



Palisades Charter High School

Special Board Meeting

Date and Time

Saturday March 14, 2020 at 10:00 AM PDT

Location

Gilbert Hall, 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.

Agenda

I. Opening Items

Opening Items

- A. Call the Meeting to Order
- B. Record Attendance and Guests

C. Public Comment

*"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. **Govern Code § 54954.3(b)(2).***

II. School Closure Discussion

- A. School Closure Updates

III. Governance

- A. Board Resolution
Discussion and Vote (only non interested)

IV. New Business / Announcements

- A. Announce items for closed session, if any.

V. Closed Session

- A. Threat to Public Services/Facilities (Govt Code 54957(a))

VI. Open Session

A. Return to Open Session

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

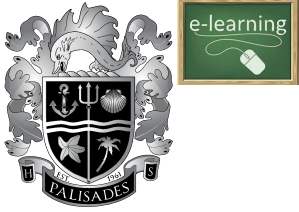
VII. Closing Items

A. Adjourn Meeting

Coversheet

School Closure Updates

Section: II. School Closure Discussion
Item: A. School Closure Updates
Purpose: FYI
Submitted by:
Related Material: E - Learning Guidelines 3.13.20202.pdf



PCHS E-LEARNING GUIDELINES

The purpose of this policy is to maintain continuity of learning. At this time, it is not certain that E-Learning Days would replace instructional days at the state level. Therefore, PCHS may have to add instructional days/minutes at the end of the school year to comply with state/federal emergency mandates.

Guidelines for the PCHS E-Learning Day Program include the following:

The **purpose** of an Emergency E-Learning Day is to provide a continuum of learning for students in the event that school needs to close. Teachers leverage both school and student technology resources to provide students with relevant, meaningful and manageable assignments that students can be engaged in on Schoology when school has been canceled. The **goal is to minimize disruption** to the academic progress caused by **emergency school closures** and to make emergency days as educationally productive and engaging as possible.

Emergency E-Learning Days are an attempt to minimize the loss of instructional time during unscheduled school closures. If an **Emergency E-Learning Day is necessary**, the school wants to collect schoolwide, consistent logs in teachers' grade books that will serve as evidence that students attended their E-learning course periods.

The Emergency E-Learning Plan outlines specific responsibilities for teachers, staff, and students. The school's goal is to declare an E-learning Emergency no later than 5 a.m. the morning of the school closure. The announcement will be made through the standard modes of communication used by the school, including text message, website, automated phone call, social media, email, and school information systems.

For its E-Learning schedule, PCHS will observe a regular day class schedule, which observes alternate odd and even days. Per this plan, teachers will post an entry quiz for attendance purposes in addition to relevant class assignments for students to access by the beginning of their bell-schedule period of the Emergency E-Learning Day. Using students' Schoology quiz submissions, teachers will record the attendance for the day in Infinite Campus by 3:30 p.m. each day.

Class assignments will be aligned to curricular objectives and will require no more than the scheduled block period to complete. Homework can be assigned by the teacher online, and students will receive clear directions for submission of the homework by the teacher. Teachers can be available to assist students online through Schoology and PCHS email. Teachers should communicate how and when they are available to students through their Schoology courses.

Student expectations include completing class assignments in Schoology for continued learning and attendance purposes. In the event of unforeseen circumstances, students should consult with their teachers.

Please be mindful that many students will be experiencing extenuating circumstances. **They may be dealing with health concerns, lack of child care, and issues concerning basic necessities. Flexibility and**

understanding will be essential during such stressful and uncertain times. If at all possible, teachers may want to reach out to or notify an administrator about any student in which they have concerns.

Students without access to power or the internet should have their parents contact the school at (310) 230-6629 (Attendance Office). The school will provide accommodation for learning.

PCHS Technology Support Staff are available to assist students, parents, and staff with technical support on Emergency E-Learning Days. Students and parents should call 310-230-6659 or email techhelp@palihigh.org for assistance.

Internet Access: The school can demonstrate access to digital learning for students and teachers. (surveys, etc.)

Instructor Access: Teachers will be directly reachable for students and parents to facilitate and support instruction during class time and prep periods.

Platform Experience: All teachers and students have access to, and experience using, online platforms and digital resources for learning.

Learning Targets: All students will be informed of their learning targets by the beginning of each class period.

Work Continuity: Student work will cover content that would have been addressed if school were in session in a traditional setting.

Accommodation Support: All students who have accommodations for instruction will be provided with or have access to those accommodations.

Offline Support: For students with disabilities who do not use an online platform for learning or for whom an online platform is not appropriate, teachers will provide parents/caregivers with appropriate educational materials and learning activities for student use.

