



## Palisades Charter High School

### Annual Goal Setting Board Retreat

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#### **Date and Time**

Saturday September 18, 2021 at 9:00 AM PDT

#### **Location**

Mercer Hall, Palisades Charter High School  
15777 Bowdoin Street, Pacific Palisades, CA 90272

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*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.*

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#### **Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>9:00 AM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order	Dara Williams	
<b>B.</b>	Record Attendance and Guests		2 m
<b>C.</b>	Public Comment		20 m
<p><i>"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).</i></p> <p>Google Form Public Comment Procedure:                      A Google form is available 24 hours prior to the meeting for Public Comment. Please refer to the Dewey Dolphin email or copy/paste this link <a href="https://forms.gle/kSsxkvL6T9GgXpdEA">https://forms.gle/kSsxkvL6T9GgXpdEA</a>. Your comment will be read aloud by the Board Chair. General public comments not read after 30 minutes will be included in the meeting minutes. Due to public meeting laws, the Board can only listen to your comment, not respond or take action. Comments are limited to two (2) minutes, per person and one cannot cede their time to another. 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).</p>			
<b>D.</b>	Welcome and Introductions (Ice Breaker)	Dara Williams	5 m
<b>E.</b>	Approve Minutes	Approve Minutes Dara Williams/Sara Margiotta	2 m
Approve minutes for Board Meeting on August 24, 2021			
<b>II. Review 2019-2021 Schoolwide Goals</b>			<b>9:29 AM</b>
<b>A.</b>	Breakout Group(s) Session	FYI Dr. Pam Magee	20 m
<b>III. Update Long Term Schoolwide Goals (through 2025)</b>			<b>9:49 AM</b>

	Purpose	Presenter	Time
<b>A.</b> Breakout Group(s) Session	Discuss	Dara Williams	20 m
<b>IV. Additional Goal Setting Plan(s)</b>			<b>10:09 AM</b>
<b>A.</b> Develop Short Term Goals for the 2021-2022 School Year	Discuss	Maggie Nance	20 m
<b>B.</b> Develop Board of Trustees Goals for the 2021-2022 School Year	Discuss	Maggie Nance/Sara Margiotta	20 m
<b>V. New Business / Announcements</b>			<b>10:49 AM</b>
<b>A.</b> Announcements / New Business	FYI	Dara Williams	1 m
			<ul style="list-style-type: none"> <li>• Date of the next Board Meeting: Tuesday, September 21, 2021 at 5pm</li> <li>• Conflict of Interest Code Training Section 1090 - TBD</li> </ul>
<b>B.</b> Announce items for closed session, if any.	FYI	Dara Williams	1 m
<b>VI. Closed Session</b>			<b>10:51 AM</b>
<b>A.</b> Conference with Legal Counsel	Vote		5 m
			<ul style="list-style-type: none"> <li>• (Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9)</li> </ul>
<b>B.</b> Employee complaint/Assignment/Discipline/Dismissal/Release	Vote	Amy Nguyen	5 m
			<ul style="list-style-type: none"> <li>• (Govt. Code section 54957) (Education Code section 44929.21)</li> </ul>
<b>VII. Open Session</b>			<b>11:01 AM</b>
<b>A.</b> Return to Open Session	FYI	Dara Williams	1 m
<b>B.</b> Report Out on Action Taken In Closed Session, If Any.	FYI	Dara Williams	1 m
<b>VIII. Closing Items</b>			<b>11:03 AM</b>

	Purpose	Presenter	Time
<b>A.</b> Adjourn Meeting	FYI	Dara Williams	1 m

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** E. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on August 24, 2021

APPROVED



## Palisades Charter High School

### Minutes

#### Board Meeting

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#### **Date and Time**

Tuesday August 24, 2021 at 5:00 PM

#### **Location**

Palisades Charter High School - Gilbert Hall  
15777 Bowdoin Street, Pacific Palisades, CA 90272

Or Dial-In

Meeting ID: 817 9973 6200

Passcode: 872561

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 817 9973 6200

Passcode: 872561

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*As per Executive Order N-29-20 from Governor Newsom, the Palisades Charter High School Board of Trustees Meeting for Tuesday, August 24, 2021 at 5:00p.m. will offer a teleconferencing environment (phone-call in, no Zoom).*

