APPROVED

Palisades Charter High School

Minutes

Board Meeting

Date and Time
Tuesday February 21, 2017 at 5:00 PM

Location
Library, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

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.

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

Trustees Absent
None

Ex Officio Members Present
Dr. Pam Magee

Guests Present
Ben Makhani

I. Opening Items

A. Call the Meeting to Order

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Feb 21, 2017 at 5:07 PM.

B. Record Attendance and Guests

C. Public Comment

Ivy Greene from Booster Club made a public comment. $150,000 donated to Pali programs. Booster Club is having their auction. Live auction is on March 11th. The on-line auction has already started. Teachers and staff are also invited. Still accepting donations of items. Flyers were made available. At Tiato in Santa Monica.

Doug Sussman gave an update on the Pali Gateway project. Because Pali was unable to fund the project last year the project was delayed and updated to cut costs.
$125,000 is the estimate and we have $150,000 available. Should be completed by the beginning of next school year. Updated plans should accomplish most of what is wanted; no pedestrian bridge.

D. Approve Minutes

Ellen Pfahler made a motion to approve minutes from the Board Meeting on 12-13-16 Board Meeting on 12-13-16.
Andrew Paris seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Leslie Woolley	Aye

Roll Call

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

E. Approve Minutes

Leslie Woolley made a motion to approve minutes from the Board Meeting on 01-17-17 Board Meeting on 01-17-17.
Rocky Montz seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. Governance

A. Update from Culture & Climate Facilitators

Presentation by Richard Tower and Alan Rasmussen.
Update on progress that the administration, board, faculty, and staff has made.
Quite pleased and proud of the board, faculty and staff as to the progress made.
Significant progress from last update.
Hoping to continue with progress.
Things have improved since 4 months ago. This information is the general consensus about the climate. Communication has improved, people feel heard, people are being given recognition for their jobs. Much progress from a year ago especially with regard to the process. There are some areas where the process needs to be clarified as to who is responsible. Email usage is now proper and appropriate. The more engaged faculty and staff have a much more positive view as compared to those who are still distancing themselves. So the key moving forward will be how to engage these people.

Last year there were some heated issues. With changes made by the administration in working with the staff have eased tensions. But with this sometimes other issues are percolating to the top. Perhaps because of a fear of speaking out. The discussions that the facilitators were very open. The positive part of this is that there was no blame being placed on individuals but rather just bringing things up for discussions without blame.
The process of changing culture and climate usually takes about 3 to 5 years but we have made progress.
There were issues raised about fairness. Many people had ideas about positive courses that the school can take to remedy what is perceived as institutional inequity. For instance, new staff members versus seasoned staff members. Students that live here versus the students who have to travel in (students on late buses have to go to the attendance office first, which cuts into more class time). Inequity between faculty and staff. Inequities to people of color. Inequities do exist, some which may exist in the outside world, but they have to be addressed here.
Most of the discussions were still positive and there was no finger pointing. There are strategies that can be put in place to improve perceptions and improve climate. So these things still need to be addressed. They will meet with Dr. Magee to further discuss.
These strategies need to be put into action plans. Across the board, there was an acknowledgement and appreciation of the leadership team in the efforts to be open and solution oriented. Every organization has conflict and it is necessary for growth. The key is managing and addressing the conflict. So Pali is on the right road. We won't get 100% participation but we can work towards close to that and the key is the process. Pali is ahead of where they thought we would be.
Dr. Magee thinks that the faculty and staff see them as part of the school and appreciate their involvement.

B. 2017 Board Election Calendar & Updated Policy Recommendations

C. Approval Of Updated Membership for Board Committees

Election Committee
Deanna Hamilton
Rocky Montz

Charter Committee
Dara Williams
Deanna Hamilton
Rocky Montz
Emilie Larew
Carol Croland
Monica Iannessa

Academic Accountability
Cristina Costa

Dara Williams made a motion to Add the committee members listed for Election, Charter and Academic Accountability.
Susan Ackerman seconded the motion.
The motion did not carry.
Dara Williams made a motion to Add the following members to the respective committees: Election Committee: Deanna Hamilton, Rocky Montz Charter Committee: Dara Williams, Deanna Hamilton, Rocky Montz, Emilie Larew, Carol Croland, Monica Iannessa Academic Accountability: Cristina Costa.
Susan Ackerman seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