Individual Needs: For limited English proficient students, teachers will provide parents/caregivers appropriate educational materials and learning activities for student use per the Individual Learning Plan.

Work Measurement: Students will demonstrate time on task and/or work completion on Schoology assignments to demonstrate learning towards targets.

PCHS EMERGENCY CLOSURE ATTENDANCE

Teachers will post an entry quiz on Schoology for attendance purposes in the first 30 minutes of each “class”. The reason for a Schoology quiz is that the Schoology quiz automatically transfers to Schoology gradebook for log-in evidence of E-learning. If a student does not complete the attendance quiz within the

time period but completes class assignments during the class period, they will be recorded by the teacher as “tardy” for that period in Infinite Campus.

If a student is absent due to medical or other extenuating circumstances that would constitute an excused absence/tardy, they should contact the Attendance Office via their PCHS email or parent/guardian email and attach medical documentation, if possible.

Teachers will log into Infinite Campus and submit attendance for the day based upon students’ submissions on a Schoology entry quiz each class period. IC attendance submissions must be submitted by 3:30 **EACH** day.

We will remain on our Alternating Block Schedule, which means each E-learning period is 100 minutes. However, teachers are not expected to be live “on camera” for the entire 100 minutes.

FAQS

1. Can I access PCHS classrooms?

In the event of a PCHS school closure for emergency reasons, and there is no on-campus medical reason why small numbers of people cannot be on campus, then Faculty & Staff will be able to come to PCHS to pick-up materials, or to deliver E-Learning lessons for their classes. Coming to campus on non-student days will require you to have your current school year PCHS ID visibly worn and shown to the Security Guard(s) on duty, and to check-in and check-out with the Security Guard on duty so PCHS is aware of who’s on campus in case of an escalation of the emergency situation. Also, during emergency closure days when campus access is OK, the times to be on campus will be limited to 7:00 am – 4:00 pm.

2. What happens to my 7th period class?

7th period classes are required to have a Schoology quiz for attendance-taking purposes.

3. Do I take attendance for my service workers, tutors, and office aides?

Yes, they are students in your class.

4. What happens if teachers need to be absent?

You would put your absence in AESOP as you would on a regular day. PCHS will add a sub to your Schoology courses as an admin for the day to take the Attendance Entry Quiz and enter attendance in IC. The administration will add the sub to your Schoology course and then remove them at the end of the day.

Agenda for Friday the 13th

Coffee and Coffee Cake in the main hallway (optional)

Meeting Places by Department at **8:00 AM**:

Mercer: VAPA and Math (Monica Iannessa)

Library: English and TechEd (Tami Christopher)

J109: World Language and Science (Chris Lee)

J120: Special Ed (Mary Bush)

Gym: Phys Ed and Social Science, Deans (Russ Howard)

Gilbert: Classified Staff (Amy Nguyen)

Counseling Office: Counselors, Virtual Academy, Pali Academy (Dr. Magee)

Agenda

1. Executive Director and Principal Updates
2. **PCHS E-Learning Guideline Review and Attendance Steps**
3. Departmental/PLC Work Plans and Lesson Shares
4. Individual Preparation

Coversheet

Board Resolution

Section: III. Governance
Item: A. Board Resolution
Purpose: Vote
Submitted by:
Related Material: Board Resolution COVID_Final.pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Palisades Charter High School Board of Trustees
Resolution #2019-2020-01.

CONCERNING MEASURES TO ADDRESS THE ORGANIZATIONAL AND EDUCATIONAL IMPACTS OF THE COVID-19 VIRUS

WHEREAS, the safety and well-being of all students, staff, parents and stakeholders of the schools operated by Palisades Charter High School is paramount; and

WHEREAS, in December 2019, an outbreak of respiratory illness due to a coronavirus now known as COVID-19 was first identified in Wuhan City, China and has since spread to more than 75 countries, including the United States; and

WHEREAS, on January 23, 2020 the national Centers for Disease Control (“CDC”) activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS, on January 24, 2020, the California Department of Public Health activated its Medical and Health Coordination Center and on March 2, 2020, the California Office of Emergency Services activated the State Operations Center to support and guide state and local actions to preserve public health; and

WHEREAS, on March 4, 2020 the Governor of the State of California declared an emergency statewide relating to COVID-19 and has directed state agencies to provide updated and specific guidance to schools; and

WHEREAS, Palisades Charter High School has been monitoring advice provided by the California Department of Education (“CDE”), the CDC, and the State and County health departments; and

WHEREAS, the number of confirmed cases of COVID-19 is growing at an alarming rate both around the world and in California; and

WHEREAS, more than 9,400 Californians in 49 counties are in “home monitoring” based on travel-related exposure to the virus; and

