get posted to our website in advance of the meetings. The intent has always been to gather stakeholder feedback. School calendar requires faculty approval because it is part of their contract with the school. The Board approves the calendar after the faculty votes. We are seeking to have survey results before there is a vote on the start date and providing results to faculty members and to the Board. Tonight there will be a discussion on the survey and about how we want to move forward. We are not voting tonight. The original plan was to vote in January; however, due to the challenges with the survey and our desire to get stakeholder input we may need to push the vote back until February.

Dr. Magee mentioned that she appreciates all the comments and the emails that we have received. Looking for a way to make sure we are collecting that feedback. Working to make sure that everyone understands what is happening. The first survey that went out was a survey monkey survey that could be filled out by parents at ANY school and had been shared with parents at other schools. The second survey went out through Infinite Campus. That is the best email database and we will be able to control who gets the survey. Parents need to make sure that you are on Infinite Campus and that you are logging in

under your own login, not your student's and to make sure that your email address is accurate.

We want to make sure that everyone has access who should have access.

**D. Approve Minutes**

Leslie Woolley made a motion to approve minutes from the Board Meeting on 09-20-16 Board Meeting on 09-20-16.

Deanna Hamilton seconded the motion.

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

**Roll Call**

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

**E. Approve Minutes**

Leslie Woolley made a motion to approve minutes from the Board Meeting on 10-18-16 Board Meeting on 10-18-16.

Deanna Hamilton seconded the motion.

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

**Roll Call**

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

**F. Approve Minutes**

Leslie Woolley made a motion to approve minutes from the Board Meeting on 11-15-16 Board Meeting on 11-15-16.

Deanna Hamilton seconded the motion.

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

**Roll Call**

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

**G. Approve Minutes**

Leslie Woolley made a motion to approve minutes from the Special Board Meeting on 12-07-16 Special Board Meeting on 12-07-16.

Deanna Hamilton seconded the motion.

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

**Roll Call**

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

**II. Academic Excellence**

**A. PCHS School Calendar Survey Results (2017-18 & Beyond)**

Robert Rene the elected representative of parents who has 2 children here and another at Paul Revere. The restraint being exercised because of laws and the Brown Act. So when we don't engage in conversation it is to comply with the legal requirements. This process is about advocating for all of the stakeholders. The Board is making a zealous attempt to gather as much information as possible and to balance all of the interests.

Was the process right the first time? No. But the Board will access as much information

as possible prior to making a decision. No discussion is done behind the scenes and doesn't know of the other Board members pushing for one particular decision.

Ben discussed collecting data from the students. More leaning toward the later start date. We just need to work more toward getting as much data as possible. Needs to be done more efficiently and faster.

Emilie Larew stated that we need to look at how to move forward. We need to do another survey and to make sure that we communicate in advance by email blast or other ways to communicate and also in the newsletter. Parents should check their email address in Infinite Campus to make sure it is there and it is accurate. Do another survey that has accurate dates and information. There are pros and cons regarding the start dates and the earlier Board meeting where AA presented has those materials. Best way to do it with a ranking such as 1st and 2nd choice so that it is not an all or nothing scenario and so that it is clear we are seeking preferences and that it is not a vote.

Deanna Hamilton mentioned that we should have an explanation with the survey so that parents understand that it's not a vote and the reasons why we are taking a survey. We could also use the phone system to notify parents to update their Infinite Campus to let them know that the survey is coming. Asked the parents in the audience to let people know. Email addresses for all Board members are on the Pali website under Governance. It was pointed out by Emilie and Dara that questions could be emailed to the entire Board or to individual Board members. Dara reminded Board members not to reply all if a stakeholder address an email to the entire Board. The member can respond to the email and copy Emilie so that she knows the response but replying all can violate the Brown Act.

#### **B. Update on Schoolwide Goal #4**

Goals are adopted at the annual retreat. Review goals from the previous year and then adopt goals for the new school year.