III. Academic Excellence

A. PCHS School Calendar: 2017-2018 and Beyond - School Start Date for Next 2-3 Years

Parent survey and faculty and staff surveys sent out.
We also received emails from parents, as seen on page 35 of the materials.
Classified survey is page 36.
Parent Survey by Survey Monkey is page 37
Student survey is page 38
ASB survey - two-thirds of the student wanted the August 14th start date (this is not included in the materials).
Faculty vote was in favor of August 14th and UTLA would have to approve a start date so we would need to negotiate if something other than August 14th.
College Center also supports the earlier start date to be able to get materials out in time for early decision or early action applications and also to get school transcripts out from the first semester.
If we do it for more than just this year it would be August 14th, then August 13th, and then August 12th.

Leslie Woolley made a motion to approve a school calendar to start on August 14th for 2017, August 13th for 2018, and August 12th for 2019, with a 1 week Thanksgiving break, a 3 week winter break, and a 1 week spring break.

Susan Ackerman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Susan Ackerman	Aye
Emilie Larew	Aye
Andrew Paris	Aye
Deanna Hamilton	Aye
Rocky Montz	No
Emily Hirsch	Absent
Dara Williams	Aye
Leslie Woolley	No
Robert Rene	Aye
Ellen Pfahler	Aye

B. CAASPP Analysis Presentation By Academic Accountability Committee

Every Student Succeeds Act passed in 2016. It replaces No Child Left Behind.
This 2016 law requires states to have new measures to measure school success.

Schools are required to develop an accountability system that has more than just a single measure of success.

- Achievement - measuring proficiency
- 4 year cohort graduation rates
- Growth
- ESL progress
- 1 additional indicator for school quality/student success.

California decided to incorporate Federal Standards and align them with the State Plan - Local Control Accountability Plan.
Now the way the state looks at the measures is to see where schools need assistance, as opposed to looking at it from a punitive approach.
Presentation is included in the materials, including the Local Control Funding Formula State Priorities.
State has developed 5 by 5 indicator matrices. Using it the school can tell how it's doing.
One example is the English Learner Indicator, included in the materials. They are a particularly vulnerable population so their progress is an important indicator for schools.
Color codes are the way of telling the school how they are doing. Striving for a green or a blue because that means progress is being made and achievement goals are being reached. So this allows the school to know what to focus resources on.
On the CDE website school information is available. But the website does not have all the data so it won't be available until next month. We are our own school district so we will be able to see how we are doing.
Math test data will be based upon school average and how far the students are from the "met" category.

Much of the data is being gathered from CalPads, a school statewide data system.
Monica Iannessa and Pam Magee are working on an integrated data system so that we have a preview of what we expect to see on the statewide data system. They are working with a company to develop the system so that they can get monthly or even weekly data.
Expect to have it in place by the end of the school year. Schoolzilla is the company. Dr. Magee can approve the contract if it falls within her authority, otherwise the Board will need to approve.
Academic Accountability Committee is actually looking at data now in relation to the grading policies.
Ad hoc committee has been formed with Monica Iannessa , Christina Costa, and Stephen Klima and working with Dr. Ngo to analyze the data.
Every teacher completed the survey about their grading policies. UTLA helped to develop the survey.
Emily Hirsch left at 6:58 p.m.

C. Updates/Revisions to Santa Monica College (SMC) and Career Access Pathways (CCAP) Agreement

Tabled until next month due to corrections and revisions that have been made.

D. Update on Schoolwide Goals

Dr. Pam Magee presented.
There was a short survey that the staff was asked to complete.
Survey done February 8th.
Responses show an improvement in how people view the school and their job at their school.
Survey is included in the materials.
Very positive responses over all. Mostly at least 80% have a positive view of things.
Also doing mini-surveys done in the surveys embedded in the emails. Parents asked about what time they would like to see meetings for parents.