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY:**

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**Trustees Present**

Andrew Paris, Brenda Clarke, Brooke King, Dara Williams, Jack Seltzer, James (Jim) Wells, Jewlz Fahn, Lisa Saxon, Maggie Nance (remote), Monica Batts-King, Sara Margiotta (remote)

**Trustees Absent**

*None*

**Ex Officio Members Present**

Dr. Pam Magee, Juan Pablo Herrera

**Non Voting Members Present**

Dr. Pam Magee, Juan Pablo Herrera

**Guests Present**

Amy Nguyen, Christopher Clausen, Karen Cox

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**I. Opening Items**

**A. Call the Meeting to Order**

Brooke King called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Aug 24, 2021 at 5:12 PM.

**B. Record Attendance and Guests**

It was noted that there were approximately 20 guests in attendance and 60 call-in participants.

**C.**

## Public Comment

### D. Approve Minutes

Brenda Clarke made a motion to approve the minutes from Board Meeting (Budget) on 06-22-21.

Andrew Paris seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

Jewlz Fahn	Aye
James (Jim) Wells	Aye
Jack Seltzer	Aye
Andrew Paris	Aye
Brooke King	Aye
Monica Batts-King	Aye
Maggie Nance	Abstain
Dara Williams	Abstain
Brenda Clarke	Aye
Sara Margiotta	Aye
Lisa Saxon	Abstain

### E. Approve Minutes

Lisa Saxon made a motion to approve the minutes from Governance/Brown Act Training on 07-24-21.

Brenda Clarke seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

Jewlz Fahn	Aye
Maggie Nance	Aye
Sara Margiotta	Aye
Jack Seltzer	Aye
Lisa Saxon	Aye
Monica Batts-King	Aye
Dara Williams	Aye
Brooke King	Aye
Brenda Clarke	Aye
James (Jim) Wells	Aye
Andrew Paris	Aye

### F. Approve Minutes

Dara Williams made a motion to approve the minutes from Special Board Meeting on 08-05-21.

Lisa Saxon seconded the motion.

The board **VOTED** to approve the motion.



**Roll Call**

Maggie Nance	Aye
Andrew Paris	Aye
Jewlz Fahn	Aye
James (Jim) Wells	Abstain
Sara Margiotta	Aye
Brooke King	Aye
Brenda Clarke	Aye
Lisa Saxon	Aye
Dara Williams	Aye
Monica Batts-King	Aye
Jack Seltzer	Abstain

**II. Organizational Reports**

**A. Student Report**

Chris Clauson  
Next week Fall Spirit Week  
Footfall Fest this Friday - Blackout game; clubs; fundraising  
Student Senate next week  
Senior Tie-Die September 10th  
Enhanced testing on campus has been very helpful  
Students he has spoken to don't want for teachers to have to do simulcast teaching; hard to do both live teaching and simulcast teaching at the same time but there does have to be a plan for quarantined students  
HRC Student Task Force has been working over the summer continuing the research

**B. Parent Report**

Jewlz Fahn - Concerns from parents about the teaching for kids in quarantine; hopes that there would be recordings in the classroom for those absent; also hearing about needing clear communication.

James Wells - hearing from parents about needing some sort of teaching for those students who are not in person; things have changed for the quarantine requirements for vaccinated students

When dropping his son off he has noticed students not wearing masks

Monica Batts-King

Doesn't see why the teachers cannot record their classes; if a student on a sports team gets it then a lot of students can be affected. Concerned about Covid testing; forced to use Pali testing based on the hours; parents have contacted her about receiving bills

**C. Classified Staff Report**

Andrew Paris

Traffic and testing at the start of school has been quite manageable; thanks to Don Parcell and John Achen to getting many entry-ways opened up; and thanks to the students for making it work

**D. Faculty Report**

Brenda Clarke

Students are being phenomenal about what is expected of them; very positive atmosphere; appreciate the emails to trustees in general.

Read the teacher report - teachers dedicated to dealing with teaching and mental health; UTLA and administration reached a contract for this year with negotiations continuing for the next 3 years.

