



Palisades Charter High School

Special Board Meeting

Date and Time

Thursday August 13, 2020 at 7:30 PM PDT

Location

Public Link:

<https://go.palihigh.org/BoardOfTrusteesLive>

Passcode: dolphins

Or iPhone one-tap :

US: +16699009128,,88367237627#,,,,,0#,,74249497# or +13462487799,,88367237627#,,,,,0#,,74249497#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656
or +1 301 715 8592

Webinar ID: 883 6723 7627

Passcode: 74249497

International numbers available: <https://palihigh-org.zoom.us/j/88367237627>

*As per Executive Order N-29-20 from Governor Newsom, the Palisades Charter High School Board of Trustees meeting scheduled for Thursday, August 13, 2020, at 7:30p.m. will again move to a virtual/teleconferencing environment. **Calling into the meeting may incur a charge and PCHS is not responsible for any charges.***

*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.

Agenda

I. Opening Items

Opening Items

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

C. Public Comment

Public Comment Procedure for Zoom/Teleconference Board of Trustees Meeting:

"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." Please submit your comments either via email to the Board Chair prior to the meeting, or by writing your comment in the Q&A section at the start of the BOT Zoom Meeting. Your comment will be read aloud by the Board Chair during the Public Comment Section, which is limited to the first 30 minutes of the BOT meeting. Please be sure to include your first and last name. However, due to public meeting laws, the Board can only listen to your comment, 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. Academic Excellence

- A. UTLA PCHS eLearning MOU

III. New Business / Announcements

- A. Announcements / New Business

- Fall semester begins Wednesday, August 19, 2020
- Date of next Board Meeting is Tuesday, August 25, 2020 at 5pm

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

IV. Closing Items

- A. Adjourn Meeting

Coversheet

UTLA PCHS eLearning MOU

Section: II. Academic Excellence
Item: A. UTLA PCHS eLearning MOU
Purpose: Vote
Submitted by:
Related Material: UTLA-PCHS Draft of eLearning-8.9.20 .pdf

PCHS/UTLA Back-to-School Agreement for Fall 2020

Distance Learning - Part 1

PCHS eLEARNING PROGRAM:

1. PCHS will use Infinite Campus for roll taking purposes. Students will be responsible for this but teachers should monitor and verify attendance. [Verification process to be determined.]
2. PCHS will use Schoology as its main platform for class engagement and grading.
3. Teachers will continue to provide instruction through a variety of modes, including collaborative face to face discussions (Zoom/BigBlueButton/Google Meet/Teams), viewing videos, web-based assignments, Schoology apps for assignments, and class activities.

PCHS eLEARNING TEACHER REQUIREMENTS AND EXPECTATIONS:

1. Before the or at the beginning of each class, remind your students to mark their presence in Infinite Campus and Review the Course Calendar.
2. Post all assignments on the Course Calendar through Schoology for each class. Assignments must have a designation of A (Asynchronous) or S (Synchronous) with the minutes of the assignment in parenthesis before the actual assignment title. If an assignment is both, use a designation of AS but denote how much is asynchronous vs. synchronous.

EX: (A 30m) Solving Equations Activity
(S 30m) Zoom Conference
(S 15m/A 15m) Scavenger Hunt
3. Unit members may be required to participate in one PLC/SLC meeting AND one department meeting, faculty meeting, or professional development meeting per week at the direction of the Executive Director, for a maximum of two hours during the Friday Asynchronous Schedule Day. Attendance at more than two meetings per week is voluntary. Monthly faculty meetings shall be held during the scheduled time during the Friday Asynchronous Schedule Day.
4. Your asynchronous and synchronous assignments must total a **minimum of 80 mins per class per block day** and **40 minutes on asynchronous/all classes meet Fridays.**

5. Synchronous vs. Asynchronous Instruction: Teachers would be required to do a daily minimum of 15 mins of facetime and 15 min synchronous according to the following definitions:

Synchronous Instruction shall be defined as a student or a group of students engaged in learning at the same time using technology that allows the teacher and student to connect in real-time to deliver:

- a. Timely actionable feedback to students.
- b. Direct instruction to students through video conferencing.
- c. Recorded video lessons posted online produced by the teacher.
- d. Teacher guided peer-to-peer learning.
- e. Whole or small-group instruction.

Asynchronous Instruction shall be defined as:

- a. Learning done on students' own time or schedule.
- b. Students work independently.
- c. Self-guided instructional modules.
- d. Discussion, emails or chats that aren't happening in real time.

PCHS GRADING SCALE:

100-90	A
89-80	B
79-70	C
69-60	D
59- 0	No Credit

(Departments may get a waiver to follow another grading scale by department or PLC with approval of their department administrator.)

Department grade categories and weights will exist in a centralized location on the PCHS website under "Academics." Weighting of categories will be determined by Departments and/or PLCs/SLCs taking into consideration the drawbacks of eLearning along with input from the administration and Curriculum Council. Schoolwide grading policies will be approved by the Board of Trustees with stakeholder input.

TEACHER OFFICE HOURS/INTERVENTION

PCHS office hours occur once a week for 45 minutes, which could be an extension of one of your classes. (See schedule below.)