IV. Facilities

A. Track & Football Field Status - Replacement Plan & Funding Source(s)

Rocky Montz and Dave Riccardi presented. Rocky went to South Carolina and they have chosen the company that they want to do business with. We have $400,000. We need $1.1 million in additional funds for the project.
So are asking for the Board to approve the $1.5 million to improve the track and field.
Nothing has been signed yet.

Rocky likes the product that the company in South Carolina manufactures. They do other things as well, such as a press box and bleachers.
One thought is to for people to buy bleachers. Dave would like to repair the wood and to put caps on the seating that make it look brand new.
We need to do fundraising. Goal is to get the project done by August 14th. The company First Form has an 8 week time estimate. The stadium would be unavailable over the summer. One of the summer camps that uses space over the summer still wishes to do so and would use the baseball field.
Emily Hirsch inquired as to whether a tarp could be used to protect the stadium if, for instance, the community wanted to use it for the parade and fireworks.
We can still use it for the stage for graduation for Pali and for Paul Revere.
The goal is to get the project through Budget & Finance and then bring it to the Board for final approval.
Ellen Pfahler brought up that we need to figure out how to fundraise and whether we need to do financing through the company.
The consensus is that it needs to be done but the question is how to finance it.
Greg Wood brought up that there are also legal considerations and we may want an attorney to look at the contract.
Board would be required to approve it based upon the amount of the project.
It will be placed on the March Board Meeting Agenda.

V. Finance

A. College Readiness Block Grant Budget Approval

Not ready for the Board to vote.
Documents included in the materials.
Intend on having a spending plan developed and bring it back to the Board hopefully in March.
It will be tentatively put on the March agenda and hopefully the budget will be done by then.

Budget Committee would like to adopt a policy that when we receive a block grant that the Board would create a process where a budget is put together and approved by the Board. And then the Budget Committee would report on what was spent.
Ensure that the grant be spent on onetime things since we can't rely on it yearly.
Want the administration to come up with that budget after stakeholder input and then it would be sent to the Board for a motion to approve it and then it would go to Budget & Finance.

B. PCHS Acccounting Procedures

Ellen Pfahler made a motion to Approve the policy included in the materials on page 110.
Robert Rene seconded the motion.

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

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

C. 2017-2018 Budget Calendar - Budget and Finance Committee

Budget Calendar in the materials at page 111.
Meeting to approve Budget will be on Tuesday June 6th.
Ellen Pfahler made a motion to Approve the Budget Calendar on page 111 in the materials.
Deanna Hamilton seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

D. Completion of Form 700

Anyone who has not yet signed it need to. Would like to have everyone complete it by March meeting.
Must be signed in blue ink.
It is due by April.
Shelby emailed them to everyone but anyone who is not sure can check with her to make sure they have completed it.

E. CharterSafe Notification - Potential Withdrawal from JPA

When we entered into CharterSafe, a consortium of schools, as a two year membership for general liability and workers' compensation insurance. We can opt out if we want to and then we can obtain other offers. But it doesn't mean we have to leave, just that we can opt out. Our broker thinks we should consider opting out just to give Pali the option.
Leslie Woolley made a motion to Notify Charter Safe Schools of our potential withdrawal.
Dara Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

VI. Organizational Reports

A. Executive Director / Principal (EDP) Report

Stands as submitted.

B. Chief Business Officer (CBO) Report

Report stands as submitted.
Reiterate that LCAP is something that will be approved annually with conjunction with the budget.

C. Director of Operations Report

Report stands as submitted.

D. Human Resources Director (HR) Report

Report stands as submitted.

E. Director of Development Report

Report stands as submitted.
Mike Rawson is working with Greg Wood to fund the field and the track. Naming rights being sold is being looked at. Field, stands, press box. Also outreach to those who permit to use the fields. Selling bricks to the back wall for people to sponsor with their names on it. Grant committee is meeting on Friday morning. Will be looking at possible