PDs in person and online

Concerned about compliance issues and hoping for answers on conflict of interest questions

Interested in Lifetime Benefits investments

Lisa Saxon

Thankful to be back on campus and the joy that the students bring to the room; many teachers are working 10 to 14 hours a day; with regard to zoom, some teachers are happy to do it but there are issues with doing it and need to know that there are students who are out there who want it.

A big thank you to Jeff Roepel, the school nurse Stephanie Boyd, Oscar Herrera, and Monica Iannessa for putting together a wonderful PD program

Maggie Nance - moving forward with a consistent way for the faculty report will be based on the systematic collection of data.

**E. Human Resources Director (HR) Report**

Report stands as submitted; approximately 20 new employees; UTLA agenda later in the agreement

**F. Director of Operations Report**

Report stands as submitted. Faculty and classified employees have done a fantastic job and it has been a group effort; gone fairly well and it will improve over time.

**G.**

### Director of Development Report

Report stands as submitted.

### H. Chief Business Officer (CBO) Report

Report stands as submitted. LTSP is tomorrow; there will be a discussion of federal relief funds that have to be spent by a deadline.

### I. Executive Director/Principal (EDP) Report

Pam Magee

This year the focus is on being a community and equity and care.

Equity in grading; support and access to services and intervention

Takes an effort to be a tight-knit community; challenges to this that require an immense amount of patience; de-escalate when we can.

Growth mindset here for the students and for ourselves.

Thanked those who came to the meeting and asked for their empathy.

Many teachers worked throughout the summer for mini-grants; worked on grading practices and curriculum; in an effort to provide the best education to the students

Thanks to many on the management team with Monica Iannessa on the PD.

LAUSD Board meeting is in session. Pali is finally on the list to get air conditioning in all of the classrooms.

Echoed what Juan Pablo Herrera said about attending LTSP meeting tomorrow.

Back to school night is September 23rd; working on what that will look like; current plan is for it to be in person but that will depend on the Delta variant.

## III. Board Committees (Stakeholder Board Level Committees)

### A. Investment Committee Update

Juan Pablo Herrera.

Have selected an investment advisor that has a low cost fee. In order to transfer the money to the investment account, the BOT must approve a Investment Policy Statement.

Thanked Michael Rawson for his help.

Dara Williams made a motion to approve the Investment Policy Statement for 2021-2022.

Jack Seltzer seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

Maggie Nance	Abstain
Sara Margiotta	Aye
Jack Seltzer	Aye
Dara Williams	Aye
Monica Batts-King	Aye
Andrew Paris	Abstain
James (Jim) Wells	Abstain
Jewlz Fahn	Aye

**Roll Call**

Brooke King        Abstain  
Brenda Clarke      Abstain  
Lisa Saxon         Abstain

**IV. Academic Excellence**

**A. Changes/Updates in Response to COVID**

Don Parcell

Multiple gates open to distribute everyone as much as possible; things have improved over the last 5 days

Mask wearing - students have been pretty good; masks are available at every checkpoint; the school has plenty of masks; each room has a teachers kit that includes masks, hand sanitizer, wipes

Testing - two points on campus; one near to the buses and one near to the elevator by the library; options to open up others; change in testing to eliminate problems with kids eating food prior to testing so now nasal

Window fans in classrooms with windows

Mary Bush

Teachers are getting used to being back in the classroom and getting used to the protocols

Any slowness in getting things out is due to the changes that keep occurring

School nurse is contact tracing

Slide on the latest Covid cases in Los Angeles; some information that rates are going down

UTLA voted in favor of mandating vaccines

PESPU are considering it for a vote

Pali is considering mandating vaccinations; LAUSD has mandated vaccines for staff, Culver City for students and staff; LA County employees by October 1st

Prepared for compliance with LA County mandates; on Friday, August 13th received the mandate from LAUSD that was different than the County orders; orders keep changing and the school has to modify its protocols based upon the changing orders

Slide on what to do when testing positive - testing positive must isolate for 10 days and can come back (the slides will be added to the materials).