Goal is in the materials. Discussion we had tonight shows that we can improve on this goal. But we are making progress. We need to continue to build trust with stakeholders.

Dr. Magee has a 'How Are We Doing' Meeting, which is a way for faculty and staff to check in. The Culture and Climate facilitators are coming to address the two year plan that the administration has to improve culture and climate. The students are also involved as Ben mentioned. This exam week there has been a focus on wellness especially for students who are feeling a lot of stress - yoga and a mindfulness/meditation class. Focus on being thoughtful and respectful and to mitigate stress from activities and of course waiting to here from colleges. More to come on culture and climate updates.

### **III. Finance**

#### **A. College Readiness Block Grant**

Greg Wood presented. This is a grant we recently received. A budget needs to be done for it. We are required to report on how the school intends to measure success. Greg Wood received input from some of the administrators.

Dr. Magee spoke about some way to measure impact are:

- POP Online Program
- Summer School
- Math Lab
- College Center Staff
- Parent Training such as Pique and FAFSA Training
- Teacher AP Training

Curriculum council will gather information on plan to spend funds and what funds have been expended.

Deanna inquired as to whether this is a continuous block grant. Greg indicated that this is new and it's the first time we received it so it is unknown whether it will be available in the future. Governor Brown will be releasing financial information for the next school year later including whether there will be continuous funding of this program.

## **B. LACOE Certificate of Signatures**

LACOE requires this from all of the Board members to vote on the people who can sign the LACOE warrants, also known as checks. It's on a calendar year basis so it has to be approved and signed by each Board member. For one account the authorized signatories are Pam Magee, Monica Ianessa, and Greg Wood. Dara Williams has to sign twice as Board member and as the Secretary.

Robert Rene made a motion to Approve the LACOE certificate of signatures authorizing Pamela Magee, Monica Ianessa, and Greg Wood as signatories.

Leslie Woolley seconded the motion.

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

### **Roll Call**

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

## **C. Authorized Signatories for Cathay Bank**

Hoping to have four possible signatories with the necessity of having two signatures on each check.

Pamela Magee, Gregory Wood, Monica lanessa, and Chris Lee.

Rocky Montz inquired as to why these four signatories were chosen and why is it limited. Convenience is why these people were chosen.

Ellen Pfahler pointed out that it is common to limit it.

Ellen Pfahler made a motion to authorize Greg Wood, Pam Magee, Monica lanessa, and Chris Lee as Cathay Bank signers.

Andrew Paris seconded the motion.

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

**Roll Call**

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

**D. Accounting Procedures Update**

Greg Wood presented. Guidelines attached. State standards are taken into consideration and incorporated into the guidelines. The flow chart incorporate procedures that were discussed at the Budget and Finance Meeting. Ellen Pfahler mentioned that step 3 needs to be edited to state that its a request form rather than a P.O., which will be generated later.

Not listed as having a vote but Greg Wood indicated that we should vote on it next month so it will be on the agenda.

**E. 2015-16 Audit Results**

Alan Tsou presented the audit, which is included in the materials. Supervisor at independent auditors at Vavrinek, Trine, & Day.

Summary of results on page 45. Clean audit report with no material weaknesses or significant deficiencies.

Cash collections, cash disbursements and payrolls all audited.

Audited balance sheet items as well.

Clean Audit in all areas.

They review attendance and ASB as well.

Ellen Pfahler and Dara Williams participated in a phone call prior to the Audit being submitted and the auditors commented that Pali Administration was easy to work with. The Pool loan is specifically addressed in the audit as well. As the loan gets paid out, the balance will be adjusted. All the information is in the Audit Report. Audit results show that the surplus from last year offset the deficit we had from the earlier year. The front of the report has all of the financials and towards the end the ASB balances are separated out from the school's. ASB has a healthy balance.

Robert Rene made a motion to Accept the 2015-2016 Audit Report.  
Deanna Hamilton seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**IV. Governance**

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

Three new members for this committee Mystic Thompson, Blaine Gorelik, and Crystal Adams.

