



Board of Trustees Meeting

Wednesday, March 12, 2008

Port of Los Angeles High School

5:30 – 7:00 PM

MINUTES

Trustees Present: *Victoria Carrolle, Esther Espinoza-Ek, Joe Gatlin, Lanny Nelms, Dick McKenna, Camilla Townsend,*

Trustees Absent: *Joe Awad, John Ek, Paul Escala, Elsa Madrid, Elise Swanson, Nick Tonsich, Joe Viola*

Staff Present: *James Cross, Marie Collins, Linda Grimes, Sandy Bradley, Erin Loveridge*

Staff Absent: *Jerry Aspland*

Guests: *Mike Caccavalla, food services*

CLOSED SESSION

As there was not a quorum present for the meeting, closed session items were discussed but no ACTIONS were taken.

1. Personnel
2. Salary Matrix
3. Organization chart - role responsibilities
 - a. Approval of revised governance organization -

Adjournment of Closed Session

PUBLIC SESSION

The Public session was called to order at 6:35 pm by President, *Camilla Townsend*.

Approval of Consent Calendar ACTION ITEM

March 12, 2008 Agenda

Minutes of January 9, 2008

NO ACTION due to lack of a quorum.

Yearbook pictures

Two students from the Journalism class took photos of the Board and Staff for the POLAHS yearbook

Mike Caccavalla.

Had been vendor for POLAH food services, but he announced that he sold his restaurant and will not be able to provide services. Friday, March 14 will be last day. *Caccavalla* thanked board for allowing him to work with the school and stated he enjoyed working with the students.

The Board congratulated him and thanked him for his previous service.

Questions were raised regarding how food service will be done. *Cross* stated that the students are off for Spring Break next week, and he will look into options such as the vending machines discussed at the January meeting. A flyer will go home with students this week regarding possibility of bringing brown bag lunches until new options are in place.



President's Report

Townsend expressed her concern about lack of attendance at board meetings and the difficulty in getting quorums for last several meetings. As the Board of Trustees has serious responsibility for the fiscal and policy decisions, she will send out letter to ask for recommitment. If Trustees have ideas for new board members, please contact her. *Townsend* also reported that Trustee *Paul Escala* has indicated that due to work and family commitments, he is no longer able to serve on the Board of Trustees. She accepted his resignation pending a formal letter.

Townsend then introduced *Erin Loveridge*, who will be *Foundation Coordinator*. She explained that in addition to working with the foundation, *Loveridge* will be taking over the duties of Board organization, correspondence and meetings previously done by *Sandy Bradley*. She then proposed adding *Bradley* to the Board of Trustees, citing her extensive background in education and professional development as well as her history with the school. Vote will be taken at the next Board meeting.

Executive Director's Report

Recommended enrollment cap

Cross explained the difficulty in knowing how many students to take in, as they do not know how many will not actually attend. Some sign up for several schools and some sign up but don't show up; also don't know Air Force numbers until August.

He suggested enrolling 150-175. Also he added that the transfer of new students will require a conference and documentation to adequately determine their placement.

Collins said that the school is only down 13 students since September including those coming in and leaving. She said that difficulty is that students come without a transcript and that getting transcript information from the previous school is often a lengthy process

Recommendations:

- No 12th graders, unless military students
- New enrollment not to exceed 175 – but may take more applications because of loss
- Total enrollment would be about 550 - Need to keep up enrollment as lower ADA impacts budget.

Student recruitment update

Collins reported that as of this date, she has received 197 completed applications. She commended *Tom Scotti* and *Tim Dikdan* for their ability to deal with problems.

Fiscal concerns/purchase of building

Cross stated the need for a capital campaign, but he also found out about tax exempt/bond financing at the charter conference. 100% financing is available, and can be locked in at a low



finance rate. All the costs of the loan etc can be built into the bond. If additional funding is needed later, school can use equity in the building.

Pursuant to the terms of the lease, he will be notifying the Port of Los Angeles that the school plans to purchase the building. Also need to find a big bank that will be willing to do a short-term loan for one million. To purchase the building, school needs 10 million (1 million to pay for loan, 1 million to cover a short term loan, and possibly 8 million to purchase the building.) The monthly debt service would be about \$65,000 per month. Right now, pay \$26,000 but with lease terms and increased square footage being leased, amount paying for lease would rise to at least the \$65,000 in less than 3 years and school would still not own the property. Loan would be for 30 years.

Financial Report

Monthly report

ACTION ITEM

NO ACTION due to lack of a quorum.

Carrolle gave a synopsis of the budget. School is fairly on target, but less money will be coming in due to lower enrollment than projected in budget. At this point, there is a problem with cash flow, as monies from the State do not come in upfront.

Facilities Report

Update on second floor

Awad not in attendance, *Cross* reported that subcommittee on facilities met and reduced plan for second floor due to problems with having to do firewalls and reduced funding. \$1,250,000 to do build out on second floor - \$110,000 for the architect to do engineering and design for permitting. Problem is right now we don't have money to pay the architect the \$110,000

He is pursuing several funding options

Principal's Report

Collins distributed the enrollment statistics.

Report on California Charter School Conference – Sacramento

Collins thanked board for sending staff to the conference. When they heard other schools' stories, it made them thankful for the school's environment, and the concern of the POLAHS Board. Conference was very worthwhile -good topics for workshops and chance to celebrate success.

As the conference will be in Long Beach next year would like to take whole staff and invite board to go also. Possibly close school so that all staff could go.

Student recruitment –

- Surprised that more students not attending
- Started earlier this year
- Had a breakfast for principals and assistant principals from middle schools



- Simplified the process – will mail next week

Townsend and Espinoza-Ek concerned that materials not in Spanish, and requested that they be provided.

Public Affairs Report

Grimes reported that the new brochure is done and distributed draft copies.

She will do some outreach to some schools. Board discussed various methods of outreach.

Plans for the Magic Show fundraiser (Friday, May 2) are in process. There will be a VIP dinner at Ports O' Call with shuttle to the Warner Grand Theatre. Cost for VIP will be \$150 for adults and \$100 for children/students.

Townsend stated that the Board needs to support the event

Right now \$30,000 in sponsorship pledges - hope for at least \$40,000 to \$60,000

Public Comment

There was no public comment

Adjournment of Public Session

The meeting was adjourned at 7:20 pm.

NEXT MEETING: April 9, 2008