



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

ACADEMIC ACCOUNTABILITY COMMITTEE (AAC) MEETING

Date and Time: Thursday January 27, 2022 at 3:30pm

Location: via Zoom

I. Preliminary

- A. CALL TO ORDER: by Minh Ha Ngo at 3:30pm. Recording started.
- B. ROLL CALL: Paul Mittelbach, Steve Klima, Randy Tenan-Snow, Michael Friedman, Minh Ha Ngo, Amy Onyendu, Talia Davood (left at 4pm), Jewlz Fahn, Monica Batts King, Malika Mirkasymova, David Picard
ABSENT: Brenda Clarke, Amelia Sims
- C. APPROVAL OF MINUTES: 12/2/2021
Paul M. moved to approve the minutes, Steve K. seconded the motion.
Roll call for a vote: Randy TS - yes, Steve K. - yes, Paul M.- yes, Talia D. - yes, Michael F. - yes, Amy O. - yes, Minh Ha N. - yes, Malika M. - yes, David P. - yes. Jewlz F. - abstained, Monica BK. - abstained. **THE MINUTES WERE APPROVED.**

II. Public Comment - 16 min allocated

None.

III. Discussion and Action Items

A. Meeting protocols

Minh Ha N. explained that, following California Governor Newsomes' order, AAC may meet virtually by Zoom through March 31. This format is more accessible to traveling parents. All votes will be done by voice, as well as roll call.

Considering this format, there is no need to disclose locations, whereas for hybrid meetings AAC members accessing meetings by Zoom will have to do so. Next meeting will take place on February 24th and will follow on the last Thursday of every month.

B. New Bell Schedule Discussion

- a. Update on Calendar Stakeholder Survey

Steve K. demonstrated an online version of the survey. Introduction was written by Dr. Lee and includes all the reasons for reconsidering the bell schedule. The survey working group includes Randy TS, Talia D, and Jewelz F. The survey has not been distributed to Pali teachers because some terms remain **undefined** (e.g. "flex time"). The group is waiting for a response from the admin.

Talia emphasized that not clarifying terms in a student survey will lead to collecting of the wrong data.

Amy A. offered to take these questions to the administration to be resolved.

Steve K. expressed his hope for a full-blown community discussion of this issue: one faculty meeting dedicated just to bell schedule, as well as one student senate meeting. Minh Ha N. suggested that it can be a “special” meeting, but Steve K. was concerned that attendance would suffer in that case.

Amy A. offered to help organize the student senate meeting, but wanted to know the “end goal”. Minh Ha N. stated that at minimum the school schedule will move to an 8:30am start as the state of California mandates for 2022-2023 school year. We are trying to use this opportunity to accommodate other important changes. She emphasized that at first, the discussion should focus on what kind of changes we can use, then, go for the specifics.

Talia D. reminded that a long introduction would not work for the student survey.

There was a consensus that AAC needs to move on the issue (Randy TS), maybe in small steps (Minh Ha N.), as some things are impossible to implement for next year (Paul M.)

Minh Ha N. brought up the need to involve parents in this discussion. Jewlz F. was concerned that the majority of Pali parents are not aware of the state mandate for next year and asked for publicity of that particular issue starting now. (Town halls, robo-calls, weekly emails, etc.). Amy O will start publicizing the new start time of 8:30am on our communiques.

Michael F. asked if the athletics schedule will be moved forward as the result of the new start time. Steve K. has learned from Russel Howard, AP for Athletics, that the athletic competition schedules will not change and students will have to miss more instructional time.

b. **Schedule Change Process**

Steve K. shared a guide developed by UC Berkeley (for an excerpt of the document see Addendum #1). He was concerned that AAC had not taken some of the recommended steps. Minh Ha N. thought we are at the **top** of the process.

Monica BK was concerned that, despite the state mandate, there will be a lot of pushback from parents because of the conflict with work schedules and long commute for many of them. Need to consider that a significant number of students will be in the area early and prepare local businesses for such eventuality. Reminded that private schools hold some sport practices in the morning before school.

Minh Ha N. suggested that AAC focuses on a two step approach:

- minor changes happening next year and
- consensus building for all other changes for the following year

As a response to a proposal to offer additional classes during “0” period Steve K. reminded that they don’t count towards instructional minutes because they are **not offered to everyone**. That is true for 7th period classes as well. He also reminded that any proposed schedule changes need to be submitted before June 30th because they are part of the contract negotiations.

c. Next Steps

All agreed that teachers, AAC members will have conversations with faculty before the next (February 24) meeting. After a discussion of how and when to schedule teacher and student forums, Minh Ha N. concluded that March is a more realistic timeline for the surveys. Steve K. suggested using 7th period in addition to the faculty meeting to have a 2 hour slot and asked admin to be present to answer questions, etc. .