Exposure to a confirmed case difference for vaccinated and unvaccinated; unvaccinated must quarantine but vaccinated if not symptomatic do not

New plan is on the website

Encouraging teachers to post as much as possible on Schoology and are holding zoom office hours for those who are absent; study center is open and is there to provide support for students in isolated/quarantined

Jewlz Fahn brought up that new sports teams protocols were just announced; the school needs to review the policy before letting everyone know

It is not always up to the school as to when things get shut down

Jim Wells asked how many of the Pali kids are out on quarantine - there is a Covid dashboard; right now there are 10 active cases; still contact tracing; new cases every day; number of kids who are in quarantine will go down because of the change in protocols. Asked about having a webcam in the classroom. Don Parcell responded that Pali has the infrastructure to accommodate a webcam-like system but that is something that has to be worked out with the teachers. Mary Busch brought up that the state-mandated in-person instruction and this might cause issues with that. Brenda Clarke brought up that changes to the teaching contract have to be negotiated.

Brenda Clarke asked about if and how any vaccine mandate would be enforced if a mandate is adopted.

Pam Magee brought up that any mandate will be brought to the BOT for approval; administration is in talks about teaching for students who are absent

Brenda Clarke asked whether students are required to inform the school that they are covid positive; they don't but many parents have

Comment from a parent that her son did not receive his covid test results - reach out to Mary Bush if that is a problem.

## **B. PCHS Academic Policies - Extend Suspension**

Public comment - not in favor of changing the attendance policy for this semester; worried that parents are sending their kids to school when sick.

Pam Magee asking for the suspension of the attendance policy; want people to stay home if they are not well.

Brenda Clarke made a motion to extend the suspension of the PCHS Attendance Policy during the first semester 2021-22; to extend the suspension of the PCHS No Credit (NC) Grade Policy during first semester 2021-22; to extend the PCHS Community Service Graduation Requirement Waiver for the class of 2022.

Jewlz Fahn seconded the motion.

Questions were asked about the requirement of community service which is 40 hours; Chris Lee responded to those questions; there was a discussion about kids waited until the last minute to do it so the entire 40 hours is being waived; for the class of 2023, it will be discussed next year; Sara Margiotta expressed that over the long term she doesn't want this requirement to go away and that there are ways to get community service hours and students should be helping those that struggle. Chris Lee stated that they are recommending that students to this but not all kids have access to ways to do this; not shying away from the mission but are trying to account for students who may not have the same opportunities. There was a discussion about whether students do all have the opportunities to do community service with multiple points of view as to whether all

students do have the same opportunities or capacity to do community service. Chris Lee also discussed the No Credit policy. This is something that he and others in the administration would like to consider as a permanent policy, as opposed to giving an F in an class; this is something that some teachers are also working on. Student perspective is in favor of all three.

The board **VOTED** to approve the motion.

**Roll Call**

Maggie Nance	Aye
Sara Margiotta	Aye
Jewlz Fahn	Aye
Jack Seltzer	Aye
Dara Williams	Aye
Andrew Paris	Aye
Lisa Saxon	Aye
Monica Batts-King	Aye
James (Jim) Wells	Aye
Brooke King	Aye
Brenda Clarke	Aye

**C. Assembly Bill 104**

Chris Lee

Assembly 104 is a bill passed over the summer.

Materials have a summary

For any class last year, student can change it to an NC or to a pass. Deadline is 8/31.

Key thing is to consult colleges because not clear what colleges will accept a pass. UCs and Cal States will accept it. If applying out of state or private, the student needs to contact the college.

Only applies to the 2020-2021 school year; legally Pali cannot take any applications after 8/31.

If a student changes a math grade from a D to a pass then they would move up to the next level math class and they would HAVE to move up.

Interim grade retention request - in the past students could repeat a grade but that hasn't been the case for over 20 year; students can do credit recovery but they are not retained; students can request to repeat a grade if they received deficient grades in 50% or more of their classes; doesn't apply to this year's seniors; class of 2021 and 2022 can graduate with the California Department of Education (CDE) requirements, which are different than Pali's graduation requirements but this does not meet the A-G requirements; students do have to be enrolled full time

PCHS requires 230 credits but CDE requires 130 credits

Pali's graduation rates did not decline during covid

**D. SMC Dual Enrollment**

Chris Lee

Partnership with SMC; great opportunity to get college credits and to be exposed to college classes

Another partnership with WLA college.