grants to fund the field and track as well. Then they will also try to start a campaign to finance it as well. Rocky Montz is working on these plans with Mike Rawson. The Booster Club is behind it. At the live auction will include items to finance the auction.
Pali needs to go to other schools to reach out to them and make this their school of choice. Also to coordinate fundraising and perhaps ways to lower the costs of certain things, i.e. banners where we could negotiate for a lower cost for buying in bulk.
Idea for the outreach for the future to go out to different areas to have meetings in those areas so that we come to the parents. That way those parents feel like they are part of the school. There are 6 different zones where we can go to have these meetings.
Working with a graphic designer marketing group because we want to brand our school.
Logos were presented.
The Logo is really part of Pali's history and we need to explain to the community what each of the items on it means.
The creature at the top is a mythical sea creature.
8th grade night is planned. Putting together a dynamic program for parents with students coming next year. There will be a general presentation and a pocket folder with information about Pali. Pledge cards will be handed out as well so that people can make a monthly pledge. Those families will get an ambassador card that is good for discounts at local businesses. These funds will go to the Education Foundation.
Robert Rene came up with the idea of the cards.
There will be an explanation as to what the Education Foundation, the Booster Club, and the PTSA fund purpose.

F. Student Report

Winter Informal. In the gym.
Sportsfest was kind of canceled by the water pipe break and the rain.
Spring sports are starting.
Looking to start a unity month at the school. Each week of the month of March there will be an event sponsored by a club on campus. Looking to promote a positive culture. They are looking for speakers for each event.

G. Parent Report

Nothing to report.

H. Classified Staff Report

Nothing to report.

I. Faculty Report

Karen Perkins wanted Emilie Larew bring up her concerns about thefts on campus. Her personal laptop was stolen from her classroom recently.

VII. Board Committees (Stakeholder Board Level Committees)

A.

Budget and Finance Committee Report

Nothing new to report.

B. Academic Accountability Committee Report

Nothing new to report. See Monica Iannessa's report under CAASPP Agenda item.

C. Charter Committee Report

Next meeting is May 3rd.
At the meeting we discussed various areas of the charter that need to be addressed.
Deanna Hamilton and Dara Williams are going to go over the minutes from the last two years to determine if there are other areas that need to be discussed.

D. Election Committee Report

Rocky Montz gave the update. Set the calendar for applications and elections.
Rocky Montz and Rob King will be meeting with the office staff to determine what the school will need to do to run the election.
Looking at ways to contact and register parents and recruiting people to run.
So Board members should try to reach out to others to run. Rob King mentioned that it is up to the current Board to do this.
The requirements to run have been streamlined. There is no longer a need for the video and some other things have been changed.
Emilie brought up that 300 to 400 hundred people have voted in the past couple of years. Looking to increase that.
Every year we have 6 seats up for election. Classified seat for Andy, Community Seat for Emily, Community seat for Ellen, Faculty seat for Susan, Faculty seat for Amanda, and Parent seat for Dara.
March 1st to March 31st is the application period.
One member of the office staff will be the contact. As soon as we have that contact we can direct people to that person but in the meantime can inquire of Dr. Magee, Rocky Montz, or any of the current Board members.

E. Post-Retirement Healthcare Benefits Committee Report

At the last meeting we discussed that LAUSD may only provide Kaiser at no cost to retirees. So the committee is looking into that. The committee is discussing the Medicare Gap coverage offered by our current insurer and is also going to get a proposal from another insurer regarding the Medicare Gap and other coverage for current and retired employees.
The next meeting is March 7th at 4:30 p.m. in the faculty cafeteria.

VIII. Board Committees (Board Members Only)

A. Audit Committee

Nothing to report.

B. Survey Committee

Emilie Larew is on the committee. Andy Parish volunteered to be on the committee.

C. Grade Appeal Committee

No updates to report.

IX. Consent Agenda

A. Approval of Reimbursements for Executive Director / Principal

Robert Rene made a motion to Approve the Consent Agenda as submitted.
Leslie Woolley seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Approval of Field Trips

See above vote regarding the Consent Agenda.

X. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

Went into Closed Session at 8:11 p.m.

B. Conference with Legal Counsel: Existing Litigation

C. Public Employee Discipline/Dismissal/Release

XI. Open Session

A. Return to Open Session

Back into open session at 8:41.

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

No reportable action was taken.

XII. 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 8:41 PM.

Respectfully Submitted,
Emilie Larew