Amy A. reminded that these ideas would be received better coming from colleagues, not admin.

C. Cap on Enrollment in AP Courses

(This agenda item was discussed at the end of the meeting, out of intended order)

Minh Ha N. reminded the committee that this idea was introduced at the last meeting. A few years ago Mr. Burr and Mr. Castro had proposed limitations on AP class enrollment to the Curriculum Council but it didn't move through. Now there's a need to revisit it. There's an example of an academically very rigorous school, Harvard-Westlake, who adopted this change successfully.

In the next month Minh Ha N. and Mr. Burr will collect input from AP teachers and department chairs, as well as the hard data. Malika M. asked if it is possible to connect the academic data sets to the mental health department data.

IV. New Business (Discussion Only)

A. Committee Goals for 2021-2022

- a. The bell schedule will remain a priority - Minh Ha N. - including short term (next year) and long term changes.
- b. In response to concern from Brenda Clarke about limits on what issues are in the purview of AAC, Minh Ha N., Randy TS., Steve K., and Malika M. met with the Board president Dara Williams. A 2015 Board resolution covering precisely that issue was discussed. (see Addendum #2)

The resolution states that AAC will identify and invite particular academic departments to gather information and pass it to the Board. Minh Ha N. produced the list of departments/programs. (see Addendum #3) She suggested that one department/program at a time presents. She w

Randy TS brought up the fact that the vaccine mandate will go into effect next academic year. That will create a greater demand for Virtual Academy (VA). For example, this week, the forth one in spring semester, VA is still enrolling students. Minh Ha responded that planning for a new program is a different process, not the one under discussion. These new VA students may want a **remote learning program, not an independent study program**, which is something new that needs to be created.

Paul M. pointed out that AAC and the school at large have to become more data-driven in the decision-making. Minh Ha N. agreed that AAC can create a *structure* for decision-making that can be applied to the entire school. Lastly, she proposed that AAC members prioritize all the departments & programs on the list.

Michael F. proposed that VA presents first because it is going through a tremendous growth and change. Minh Ha N. agreed, will prepare a report template and asked Randy TS to present a VA report at the February meeting.

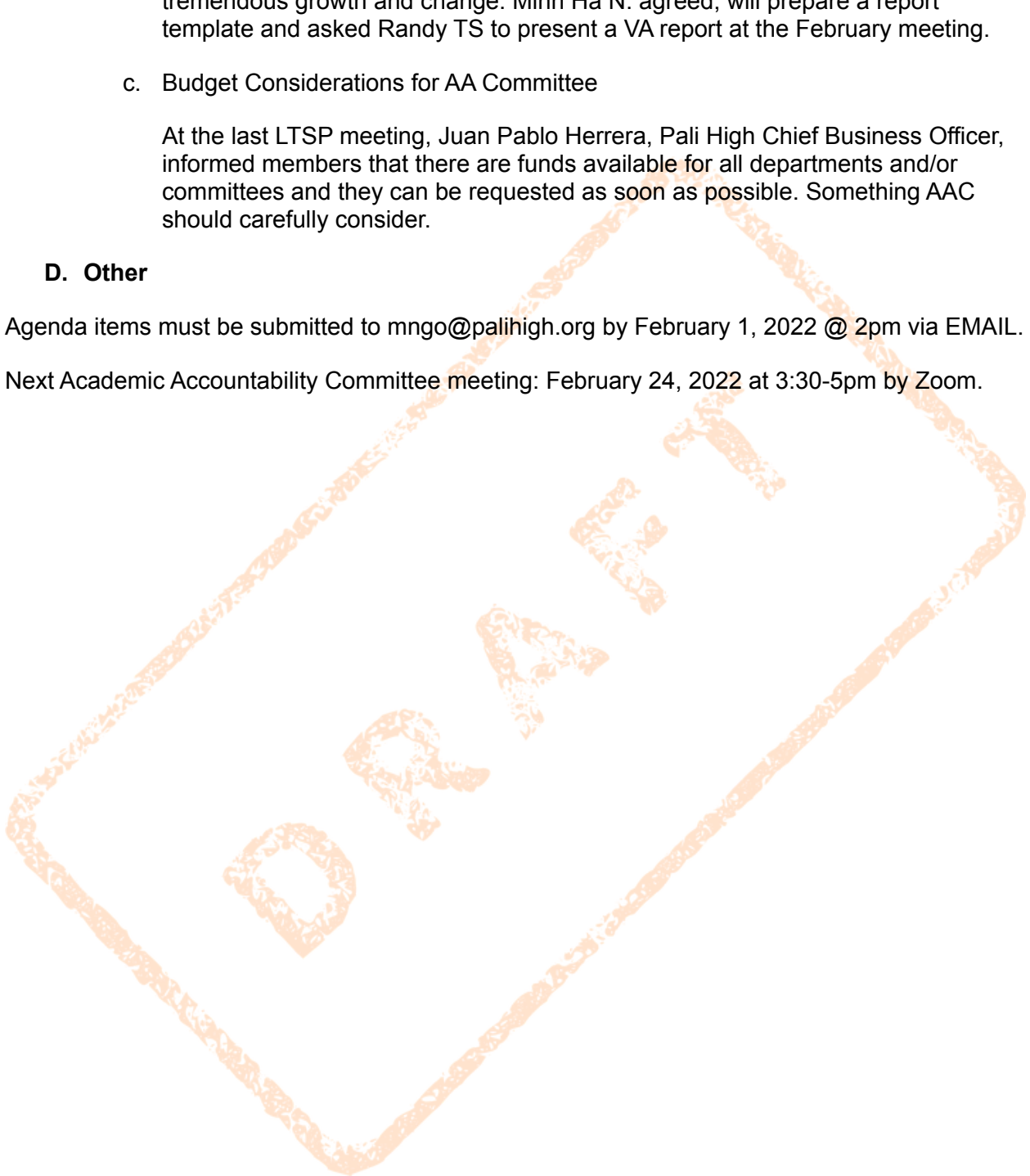
c. Budget Considerations for AA Committee