WLA is on Schoology and SMC is done within the classes

WLA - Sign Language, Psychology, and Criminal Law; ASL meets the language requirement for at least some colleges (UCs and Cal State)

WLA has a representative that works with Pali to get the kids signed up

Classes that students can take for Pali credit are posted on Schoology

## V. Finance

### A. 2021-2022 Budget Update

Agenda materials have the updated budget. The budget was approved in June. There have been changes in the last few weeks. In some cases the revenue increased and these increases are reflected in the materials; there was a decrease in revenue (also reflected in the materials); some minor expenditure increases; the revenue increases increased Pali's positive balance but there the UTLA agreement, which the BOT is being asked to approve does increase the school's expenditures; there is still a positive balance of approximately \$226,000.

LTSP is on zoom tomorrow.

## VI. UTLA Tentative Agreement

### A. UTLA-PCHS Tentative Agreement 2021-2022

Proposed contract is in the materials. It includes one time payment depending on whether the loan is forgiven.

Jack Seltzer made a motion to approve the UTLA-PCHS Tentative Agreement 2021-2022.

Jewlz Fahn seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

Brenda Clarke	Abstain
Jack Seltzer	Aye
Maggie Nance	Abstain
Dara Williams	Aye
James (Jim) Wells	Aye
Lisa Saxon	Abstain
Jewlz Fahn	Aye
Monica Batts-King	Aye
Andrew Paris	Abstain
Brooke King	Abstain

**Roll Call**

Sara Margiotta Aye

**VII. Governance**

**A. Proper Activities of Board Members and Board Use of PCHS Email System**

Several violation of the Brown Act and Pali's Code of Conduct policies.

The Code of Conduct was signed by the trustees

Governance is not management; fiduciary duty to make decisions for the school, not based on a personal agenda

Replying all to emails violates the Brown Act and there are other continuing violations

The Brown Act is the law in the state of CA, not a Pali rule

We are all here to do the best for PCHS

We need to understand these guideline to work together

You cannot have a conversation with a majority of the trustees; cannot text all of the trustees

Duty to conduct the people's business in public; violating the rights of the people

Multiple conversations end up being a serial meeting; it includes direct conversations or through intermediaries

Pali High email should be used for communications; do not forward your Pali High email to your personal email; if you have any trouble using it, training can be provided

Violations cause our stakeholders to question our leadership and our overseeing a budget of over \$40 million

Code of Conduct was provided to each BOT member and read by the Chair

Governance policies are on the Pali website and all BOT trustees are bound by these as well

Policy GP #6

Slide stating these policies

Cannot let stakeholder affiliation to interfere with fiduciary duty to at in the best interests of PCHS as a whole

Exercise powers and duties honestly and in good faith

Cannot make personal promises or take private action that would compromise their position as a trustee

Cannot exercise individual authority over the organization

Following the Brown Act is necessary to protect the school.

Address concerns in a way that is measured or steady.

Question from James Wells about putting things on the agenda needs 2 people.

Chair is on the agenda but if two people want something on the agenda so long as it is lawful it must be put on the agenda but there does have to be time for the administration to prepare for the agenda item so it might now be on the next agenda

Discussion was held about emails being sent out by BOT members.

Chair decides who talks when; doesn't like a parent rep being attacked

Have to move away from saying that we represent our constituency groups; we voice what they say but we don't vote for any particular group



Chris Clausen pointed out that we represent the best interest of the school but we have to be conscious of the image that we are putting out

Jewlz Fahn talked about how she represents the best interests of the school; there are no malintentions; everything she sends out she makes sure that it has factual information; she is doing the best she can to communicate with the parents; she is just trying to communicate.

