



# PALISADES CHARTER HIGH SCHOOL

*More Than 50 Years of Innovation and Excellence*

## PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES MEETING EXECUTIVE DIRECTOR AND PRINCIPAL REPORT MARCH 14, 2017

### PREPARATION FOR THE COMING SCHOOL YEAR

#### Incoming 9<sup>th</sup> Grade Parent Orientation Meeting

Pali is holding an information night for new incoming 9th grade parents on **March 29, 2017 from 6-7:30pm**. It will resemble a college/job fair in which parents can go from booth to booth to receive information on any pods and school programs in which they have interest. This will take place in the small gym, large gym, and outside the gym/quad. We will have two food trucks, as well as have some clubs/programs have the opportunity to sell food. I would also like to have the jazz band perform during the evening, if at all possible.

#### The evening will follow this schedule:

6-6:30- Parents check in and receive a folder from ASB/Ambassadors. Then they are free to roam around and collect information and grab a bite to eat.

6:30-6:50- We will have a brief “Pali at a Glance” Welcome in the Large Gym which will include Pali Choir, a welcome from Dr. Magee, a welcome from our 9th grade class president, Elisa Kim, Dr. Lee giving an overview of Pali, and Mr. Rawson/Robert Renee giving a brief fundraising presentation.

6:55-7:30- Parents can continue to visit informational stations.

*Preparation for a new school year is well under way. Two critical components are the **admissions lottery process** handled by Assistant Principal Dr. Chris Lee and the Attendance Office and the **schedule planning process** coordinated by Assistant Principal Jeff Hartman and the Counseling Office.*

**The PCHS Lottery Process** has been streamlined. The new steps are as follows.

PCHS-Applications Collection

October 1, 2016—February 28, 2017

- Review, revise, clean and organized new applications by preference list.
- Call parents/guardians for any discrepancy on their application.
- Assist parents to process their school application through e-mails, in person and phone calls.
- Print and file applications by preference list.

Prior to the lottery

- Prepare the Excel files for lottery participation.
- Notify Parents/Guardians (e-mail)
  - Application request
  - Lottery Policies



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## Lottery Night

March 15, 2017 6:30pm

- Post lottery participants by grades.
- Provide readable data for lottery participants with furnished projector.
- Perform lottery electronically in front of a live audience.
- Provide parents/guardians "Acceptance Letter" for lottery winners.

*More than 1,000 families (810 9<sup>th</sup> graders) have applied for the 2017-18 lottery.*

The Counseling Office is immersed in **schedule preparation**. The process has been revised as follows:

- Teachers submit possible new courses (FEB)
- Teachers may also submit courses to UC for A-G approval (FEB-SEPT)
- Course descriptions are submitted to Curriculum Council for input (FEB)
- Admin determines which new courses will be offered (FEB-APR)
- New course codes are created in Infinite Campus (FEB-APR)
- Counselors are informed of new course offerings and their codes (FEB-APR)
- Counselors meet with 10<sup>th</sup> and 11<sup>th</sup> graders and complete plan sheets for Fall with student course requests (MAR)
- Counselors go to PRMS to meet with 8<sup>th</sup> graders to complete plan sheets for Fall with student course requests (APR)
- Counselors meet with non-PRMS new incoming students to complete plan sheets for Fall with student requests (APR)
- Admin gets numbers of students requesting each course and determines number of sections of each course (APR)
- Admin determines to what extent we need to offer auxiliaries to cover course demand (APR-MAY)
- Admin works with Department Chairs in assigning teachers to course sections and arranging the grid for each department (APR-MAY)
- Admin works with Department Chairs in determining room assignments for each teacher for each section (traveling if necessary) (APR-MAY)
- Admin releases official grid to each Department Chair to share with department members (MAY)

Course offerings may change due to new-hired or loss of teachers at any time (MAY-JLY) that impacts the final course grid. New courses for 2017-18 will be published in APR.

## **DATA DASHBOARDS - SCHOOLZILLA**

PCHS has contracted with Schoolzilla, a data monitoring system that provides a dashboard library and data warehouse. The system is compatible with Infinite Campus and Schoology and is also able to create custom dashboards depending on school needs.



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From Schoolzilla: “Schoolzilla helps school systems turn data into insight and action, so we can all make data-driven decisions that help students achieve. Schoolzilla provides easy-to-use tools that combine all of the important data in school systems into proven reports that save teachers and principals precious time and help them maximize their impact on students. Schoolzilla also empowers Data Champions in the school district to go beyond simple reporting and use their talents to uncover answers to the most pressing questions for students and schools.”

It is estimated that the new system will be ready for roll out at the start of the 2017-18 school year.

## **EDP PROFESSIONAL DEVELOPMENT**

March 6 - Charter Development Center - Accountability and LCAP Strategy Workshop  
Commerce, CA

## **UPCOMING**

College Information Night – March 16

Lottery Night - March 15

CTE Chamber Mixer – Monday, March 27

Long Term Strategic Planning – Wednesday, March 29

8<sup>th</sup> Grade Parent Information Night – Wednesday, March 29