APPROVED

Palisades Charter High School

Minutes

Board Meeting

Date and Time
Tuesday April 21, 2020 at 3:00 PM

Location
Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://palihigh-org.zoom.us/j/97957522138?pwd=WWdSZ2hpemNZWlILTjRaZ05FMldnUT09
Password: dolphins

Or join by phone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 9128 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or
+1 301 715 8592
Webinar ID: 979 5752 2138
Password: 466862
International numbers available: https://palihigh-org.zoom.us/u/ac4N6arauH

As per Executive Order N-29-20 from Governor Newsom, the Palisades Charter High School Board of Education meeting scheduled for Tuesday, April, 21, 2020, at 3:00p.m. will 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.

Trustees Present
Adam Glazer, Andrew Paris, Brooke King, Dara Williams, Emily Hirsch, Larry Wiener, Leslie Woolley, Paula Anderson, Reeve Chudd, Rick Steil, Sara Margiotta

Trustees Absent
None

Ex Officio Members Present
Dr. Pam Magee, Greg Wood

Guests Present
Amy Nguyen, Chris Lee, David Suarez, Jeff Roepel, Kevin Lorick, Mary Bush, Michael Rawson, Monica Iannessa, Russ Howard, Stephen Klima, Tami Christopher

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I. Opening Items

A. Call the Meeting to Order

Leslie Woolley called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Apr 21, 2020 at 3:04 PM.

B. Record Attendance and Guests

C. Public Comment

Public comments are being submitted in writing. A brief discussion about possible graduation ceremony modification in response to a public comment.

D. Approve Minutes

Emily Hirsch made a motion to approve the minutes from Board Meeting on 03-31-20.

Sara Margiotta seconded the motion.
One correction necessary in comments by Steve Klima it should be forward instead of for it.
The board **VOTED** unanimously to approve the motion.

II. Organizational Reports

A. Student Report

Last week were the leadership elections and spirit week. Izzy Gill is the President next year.
One thing was DYI face mask day. Earth day so people sent in ways they were being ecofriendly. How students are dealing with the current stay at home orders.

B. Parent Report

Parents have expressed concerns about grading. I suggested that they listen to the presentation during this meeting. Sara expressed that her student is more engaged when it is an interactive class (when it is not a recording). Reeve expressed that he is pleased with how things are working.

C. Classified Staff Report

Nothing to report.

D. Faculty Report

Nothing new to report.
Positive feedback on the second phase of the eLearning. The reduction in class time has been helpful in reaching out to some of the kids.
Faculty has been amazing during this time. Teachers are going above and beyond to reach out and prepare for eLearning. Faculty has been great at continuing education while supporting the needs of the kids. The administration and faculty have been working well together.

E. Human Resources Director (HR) Report

HR report stands as submitted. Renewal rate for medical received and it is an increase of 2%.

F. Director of Operations Report

DOR report stands as submitted.
Disinfectant sprayers that were ordered. More comprehensive and regular disinfecting of the campus on an ongoing basis. It is part of the FEMA allocation that would be requested.
It's a fogger/mister and it creates an aerosol of the cleanser to disinfect. Chemicals are approved by LAUSD. Discussion about the manner in which COVID is transmitted. The

administration and Board will have to look at the cost/benefit analysis of purchasing this type of equipment and what the benefit will be to the extent it might prevent transmission. General discussion about the benefit of having the school as clean as possible to prevent illness in general given that post-COVID more employees/students will likely stay home sick rather than coming to school. Thus, the purchase of this equipment should be considered in the broader context and take into account costs associated with illnesses in general.

G. Director of Development Report

Pali has received funds from the Rotary Club to address connectivity issues.
He has attended some webinars about COVID-19 fundraising.
Some families may not be able to continue with donations that were promised monthly.
Many of the issues associated with COVID-19 have made fundraising difficult because families are struggling with different issues.
Pam will be making a video to check in with people and talking about Pali's needs. Rene Rodman and he have been working on the script for the video.
Private foundation sources have been challenged as well. Because their corpus has shrunk due to the downturn in the market so they are giving less and some may focus more on COVID.
There is COVID funding that we have applied for, including a FEMA application.
Budget issues for this year and next year so we will have to figure out how to fundraise and right the ship from our previous years.
Booster Club is considering giving a general gift to the school since they gave out fewer individual donations over the spring.
In fundraising push next year, Pali really has to concentrate on what programs the money is being used for such as technology and IMA.