Brenda Clarke commented that it is important to go to committee meetings; encourages BOT members to attend these meetings

Lisa Saxon commented that the emails did have similarities; she also pointed out that the number of emails are about 2% of the parents; she also mentioned that there were discussions on NextDoor that contained a lot of misinformation; the loud voices do not necessarily represent all of the parents and we need to keep that in mind; important to make the best decisions possible for this institution

Brooke King brought up that we should not be guided by email campaigns; we need to make decisions based upon information.

## **B. Election of Board Officer - Board Chair**

Brooke King made a motion to approve Dara Williams as PCHS BOT chair.

Andrew Paris seconded the motion.

Lisa Saxon - Dara would be an excellent choice and understands the law; respect her because she doesn't always make popular decisions but she has always made decisions in the best interests of the school. James Wells wants to nominate Brenda Clarke and then she would make a great choice. Dara Williams gave a statement about her background and her history as a BOT member in the past. Maggie Nance gave a statement about Dara Williams saying that she would be a great chair and mentioned her intelligence and hard-working. Maggie mentioned that she knows her from her being a parent on the baseball team and as a parent at the school. Monica Batts-King asked why Brooke King no longer wants to be chair. Brooke King brought up that she believes it is in the best interest of the Board to have a non-interested chair. While it is legally permissible, Brooke King believes that having an impartial chair is in the best interest of the school.

The board **VOTED** to approve the motion.

### **Roll Call**

Maggie Nance	Aye
James (Jim) Wells	Aye
Lisa Saxon	Aye
Monica Batts-King	Abstain
Sara Margiotta	Aye
Jewlz Fahn	Aye
Jack Seltzer	Aye
Dara Williams	Aye
Andrew Paris	Aye
Brooke King	Aye
Brenda Clarke	Abstain

**C. Election of Board Officer - Board Vice Chair**

Dara Williams made a motion to approve Brenda Clarke as the Vice-Chair.

Monica Batts-King seconded the motion.

Brooke King mentioned that she wants Brenda Clarke to be willing to do things that she was asked to do and didn't want to do last year. Brooke King believes that Maggie Nance would be better in the role. Lisa Saxon mentioned that when she put in her application for the Board and she was dissuaded by one person and that was Brenda Clarke. Monica Batts-King pointed out that she sees Brenda Clarke at many different committee meetings. There was a discussion about Brenda Clark contacting multiple members of the BOT about her being chair. Concerns were expressed about Brown Act violations. Monica Batts-King pointed out that Brenda Clarke took a step back when Dara Williams was nominated for chair and that was something that Monica Batts-King appreciated. Monica Batts-King also appreciated that Dara Williams nominated Brenda Clark. The motion did not carry.

**Roll Call**

Jack Seltzer	No
Dara Williams	Aye
James (Jim) Wells	Aye
Brooke King	Abstain
Brenda Clarke	Aye
Jewlz Fahn	Aye
Andrew Paris	No
Maggie Nance	Abstain
Monica Batts-King	Aye
Sara Margiotta	Abstain
Lisa Saxon	No

Dara Williams made a motion to approve Maggie Nance as vice chair.

Lisa Saxon seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Jack Seltzer	Aye
Monica Batts-King	Abstain
Sara Margiotta	Aye
Maggie Nance	Aye
Lisa Saxon	Aye
Andrew Paris	Aye
Jewlz Fahn	Aye
Brenda Clarke	No
Dara Williams	Aye
James (Jim) Wells	Abstain
Brooke King	Aye

**D. Election of Board Office - Board Secretary**

Andrew Paris made a motion to approve Sara Margiotta as Secretary.

Maggie Nance seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Sara Margiotta	Aye
Brooke King	Aye
Jack Seltzer	Aye
Andrew Paris	Aye
Lisa Saxon	Aye
Brenda Clarke	Abstain
Jewlz Fahn	Aye
Maggie Nance	Aye
Monica Batts-King	Aye
Dara Williams	Aye
James (Jim) Wells	Absent

**VIII. New Business / Announcements**

**A. Announcements / New Business**

Saturday September 18th Board Retreat at 9:00 am

FPCC will do a free training with us.

Next BOT meeting is September 21st

We need to decide dates for the FPCC training - date proposed is September 28th for a zoom FPCC meeting; BOT went into closed session.

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

**IX. Open Session**

**A. Return to Open Session**

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

No reportable action taken during closed session.

