APPROVED

# Palisades Charter High School

# Minutes

## Governance/Brown Act Training

**Date and Time**
Saturday July 24, 2021 at 10:00 AM

**Location**
Palisades Charter High School **(Mercer Hall)** - 15777 Bowdoin Street, Pacific Palisades, CA 90272

***Call in only-no video.***
Below is the dial in number teleconference for PCHS BOT Training Meeting:
Dial by your location:
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)

Meeting ID: 897 3648 0726
Passcode: 387138

*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, Brenda Clarke, Brooke King, Dara Williams, Jack Seltzer, Jewlz Fahn, Lisa Saxon, Maggie Nance, Monica Batts-King, Sara Margiotta

**Trustees Absent**
James (Jim) Wells

**Ex Officio Members Present**
Dr. Pam Magee

**Guests Present**
Amy Nguyen (remote), Karen Cox, Mark Bresee

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## I. Opening Items

### A. Call the Meeting to Order

Karen Cox called a meeting of the board of trustees of Palisades Charter High School to order on Saturday Jul 24, 2021 at 10:09 AM.

### B. Record Attendance and Guests

### C. Public Comment

No public comment made

## II. New Business / Announcements

### A. Announcements / New Business

Next Board meeting is August 24, 2021 at 5 pm in person. Annual Board retreat is where new goals will be set. This will be done on Sept. 18, 2021.

## III. Governance

### A. Updates Regarding the Upcoming School Year

Dr. Magee provided updates re: committee participation and things that involve interested Board members. Specific questions were submitted to Fair Political Practices Committee and we are still waiting on responses. Dr. Magee followed up with our attorneys to see if they had heard back which they hadn't. A subsequent follow up with FPPC reported that they had not received our questions. FPPC came back and noted that our questions were too hypothetical. Administration worked with our attorneys to revise questions and resubmit them to FPPC. This is in process. D Williams asked whether these revised questions can be submitted to the Board for review and Dr. Magee agreed to do so. Time frame is still pending. B Clarke clarified that we will be entering the school year with a similar committee structure until we hear otherwise. D Williams noted that we should wait to hear back from FPPC prior to revising committee structure because it is legal issue for any interested party who would vote on said committee. S Margiotta noted that faculty and dept chairs are encouraged to come to B&F Committee meetings. Committee is looking for that input to help committee to have informed discussions and decisions.

### B. Form 700 for Trustees Taking Office

Form 700 discussed and reviewed by B King. This will be coming to everyone via email. M Bresee noted that the FPPC has a hotline for anyone who may have questions regarding the completion of this form by Board members.

### C. Board Member Expectations

PCHS Board Members Rules and Responsibilities was reviewed. B King noted that it is required that the Board members review the PCHS Charter and Bylaws. She also noted that all members are required to participate in standing committees (as reviewed by B King). Robert's Rules of Order will govern the conduct of Board meetings and will be reviewed at a future date. She also noted that PCHS emails must be checked regularly and asked that these emails do not get forwarded to your personal email for confidentiality issues. If Board members have problems accessing PCHS emails please let B King know asap so that this can be addressed. Complaint procedures were also reviewed. Issues are to be brought to Dr. Magee or Board Chair to follow the correct process prior to bringing issues to the Board for discussion. Dr. Magee noted that there is a fairly thorough complaint section on the website on how to address various issues.

### D. Board Governance Training

Mark Bresee was introduced and he reviewed the Brown Act which governs the business being done by the PCHS Board of Trustees. Please refer to training slide packet. He noted that Boards that have potential Brown Act violations now are given the opportunity

to amend any potential Brown Act Violation issues. M Bresee clarified that committees created by Dr. Magee or JP Herrera created committees that didn't include a majority of the Board members were not subject to the Brown Act. It was suggested that these committees not contain close to a majority of Board members to help ensure any potential Brown Act violations. Discussions were had re: agenda setting. Per PCHS policy, 2 Board members can make requests to have items added to the agenda. It was also noted that if there is an issue brought to the attention of Board members via email, a Board member should respond individually and cc: Dr. Magee with a note that this is being forwarded to the administration to ensure that the issue is addressed. Dr. Magee can also send an email to the Board to let them know issues brought to the Board's attention are being addressed. M Bresee also noted that the Brown Act only applies to the actual Board Agenda and not the supporting documents. He noted that when supportive documents are made available to the Board they must be made available to the public upon request. PCHS's current best practice is to post supporting documents on the website when available to ensure they are available to the public. It was noted that perhaps the descriptions on the agenda's could be more detailed to provide more detail to the public. D Williams noted that in recent historical, the Board agenda's have provided sufficient details including any actions to be taken by the Board (including voting on agenda items). The time limit of public comment was discussed and M Bresee noted that this was a Board decision. Currently, the Board's policy is 2 minutes per speaker but B Clarke noted that currently we are getting a lot of public comment and are not getting to all of the individuals who wanted to speak. It was clarified that the Board is able adjust the amount of public comment time but Board needs to be consistent. The timing of Public Comment was discussed and Board members expressed importance of getting feedback and insight from their constituents. M Bresee noted that the standard is to have Public Comment done prior to the Board discussing any agenda item so that the Board can take into account this information as part of their discussions.

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

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

Non-Interested parties went into closed session at 12:25 pm

### B. Employee Discipline/Dismissal/Release

## V. Open Session

### A. Return to Open Session

Return to open session at 1:30 pm

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

Nothing to report out.

## VI. 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 1:30 PM.

Respectfully Submitted,
Sara Margiotta