At the last LTSP meeting, Juan Pablo Herrera, Pali High Chief Business Officer, informed members that there are funds available for all departments and/or committees and they can be requested as soon as possible. Something AAC should carefully consider.

D. Other

Agenda items must be submitted to mngo@palihigh.org by February 1, 2022 @ 2pm via EMAIL.

Next Academic Accountability Committee meeting: February 24, 2022 at 3:30-5pm by Zoom.



ADDENDUM #1

DECIDING ON A BELL SCHEDULE AND/OR JUSTIFYING/ COMMUNICATING A BELL SCHEDULE CHANGE (District Version)

(An excerpt)

A Sampling Of Different Elements To Consider, Different Inquiry Approaches To Take, And Different Communications About Bell Schedule Decisions (includes a few school-specific examples as these may help inform process guidelines)

Includes examples from the following (among other) schools and districts:

- *4J School District, Eugene, Oregon*
- *Lutheran High School of St. Charles County, St. Peters, Missouri*
- *South Washington County Schools, Minnesota*
- *Hawaii Department of Education, Hawaii*
- *Riverwood International Charter School, Fulton County Schools, Sandy Springs, Georgia*
- *Montgomery County Public Schools, Rockville, Maryland*
- *Anchorage School District, Anchorage, Alaska*
- *Virginia Beach City Public Schools, Virginia Beach, Virginia*
- *York County School District, Yorktown, Virginia*
- *Homestead High School, Mequon-Thiensville School District, Mequon, Michigan*
- *Sanborn Regional High School, Kingston, New Hampshire*

ALSO includes several examples of bell schedule comparison charts and links to multiple resources

DECIDING ON A BELL SCHEDULE – ONE APPROACH

- Establish a Plan
- Set clear GOALS and meaningful benchmarks/measurable objectives
- Involve all stakeholders – teachers, students, staff, administrators, parents, Board members, Union officials, community members
- Establish a representative Scheduling Committee
- Examine the strengths and challenges of your current bell schedule – How well does it meet the needs of all students to be college and career ready?
- Revisit your school's vision for learning and teaching and student success – What would be the ideal bell schedule to help you achieve this vision?
- Review some of the approaches that other schools and districts have used to research and decide on a bell schedule (see examples in this document)
- Survey students, teachers, and parents to solicit their ideas and input.