**X. 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 9:46 PM.

Respectfully Submitted,  
Brooke King

# Coversheet

## Breakout Group(s) Session

**Section:** II. Review 2019-2021 Schoolwide Goals  
**Item:** A. Breakout Group(s) Session  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2020-21 PCHS Schoolwide Goals Annotated 2.0.pdf

## 2020-2021 PCHS Schoolwide Goals May 2021

*Our mission: PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.*

**PCHS will improve consistency in instructional curriculum, policies, and practices to increase student-centered learning.**

Back to School Night, Prospective Parent Information Night, VAPA Night, and School Reopening Town Hall were provided via Zoom. The Village Nation and FACTOR parent meetings were held on Saturdays to provide greater access for working families, as was the Learning Loss and Mitigation Town Hall.

**Technology Support for Families/Students:** The PCHS Technology Team provided remote support via online/phone and in-person/on-campus support to students and their families throughout the pandemic to ensure they have the tech devices needed to be remote and aid in families obtaining needed internet connectivity, including deploying and assisting with setup PCHS funded hotspots.

**Virtual/Online Meetings** via Zoom and Zoom Webinar increased opportunities for more Students and Family Members to attend many informational meetings as well as attend Board of Trustee, Budget & Finance and many Board Committee Meetings

Administrators work closely with ASB to plan student engagement meetings as well as other informational meetings and panels held on asynchronous Friday mornings.

Each Academic Administrator is assigned a class/grade level. Grade level meetings are held each semester in coordination with the ASB Class Presidents to connect with students and provide updates to kick off the semester.

The Counseling Department and College Center have held virtual informational meetings throughout the year.

**PCHS will utilize communication systems currently in place to convey PCHS's strengths, needs, data, and opportunities for participation so that all stakeholders are well-informed and understood.**

PCHS hired a new Communications Coordinator who brings broad technology skills to the position. She was immediately engaged in preparing materials for Town Hall and reopening campus.

A significant number of news items were added/issued to the website throughout the year to keep families informed on a regular basis.

PCHS created videos and digital material to help communicate schoolwide information from COVID safety to virtual campus and library tours.

Daily communication with the faculty provided through the Ed Tech Schoology course, while eliciting feedback through Google Forms, Update responses, Schoology Surveys, and Zoom Check-in and Surveys.

Several sections of the website now maintain historical postings/notices to better enable people to see the progress of information and notifications over time.

A COVID Specific section of the website was created to centralize the information and updates related to the pandemic. Tabs for mental health resources and parent information were also added to the homepage.

PCHS integrated Google sites to the school website to allow autonomy for updates. Google sites have a more visual front facing page. It has made our math information clear and visually appealing. Powtoons and other media have been added to the website, including PaliArts.

HR provided an August update to each staff member on their family benefits, salary scale placement and transcript review for any additional class units. Throughout the 2020/2021 academic year, faculty pursued online classes and credits to move higher on the PCHS-UTLA salary scale.

HR met with several HR platform companies this spring. Paycom was the best fit for PCHS. Paycom offers a payroll and HR combined system that will give each employee access to their own benefit and personnel information 24/7. Status: seeking budget approval and support

Professional development was provided for our classified staff as they had the opportunity to learn new skills through the online HONUIT training programs for student support, special education support and MS office suite programs.

**PCHS will continue to cultivate and expand opportunities for social-emotional wellness development and stress management both inside and outside the classroom.**

Webpage created. A tab to the Mental Health Resources is posted on the homepage of the website:

<https://sites.google.com/palihigh.org/palihighmentalhealth>

The focus of the Back to Campus Program was designed with the primary objective of giving social emotional support to both teachers and students. PCHS provided teacher materials, curriculum and instructional materials, and designed and delivered professional development, which included engagement strategies and games.

HR promoted and offered workshops via Zoom or Webinar in planning and benefits for CalPERS, CalSTRS, SISC, EAP, 403b, Vision, Dental and Medical benefits. The workshops were led by professional representatives from each organization.

HR procured classes via SISC including EAP therapist, health and nutrition classes, financial and debt management as well as legal advice and forms.