Also the next meeting is January 25th and it conflicts with the LTSP committee meeting. So Dara Williams requested that Amy Nguyen attend that this committee meeting but that we will push it to 4:30.

Rocky Montz will try to arrange for this committee to meet in the cafeteria.

Dara Williams made a motion to add Mystic Thompson, Blaine Gorelik, and Crystal Adams as committee members.

Susan Ackerman seconded the motion.

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

**Roll Call**

Rocky Montz	Aye
Emilie Larew	Aye
Deanna Hamilton	Aye
Amanda Campbell	Absent
Ellen Pfahler	Aye
Susan Ackerman	Aye

**Roll Call**

Robert Rene        Aye  
Dara Williams      Aye  
Leslie Woolley     Aye  
Andrew Paris       Aye

**B. 2017 California Charter School Association Conference in Sacramento**

Inquiry as to who is interested in going. Tuesday and Wednesday have a "governance academy," which includes presentations directed at governance. Leslie Wooley and Susan Ackerman expressed an interest in going. Rocky Montz may also be interested but the issue may be the ALICE drill. Emilie Larew will attend. Ms. Larew encouraged Board members to think seriously about attending and ensured that all Trustees know that this is something that all Board members have access to if they are interested in professional development to help support their ability to govern effectively. All facets of education are addressed and it allows for attendees to develop knowledge and learn about resources in a variety of areas. Dara Williams inquired as to when the early sign ups are due to get a discount. It is in January. Generally the conference alternates between southern and northern California. Last year it was in Long Beach and this year it is in Sacramento.

**C. Potential Excusal of Board Meeting Absences for Trustee Amanda Campbell**

Amanda Campbell is absent due to attending a childbirth preparation class. Because she will be on leave we need to decide if we will excuse her absences, otherwise she will be automatically removed from the Board per our bylaws.

Discussion included various possibilities such as excusing her for several meetings and then getting an update from her or just excusing her until the end of the year. If Amanda resigns or is removed due to absences when there are less than 6 months left on her term then we don't have to fill the seat and it can be filled at the next regular election. Ellen Pfahler inquired as to what the teachers think about her absence. This past year there were two teachers seats and both had only one candidate running unopposed.

The consensus was that Amanda should not be removed from the Board due to meeting absences related to her pregnancy and having baby. Members believed excusing some absences and allowing her the opportunity to return and attend meetings in a few months if she chooses to do so would be an appropriate course of action.

Robert Rene made a motion to excuse Amanda Campbell through the March regular meeting and all special meetings.

Susan Ackerman seconded the motion.

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

**Roll Call**

Deanna Hamilton   Aye  
Dara Williams       Aye

**Roll Call**

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

**V. Other**

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

Tabled. Will be addressed in January.

**VI. Organizational Reports**

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

Stands as submitted.  
Directed us to the PLC report that AA prepared.  
They have accomplished some impressive things.

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

Stands as submitted.

**C. Director of Operations Report**

Nothing to report.

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

Stands as submitted.

**E. Director of Development Report**

Purchasing Chromebooks with the net proceeds from the Tech Equity Campaign. Only fees incurred were credit card fees that were taken from the donations. Will be purchasing over 200 Chromebooks. Will first be distributing to the sophomore class. Booster Club has funded over \$106,000 in grants \$93,246 from Holiday Boutique, with half going to Pali.

Pali Cares Program is something the Lewis A. Kingsley Foundation would want to fund. The Ahmanson Foundation is only giving to low income organizations so they declined to contribute to us.

Joseph Drown Foundation said we had a compelling program and encouraged us to reapply.

Alumni Pizza party to engage our alumni and to make connections with our students through college information and career opportunities.

February 2nd for a STEAM night to get information out to parents

Met with Marquez today and has met with the other elementary feeder schools to discuss working collaboratively within the community. Will probably be meeting with the feeder schools early next year. The feeder schools are excited to be working with us.

