



ACADEMICS ✧ INTERNATIONAL BUSINESS ✧ MARITIME STUDIES
PORT OF LOS ANGELES HIGH SCHOOL

Board of Trustees Meeting
Wednesday, February 11, 2009
4:00 - 5:30 PM
Minutes

PUBLIC SESSION

Trustees Present: Camilla Townsend, Sandy Bradley, Dick McKenna, Lanny Nelms, John Delgado, Dorothy McCullough, Nick Tonsich, Tim McOsker, Elise Swanson

Trustees Absent: Esther Espinoza-Ek, John Ek, Victoria Carrolle, Joe Awad, Joe Gatlin

Staff Present: James Cross, Erin Loveridge, Tom Scotti, Pam Costa, Lori Armas, Linda Grimes

Public Present: Christie Rochte, Sonali Tucker

I. **Public Session called to order at 4:05PM by Townsend** *Camilla Townsend*

II. **Approval of Consent Calendar** **ACTION ITEM** *Camilla Townsend*

a. January 14, 2008 Minutes

b. February 11, 2009 Agenda

Bradley motions to approve consent calendar, Nelms seconds.

PASSED 9-0

III. **President Report** *Camilla Townsend*

IV. **Executive Director Report** *James Cross*

a. Report on Scholarships: Discussion of external and internal scholarships. External scholarships are provided by individuals, corporations, foundations, companies etc. Students may find these scholarships and apply for them with our counselor's help, but the award decisions are completely independent of the school. Internal scholarships are awarded from POLAHS with the funds raised by the school. For example, profits from our spring fundraiser can be used for senior graduation scholarships. These scholarships could be awarded based on the criteria (scholastic achievement/need) decided upon by POLAHS administration or by the donor themselves.

Townsend has requested that POLAHS administration follow up with the American Woman's Business Administration, the Lion's Club, Harbor Association of Industry and Commerce, San Pedro Rotary.

b. Building Purchase Status: Cross is expecting the appraisal next week; he has spoken with Joe Burton who is prepared to write our offer letter but needs the appraisal completed first. Townsend has requested that the Finance Committee review the appraisal & offer letter and then bring the issue to the entire Board at a special meeting. Townsend would like us to set the strategy for planning the school's financial protection.

c. Status of Faculty and Staffing: Cross has discussed hiring a second academic counselor and is moving forward on that.

V. **Financial Report** *Victoria Carrolle*

a. January Check Register **ACTION ITEM**

Bradley motions to approve January Check Registers, Nelms seconds.

PASSED 9-0



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b. Budget Review: Budget has been adjusted so that notes and the financials are on one document; the finance committee has instructed Cross to continue with this format. Near exact on the budget. Budget is on point in every category except for timing issues.

Cross has an upcoming budget meeting scheduled and there are significant changes on timing and how budget will be in the months to come.

Townsend has requested that entire board be notified whenever the Finance Committee meets. Townsend has requested that the board see next year's budget in May.

Townsend says the next upcoming board meetings are critical, and everyone should be available to attend. Townsend asks that in March, Cross is prepared with the Facilities Committee to report options for building construction, class sizes and student enrollment options- including how much each option will cost POLAHS. This is the primary focus of our March meeting. Cross says the application deadline is March 31st. Townsend says that in April we will need to make a decision and the options should be presented at the March meeting.

Bradley asks that Cross provide information on how many students could we accommodate with no upstairs build-out, minimum build-out and maximum build-out.

Loveridge will let entire Board know what will happen at the next meetings leading up to our May budget meeting.

Finance committee is meeting February 26th at 830AM.

Townsend says that an Action Item at the next meeting will be whether or not the Board of Trustees will donate a scholarship for the graduating seniors. Secondly, the Chamber of Commerce has a big event in March, the Women's History Lunch and Seminar. 150 young women will be attending with 20 students from POLAHS. Board members should make a \$25 or \$50 contribution for girls to attend this.

Cross announces that on March 26th at 4PM, the CRA will have a ribbon-cutting ceremony. They have given POLAHS \$75,000 for a classroom. Cross/CRA will do an unveiling of the room and it is important that some of the board members attend.

c. Proposed Medical Subsidy Increase: **ACTION ITEM**

Matrix has been reviewed by the Finance Committee; POLAHS hasn't changed the medical coverage since the school opened. This medical coverage increase would take effect next September, it will cost the school approximately \$11,000 per year. The subsidy would move from \$500 to \$600 per month.

Bradley motions to accept increased medical coverage, McOske seconds.
PASSED 9-0

d. Proposed Salary Matrix: **ACTION ITEM**

Matrix has been previously circulated; Cross proposes that the salary matrix does not change for the 09/10 school year. In doing that, POLAHS will still be a small percent above the LAUSD average. We must hold a conservative line on spending. Nelms motions to approve Salary Matrix, Delgado seconds.
PASSED 9-0



VI. Acting Principal Report

Tom Scotti

- a. WASC: The WASC accreditation letter arrived today; POLAHS has an initial 3 year accreditation. This now starts the timeline- staff must start their 'self study' so that at the 3 year mark, they will be prepared to apply for 6 year accreditation. Accreditation was a true team effort.
- b. Spring bell schedule: POLAHS reverted back to the original fixed block schedule from a few years ago. This was done to enable POLAHS to work closely with Harbor College and their schedule.
- c. Maritime Report by Anthony DeSanto: One of the objectives of the maritime curriculum is getting qualified seniors internships. Every qualified senior has been placed in an internship throughout the Port community- including APL, the Port of Los Angeles, Vopac, Quality Refridgeration, Halcrow and HydraCraft. Seniors are released from school three days a week to work for four hours a day to complete their internships. The students must write papers and report to a specific work mentor and POLAHS staff member. Interns are covered under the POLAHS insurance policy.

VII. Public Comment

- a. Parent Boosters Report by Christie Rochte: The Boosters will be meeting tonight about the Magic Show and supporting the fundraising activities. The Parent Booster Board would like to offer seniors a graduation scholarship.

VIII. Adjournment of Public Session by Townsend at 5:10PM

CLOSED SESSION

- I. **Personnel Issues: Review of Tom Scotti**

PUBLIC SESSION

- I. **Public Session called to order at 5:25PM by Townsend**
- II. **Board decision on Personnel Issues**
 - a. Board has voted to appoint the acting principal, Tom Scotti, as principal for 2009/2010.

Townsend asks that Cross/Loveridge write a press release on the principal appointment, and call Josh Stecker from San Pedro Today Magazine and ask him to do an article on POLAHS.

Townsend requests that Executive Director is now evaluated by the Personnel Committee.

Bradley asks that Scotti report at the March meeting who will or will not be returning as teachers for the 09/10 school year.

NEXT MEETING: March 11, 2009