- Understand your parameters – for example your school is in a district with high student mobility and so it may be important to have a bell schedule that supports students who transfer in during the school year
- Develop criteria for what you most want to see in a bell schedule.
- Decide on a process for making a decision on your recommendation or recommendations
- RESEARCH, RESEARCH, RESEARCH – Use the bell schedule resources in the CCASN Scheduling Guide, but also take the time to formulate the questions that are important to your school and both contact and visit other schools that have bell schedules you are considering. Include parents, students, teachers, and other stakeholders on your visitation teams.
- COMMUNICATE regularly with all stakeholders
- As you begin to finalize your choice/choices, be sure to address benefits for both students and teachers.
- A change to a bell schedule has many ramifications – transportation, textbooks, union contracts, etc. You may need Board approval. Be sure to follow the correct protocols in your District.
- Once a decision has been made, PLAN exquisitely. For example, you might wish to phase in a new schedule. Many schools moving from a traditional schedule to a block schedule, provide professional development for teachers and then spend the first year offering block classes two days a week with a goal of fully transitioning to the block in the second year. Others pilot a new use of time with 9th graders or within a particular small learning community.

**ADDENDUM #2
Palisades Charter High School Board of Trustees
Resolution from 04/15/2015**

ATTACHMENT

RESOLUTION – ACADEMIC ACCOUNTABILITY

WHEREAS the Board of Trustees has adopted, as a general school-wide goal, educational excellence as follows: “In a safe, supportive, and healthy environment, the diverse students of PCHS shall receive excellent instruction that shall deliver a comprehensive rigorous education that shall enable them to become inquiring, productive, and ethical members of society” and “Excellent instruction means that excellent teachers are appropriately recognized, that teachers are adequately supported and given the resources necessary to deliver an excellent education to students, that teachers who need to improve are given the tools to improve quickly, and that appropriate action is taken with regard to teachers who need to improve, but fail to do so” (Governance Policies, Global Goals Policies and Goal Policy #3); and

WHEREAS the Board of Trustees believes that in order for it to fulfill its duties to the school and determine whether or not school-wide goals, both Global and specific, have been achieved it must receive specific information as to academics at PCHS; and **WHEREAS** the Academic Accountability Committee is well positioned to assist in this regard;

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

- 1. The Academic Accountability Committee will identify monthly an academic department or departments to discuss for purposes of providing information to the Board of Trustees, and, that in determining the academic department to discuss, the Academic Accountability Committee shall endeavor to rotate among the departments so that each year it hears from each major academic department at least once. The Academic Accountability Committee shall determine which department it will discuss unless requested by the Board to present information about a specific department.**
- 2. The Academic Accountability Committee, as part of this review, will examine the following areas: (a) specific steps each course, PLC or SLC (e.g., AP US History; Algebra I, Spanish II, Honors Chemistry) has taken (or is taking) to align the course to the new Common Core standards and what professional development teachers have received to help prepare students for Common Core; (b) beginning in 2016, the areas of strengths and challenges in ELA and Math (using Common Core data or Mastery Manager data, as appropriate), as well as student pass rates (C or better) for each such class; (c) starting in 2016 (or as soon thereafter as Common**

Core scores or other data are available), a comparison of PCHS’s scores with those of PCHS’s peers, which shall include (as available), but not necessarily be limited to, LAUSD generally, high performing high schools within LAUSD, Santa Monica High School,

Beverly Hills High School, Granada Hills High School, and, to the extent that data is available, showing that comparison over the last 5 years; (d) a candid, honest, and detailed discussion of the department's strengths and challenges; (e) areas in which the Board of Trustees can aid the department in improving; (f) steps that the administration and department are taking to improve areas where the department is challenged and

solidify areas of strength; and (g) whatever other areas of information the department believes would be helpful to the Academic Accountability Committee and the Board.

3. At each regular Board of Trustees meeting, the Academic Accountability Committee will make a presentation to the Board concerning an academic department or part of an academic department. Its presentation shall include items (d) through (g) above, and items (b) and (c) to the extent there is meaningful data obtainable (and, if not, then a similar presentation to the extent possible), item (a) to the extent the Committee believes it would be helpful, and such other information as the Academic Accountability Committee believes is pertinent to the Board. In making its presentation, the Committee shall be cognizant that the level of detail presented to, and obtained by, the Committee during its meetings may well be more specific than the appropriate level of detail for the Board of Trustees.

4. The presentation shall be the subject of discussion at the Board meeting at which it takes place, and shall be placed on the agenda as a Discussion Item. Sufficient time shall be set aside at each meeting as early in the meeting as is practicable for the presentation and discussion. Appropriate members of the faculty will be invited to the Board of Trustees meeting to aid in the presentation, answer any questions, or present any other information that the faculty believes is helpful.