PCHS coordinated appreciation events and acknowledgment of staff accomplishments. We continued the tradition of Thanksgiving cards expressing what Admin is grateful for in each individual staff member. We also had gratitude and recognition events for retirees.

Schools First presented a 403b and IRA webinar workshops in January and May.

PCHS went through financial bids with Dustin Barker of United Agencies benefits for 2021/2022 benefits. Determined that it was best to stay with SISC.

**PCHS will commit to equitable policies and practices to ensure PCHS's diverse student population has access to academic opportunities.**

Equality and Equity goal development focused on achievement in math, lit success, and special education.

1. All special education math staff trained on CAASPP IAB  
These are interim assessments in addition to CAASPP practice tests.
2. English department revamping Lit Success placement, curriculum, and assessments. A Literacy to EL or World Language or hire a Literacy Specialist
3. Continuing Math and English teacher and Special Education IAB training

PCHS conducted a Longitudinal Achievement Gap Study

- Complied two years of grade data focused on the following key demographics:

#### Race, Grade, Department

- Analyzed data with specific focus on notable achievement gaps and progress
- Presented the information to the Board, Academic Accountability Committee, Faculty, and Department meetings

Graduation Intervention due to pandemic conditions - Graduation credits were amended from 230 to 210 needed for graduation as one measure to support the most vulnerable students affected by the pandemic

- Analyzed grade and counseling data and stakeholder feedback in LTSP, counselors, surveys, and ASB Leadership
- Researched State and County/District guidelines
- Researched other school districts as models

PCHS has created expanded summer school opportunities

- Hybrid course options for 9<sup>th</sup>/10<sup>th</sup> Grade English and all math classes to assist with the increases in NCs because of eLearning
- Allowed for students with INC to work on completion during the Summer
- Allowed students to continue with Credit Recovery classes in addition to Summer School classes

PCHS continues articulation with Community College Partners for Concurrent Enrollment

- Monthly meetings with SMC and WLCC College Outreach partners to ensure compliance and explore additional opportunities for increased enrollment and course offerings
- Criminal Justice will be added next year
- Exploring possible CTE pathways with WLCC in 2021-2022

PCHS created course opportunities including Senior Study Seminar and College & Career Readiness with minimal budgetary increases for the number of students needed.

PCHS streamlined counseling procedures to online processes

- Current Student Course Registration
- Incoming Student Course Registration
- Credit Recovery Sign Up Process and Monitoring
- Senior Letter
  - Summer School Registration
  - NC Notification Notices
  - Webinars for the following meetings:
    - 9<sup>th</sup> Grade Information and Planning
    - AP Course Offerings
    - Senior Meetings

The Human Resources department audited department procedures and policies. The department recruited and continue to seek highly qualified, outstanding faculty and staff



utilizing online career & diversity fairs, university and college alumni sites and online job postings to hire a diverse staff.

**PCHS will maintain a balanced budget and build a fund balance for the future. Identify clear budget priorities.**

The new CBO has quickly grasped the financial challenges facing PCHS and is working closely with the Budget & Finance Committee to carefully allocate one-time COVID-relief funds. Efforts to address legacy budget challenges are in progress. An investment committee has been formed to develop a plan for lifetime health benefit funds. The Lifetime Health Benefits Committee is discussing potential buy-outs. The committee is waiting for survey results from a UTLA survey to be conducted in August.

Other ongoing legacy challenges to be addressed include STRS/PERS contributions, transportation, and technology. The IT Director will work with the new Ed Tech Coordinator to develop a long-range proposal (up to 10 years) for a sustainable 1:1 device program.

PCHS revamped the Virtual Academy Program to use UC Scout for significant cost savings and options.

HR maintained the reduction in permanent FTE positions implemented in June of 2020. In June of 2020, PCHS reduced the total number of classified staff and reduced the hours for those classified members who retained their positions during remote eLearning. The hours for the remaining positions were restored for Spring 2021 as Los Angeles pulled out of the pandemic and into safer health tiers.

**Additional information about progress toward 2020-21 Schoolwide Goals is provided in the monthly EDP Reports. Development updates are also included in the monthly board meeting reports.**