Robert Rene had some questions. Do we have a sense as to how many students at Pali need a Chromebook that do not have one. We could do a survey but the problem is sometimes the lack of response. But Donna Mandosa and the teachers who work directly with the students have a good idea as to who needs one. Seniors are really covered so if there is a gap it may be among the juniors.

Inquired as to whether we have set up a process to automate following up for his efforts.

Looking for grant writers

We do have access to a database

He can create a template for grant writers on google docs for other grant writers to use.

Wants to create a development committee to network out in the community.

Hall of Fame meeting to honor and acknowledge alumni. Not just athletes but others who have given back to the community.

Talking about other ideas. Maybe a carnival for the community so that we can communicate what the school is doing.

The Lewis A. Kingsley Foundation was impressed with what we are doing and that we do have 34% of our students who are on free and reduced lunch. Was also impressed with Special Education.

Ellen Pfahler brought up that a way to identify kids without a device would be through the counseling office.

## **F. Student Report**

Puppy day for stressed out students.

Yoga and mindfulness.

Working to improve the quality of student messages on campus

Unity Day and Cultural Day being planned.

Winter Formal and Basketball Bash being planned.

## **G. Parent Report**

Nothing other than the survey regarding the school start date for next year.

## **H. Classified Staff Report**

Classified want to know why the staff was not included in the discussion about signing in and signing out especially when the faculty does not have to. The staff would like to know that they have a say in the matter. The lawyer for the union is even saying that

they should have been included in this. Amy Nguyen indicated that she did bring this up with two of the four union representatives and that their feedback was positive. She indicated that additional information will be provided to classified staff.

**I. Faculty Report**

Informal baby shower for Amanda Campbell on Thursday afternoon during 6th period.

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

**A. Budget and Finance Committee Report**

Nothing else to report.

**B. Academic Accountability Committee Report**

Nothing else to report. Meeting this week on CAASPP.

With regard to the survey, the administration will be doing it.

Survey is taking on its own life. People want to participate in the "vote" even though it is not a vote.

Robert Rene inquired as to whether parents should be involved. Dara Williams suggested sending any emails regarding the survey to Pam Magee so that she has that information available to her to include if necessary.

Mo Zaidi pointed out that less than 1% complained and only about 10% responded.

**C. Charter Committee Report**

Nothing to report

**D. Election Committee Report**

Nothing to report but may need to review bylaws related to attendance at regular Board meetings and special meetings.

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

Meeting January 25th at 4:30.

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

**A. Audit Committee**

Audit presented earlier in the meeting. Nothing else to report.

**B. Survey Committee**

Nothing to report.

**C. Grade Appeal Committee**

Andy Paris has done many more grade appeals than Rocky Montz and Rocky Montz is willing to do more.

Amanda Campbell was the point person in the past. With her on leave, Susan Ackerman will now be the point person and Emilie Larew will be the back up.

**IX. Consent Agenda**

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

Dara Williams made a motion to approve all items on the consent agenda.

Robert Rene seconded the motion.

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

**Roll Call**

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

**B. Approval of Field Trips**

See above.

**X. New Business / Announcements**

**A. Next Regular Board Meeting is on Tuesday, January 17, 2017**

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

In closed session at 7:31 p.m.

Emilie Larew, Susan Ackerman, and Andy Paris participated until their departure at 8:05 p.m.

**XI. Closed Session**

**A. Conference with Legal Counsel: Anticipated Litigation**

No reportable action was taken.

**B.**

**Public Employee Discipline/Dismissal/ Release**

Susan Ackerman left.

Emilie Larew left.

Andrew Paris left.

Non-management employees recused themselves and left the meeting.

**XII. Open Session**

**A. Return to Open Session**

At 8:24 the Board went back into open session.

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

No reportable action taken in 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 8:24 PM.

Respectfully Submitted,  
Leslie Woolley