WHEREAS, experts anticipate that, while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

WHEREAS, Palisades Charter High School has some students, staff and family members who are likely at risk of more serious symptoms as a result of other health conditions; and

WHEREAS, there are numerous legal and organizational impacts to decisions made in response to the COVID-19 virus and strict adherence to provisions in existing school policies and/or procedures of the Palisades Charter High School might prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19;

Whereas, LAUSD declared a two (2) week school closure on March 13, 2020;

NOW THEREFORE BE IT RESOLVED THAT THE Board of Trustees of Palisades Charter High School directs the following:

1. Palisades Charter High School shall be closed should the chartering authority, or local, state or federal government officials, including, but not limited to, the County Public Health Department (“Relevant Authorities”) direct or recommend the closure;
2. The Executive Director may close Palisades Charter High School for up to ten (10) school days based on the Executive Director’s determination that it is necessary to protect student and/or staff health and safety; the Executive Director must seek the Board’s authority for any closure longer than ten (10) school days;
3. In order to immediately protect the health and safety of pupils and employees, the Executive Director may waive any school or organization-wide policy or procedure to implement directives from Relevant Authorities;
4. The Executive Director shall have the authority to exclude anyone from school campus, including parents and volunteers, in order to minimize risk of COVID-19 exposure from the surrounding community;
5. In order to immediately protect the health and safety of pupils and employees, the Executive Director or designee may exclude pupil(s) or employee(s) from school or school activities as necessary to implement guidance or directives from Relevant Authorities or applicable law;
6. The Executive Director or designee may hire additional staff or independent contractors as necessary or convenient for purposes of performing tasks recommended by Relevant Authorities or that the Executive Director deems necessary in his/her discretion to mitigate the actual or potential impacts of COVID-19. The Executive Director or designee shall consult Palisades Charter High School legal counsel regarding collective bargaining agreement provisions impacting this authority if applicable;
7. The Executive Director or designee may direct that all parent meetings, conferences, discussions, or other required parent interactions be held telephonically in order to minimize potential exposure of our students and staff by parents or other community members;



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8. As necessary, the Executive Director, in consultation with Palisades Charter High School legal counsel, is directed to negotiate agreements or side letters with collective bargaining units, if any, relating to actual or potential impacts of COVID-19 on the terms and conditions of employment for represented employees and bring such revised agreements to the Board for approval;
9. As necessary, the Executive Director, in consultation with Palisades Charter High School legal counsel, is directed to negotiate revisions to employment agreements for unrepresented employees relating to impacts on the terms and conditions of employment caused by the actual or potential impacts of COVID-19;
10. As necessary, the Executive Director, in consultation with Palisades Charter High School legal counsel, is directed to negotiate any necessary changes to or cancelations of other non-employment contracts in order to mitigate losses that Palisades Charter High School would otherwise incur, or to provide different levels and types of services needed, as a result of actual or potential impacts of COVID-19;
11. The Executive Director, in consultation with Palisades Charter High School legal counsel and our granting agency, shall propose revisions to the academic calendar for the 2019-20 academic year, if necessary;
12. The Executive Director, in consultation with Palisades Charter High School legal counsel and our granting agency, shall prepare and file all necessary requests and supporting documentation to preserve full apportionment funding;
13. The Executive Director, in consultation with Palisades Charter High School legal counsel, may approve use of virtual, independent study or other programs;
14. The Executive Director is directed to continuously inform families about updates to information and directives being received from Relevant Authorities; and
15. The Executive Director shall keep Palisades Charter High School Board and the charter school's parents and staff informed of his/her implementation of the provisions of this Resolution.
16. The Executive Director shall consult with Palisades Charter High School's insurer for any advisement as to how to deal with virus related issues.
17. The Executive Director shall ensure that access to free and reduced-price meals are identified and provided to students in the event of a school closure.
18. In order to immediately protect the health and safety of pupils and employees, the Executive Director or designee may restrict or cancel the use of school facilities by off-campus groups and may restrict or cancel extra-curricular activities, field trips, sports, or other school activities sponsored by student or parent groups.

19. The Executive Director, after consulting the Board Chair, shall have the authority to exceed the level of expenditures that would ordinarily trigger the requirement to also obtain approval of the Board Chair or Board of Trustees under the Board's Policy Executive Limitation (EL) #3.7 provided that any amounts exceeding this policy be immediately reported to the Board at the next scheduled Board Meeting.

However, the cumulative total of such expenses shall not reduce the Palisades Charter High School's unrestricted reserves lower than three (3) percent without prior approval of the Board of Directors.

PASSED AND ADOPTED by the Board of Trustees of the Palisades Charter High School on this 14th day of March 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary

Palisades Charter High School