Office Hours/ Intervention/ Planning 1	1:45-2:30	HIST	MATH	ENGL	SCI
Office Hours/ Intervention/ Planning 2	2:30-3:15	TECH	VAPA	LANG	PE

a) Purpose: Devoted time to communicate with students and parents to provide intervention, connection, and socio-emotional support. Teachers will use office hours to help meet students' socio-emotional needs to feel connected to their teachers and the wider school community.

b) Objectives:

- To answer questions or clarify class instructions
- To increase outreach and intervention to students and parents
- To allow communication or feedback on student class concerns
- To document interventions

c) Office Hours Attendance: The teacher will document office hours. A Google Sheet will be provided to teachers by the Intervention Coordinator to log student attendance each week.

ACCESS TO COURSES/LIVE CONFERENCES:

1. Access to live video conferencing will be determined at a later date when we discuss the evaluation MOU.
2. PCHS shall not record live instruction by unit members without prior notice and consent.

SCHOOL SCHEDULE:

Classroom teachers shall adhere to the instructional minute minimums and requirements for synchronous/asynchronous instruction outlined in this MOU. Classroom teachers are expected to work 360 minutes per day on average; however, in recognition of the unprecedented challenges of the COVID-19 pandemic, the work time outside of designated class time, office hours, and scheduled meetings shall be at the discretion of the teacher for planning, intervention, and student support.

State Minimum for Daily Instructional Minutes	Minimum Amount of Minutes of Combined Synchronous and Asynchronous Instruction for <u>Block Schedule M-Th Classes</u>	Minimum Amount of SYNCHRONOUS Instruction for <u>Block Schedule M-Th Classes</u>	Minimum Amount of Minutes Asynchronous Instruction
240 Minutes Per School Day	80 Minutes Per Class Period (80 Mins X 3 Block Periods = 240 Minutes)	30 Minutes Per Class Period (15 min face to face/ 15 min synchronous per definition above)	40 Minutes Per Class Period (40 Minutes X 6 Block Periods = 240 Minutes)

Monday-Thursday Synchronous Block Schedule:

		M- ODD (1,3,5,7)	T- EVEN (2,4,6,0)	W- ODD (1,3,5,7)	TH- EVEN (2,4,6,0)
1/2 period	8:30-9:30	TEACH	TEACH	TEACH	TEACH
Break	15 MINS				
3/4 Period	9:45-10:45	TEACH	TEACH	TEACH	TEACH
Break	15 MINS				
5/6 Period	11:00-12:00	TEACH	TEACH	TEACH	TEACH
Lunch	30 MINS				
7/0 Period	12:30-1:30	TEACH	TEACH	TEACH	TEACH
Break	15 MINS				
Office Hours/ Intervention/ Planning 1	1:45-2:30	HIST	MATH	ENGL	SCI
Office Hours/ Intervention/ Planning 2	2:30-3:15	TECH	VAPA	LANG	PE

Friday Asynchronous Schedule:

FRIDAYS FOR STUDENTS	
Synchronous School Activity/Peer Interaction For ALL Students	8:30-9:00
Period 1	9:00-9:30
Period 3	9:35-10:05
Break	15 MINS
Period 5	10:20-10:50
Period 7	10:55-11:25
Period 2	11:30-12:00
LUNCH	30 MINS
Period 4	12:30-1:00
Period 6	1:05-1:35
Period 0	1:40-2:10
Intervention	2:15-3:00
Clubs	3:00-3:30

FRIDAYS FOR TEACHERS	
Synchronous School Activity/ Peer Interaction For ALL Students	8:30-9:00
PLC/SLC MEETING OR PD	9:00-10:00
Break	15 MINS
PLC/SLC MEETING OR PD	10:15-11:15
Break	15 MINS
DEPARTMENT/FACULTY OR PD	11:30-12:30
LUNCH	30 MINS
INTERVENTION/PLANNING	1:00-3:00
Clubs	3:00-3:30

Flex Friday for Holiday Weeks:

1/2 period	8:30-9:30	TEACH
Break	15 MINS	
3/4 Period	9:45-10:45	TEACH
Break	15 MINS	
5/6 Period	11:00-12:00	TEACH
Lunch	30 MINS	
7/0 Period	12:30-1:30	TEACH
Break	15 MINS	
Office Hours/Intervention/Planning 1	1:45-2:30	DEPT
Office Hours/Intervention/Planning 2	2:30-3:15	DEPT

START WITH ODD DAY CLASSES ON WEDS AUG 19TH
SEPT 4 (FRIDAY)- ADMISSIONS DAY= NO ASYNCHRONOUS SCHEDULE
SEPT 7 (MONDAY)- LABOR DAY= T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS
SEPT 28 (MONDAY) UNASSIGNED DAY= T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS
NOV 11 (WEDS) VETERAN'S DAY= Th Odd Classes, Fr- Even classes, NO ASYNCHRONOUS
NOV 23-27 THANKSGIVING BREAK - NO CLASSES
NO FINALS SCHEDULE CLASSES
JAN 18 (MONDAY) MLK DAY=T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS
FEB 15 (MONDAY) PREZ DAY = T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS
MARCH 29-APRIL 2 SPRING BREAK NO CLASSES
APRIL 5 (MONDAY) CESAR CHAVEZ = T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS
MAY 31 MEMORIAL DAY (MONDAY) = T/Th Odd Classes, W/FR Even classes, NO ASYNCHRONOUS
NO FINALS SCHEDULE CLASSES