5. In the event that the Academic Accountability Committee is unable to obtain the information necessary to make a presentation to the Board, the administration shall, to the extent reasonably possible, aid the Committee in making the presentation.

6. It is intended that, over the course of an academic year, the Board of Trustees shall have had a presentation from the Academic Accountability Committee as to each academic department, recognizing that in some cases, the presentation of information as to a single department may extend over more than one meeting.

7. Nothing in this Resolution shall be interpreted to be in conflict with any collective bargaining agreement and, to the extent such a conflict exists, the terms of the collective bargaining agreement shall control.

ADDENDUM #3

Departments/Programs

1. Math
2. English
3. Social Studies
4. Science
5. World Languages
6. PE
7. Technical Arts
8. Visual/Performing Arts
9. Special Education
10. Virtual Academy
11. Credit Recovery
12. Pali Academy
13. CTE
14. SLC (Small Learning Community)/PODs
15. Remote Learning Program?

DRAFT

ADDENDUM #4

AAC 1/27/22 meeting chat transcript

15:36:22 From Randy Tenan-Snow : Melina-Are you taking minutes?
15:36:29 From Kavita Sekhon To Randy Tenan-Snow(privately) : Yes
15:36:29 From Randy Tenan-Snow : Melika
15:36:35 From Randy Tenan-Snow : Sorry. Great
15:36:36 From Kavita Sekhon To Randy Tenan-Snow(privately) : Computer trouble
15:36:42 From Kavita Sekhon To Randy Tenan-Snow(privately) : On my phone
15:43:29 From Paul Mittelbach : Ah, my birthday...
15:43:43 From Paul Mittelbach : Virtual cake
15:44:12 From Stephen Klima : <https://www.surveymonkey.com/r/3LB58RJ>
15:45:36 From Minh Ha Ngo : If members of the AAC would like to speak, please raise your virtual hand so we can keep track of everyone.
16:01:02 From Talia Davood : I have to run, but I will discuss having the 3rd/4th period discussion during class with some members of ASB. Mr. Klima mentioned student senate which is also a great idea I'll speak to our VP about. Thank you!
16:06:12 From Minh Ha Ngo : We include this in our meeting materials.
16:06:27 From Minh Ha Ngo : ^can
16:08:52 From Michael Friedman : Sounds like a Starbucks added profits!
16:18:42 From Stephen Klima : This is a basic bell schedule that just moves everything up 40 minutes.
<https://drive.google.com/file/d/18ONsVZoPi0Du53GbeNDdmTvAQeKX4gIk/view?usp=sharing>
16:23:17 From Kavita Sekhon To Randy Tenan-Snow(privately) : Please save the text of chat in the end of this zoom
16:23:39 From Kavita Sekhon To Randy Tenan-Snow(privately) : It's hard to do on the phone. Thanks
16:27:47 From Monica Batts-King : Field Trip time
16:29:55 From Stephen Klima : June 30, 2022 is when our contract expires.
16:31:09 From Heather Schon : I'm happy to help
16:31:42 From Jewlz Fahn : I am taking my son to IU Feb 24-27. I'm really sorry, I won't be here.
16:32:03 From Monica Batts-King : I can rep for parents in Jewlz place
16:32:11 From Jewlz Fahn : Thanks Mon
16:32:11 From Nicole Newble To Randy Tenan-Snow(privately) : What's the flex period?
16:32:24 From Andrea King : I would like to have the info to teachers first so I can explain it to students
16:33:33 From Andrea King : There is already 45 special schedule on February 16
16:34:58 From Andrea King : Send info to teachers first prior to the meeting
16:35:54 From Andrea King : Offer 7th period discussions following the faculty meeting-like the period by period meetings
16:36:21 From Monica Batts-King : time is of the essence. Teachers first - yes but need to have proposed plan to them and then students
16:37:55 From Paul Mittelbach : I can contribute a short piece similar to what I presented last time—as in, here are the goals in the WASC/Equity Action Plans, here's what we can't do now on our current schedule, here's how a different bell schedule would help us reach our goals.
16:45:25 From Jewlz Fahn : Randy who would be in charge of that?
16:48:17 From Heather Schon : I presented peer mediation to the board a while back wh

16:48:28 From Heather Schon : under this request
16:53:19 From Heather Schon : they wanted a short presentation with data and impact
16:55:47 From Paul Mittelbach : Well, virtual cake.
16:59:34 From Stephen Klima : My apologies. I just got an important call that I had to
answer.
17:04:04 From Paul Mittelbach : Thank you, everyone! 🎂