H. Chief Business Officer (CBO) Report

CBO report stands as submitted.
Previous budget reports are largely irrelevant because of how things have changed.
Revenue is way down because of lack of civic center and other permits and filming.
Some corresponding reductions in expenses but this will not completely offset the loss of revenue.
Approximately $660k loss of revenue and a reduction of expenses of $150k.
March meeting showed a $1.2 million addition to our reserves but we need to see how things play out to determine how much can be added to the reserves. Possibility of adding $200k.

I. Executive Director/Principal (EDP) Report

Materials related to the EDP report are in the materials for the meeting, including a PowerPoint from the faculty meeting.
EDP report stands as submitted.
LAUSD is going to go forward with the annual visit. To start it will be via documents, which have been submitted to LAUSD via DropBox.
The general consensus of the campus is that the switch to eLearning was very early on and that teachers will able to develop lesson plans but the administration realizes some of the obstacles to learning that students face.
Concerns with getting students ready for the future in addition to the social-emotional concerns.
The administration wants to give the students as many opportunities to be as successful as possible.
Comparisons were made to how students were doing before the eLearning as well as how the students were doing at this time last year.
The elements of the policy are listed in the materials. 7 different elements.
Due date for final assessments by May 22nd but this won't be the last day of school. School would officially end on June 3rd.
Leadership was consulted and some parents wrote in their concerns.
It was pointed out that sometimes various groups voices are amplified because not everyone is consulted but rather it is self-selecting groups or groups that are selected by the administration, such as leadership.
There were various opinions on what elements should be included in the grading policy.
Grading scale would be stretched out:
A 88-100%
B 75-87%
C 60-74%
D 47-59%
No credit 0-46%
Trying to smooth out the inconsistencies in eLearning taking into account obstacles for faculty and students.
A question was posed about the option for a student to take the no credit over the D.
Discussions about possibly having teachers go longer than May 22nd as an option.
The teachers would have until June 3rd to enter the grade, so this would give students some time to turn in work and get back on track if they have faced obstacles in attending school and finishing assignments.
This grading policy is temporary and it is for Spring 2020 only.
If a student gets an NC, then the student will still have to make up that course.
In particularized circumstances, a teacher could give an incomplete if a student requests that. The student and the teacher would then enter into a contract for the student to complete the work for a grade. But this would only be in unusual circumstances that warrant it.

Final assessments can be given but final tests are being discouraged. Various possibilities are included in the materials for the meeting. Final assessments cannot be worth more than 15% of the grade.
Classes will be held until June 3rd.
Questions about pass/no credit for PE classes. PE has been flexible and differentiating with their curriculum. Some kids as actually doing better because of PE's flexibility. Some kids will want to include those grades in their GPAs.
Stephen Klima brought up that some teachers think that the bands are overly generous because teachers have already been lenient in their grading policies.
This grading policy has taken into consideration that only some teachers have been lenient and that it has not happened across the board.
Pam Magee pointed out that this is limited only to this one semester based on the very unusual circumstances.
Question asked if there could be a freeze on the grades for students who have a hardship.
There has been outreach to the kids who haven't been checking in for attendance each day so the school is looking at hardships on a case by case base. Counselors and teachers have been doing outreach and the students can reach out to the counselor as well.
The school expects that students will be checking in for attendance through the last day of school.
There is a make-up policy in place; it should not overlap with another teacher's class time. Same for office hours; teachers must use the assigned departmental office time.
Amended placement for Fall 2020 that the grade scales for this semester will be the basis for placement next year.

Adam Glazer made a motion to approve the eLearning Grading Policy.
Emily Hirsch seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Board Committees (Stakeholder Board Level Committees)

A. Budget & Finance Committee Updates

The committee met yesterday.
Approved the use of the $50k Covid-19 grant money that we received.
Reviewed the extension of the cafeteria contract for next year and recommended approval.
Waiting for the May revised budget
Need to meet again in August to deal with the information on the Governor's revised budget.

B. Election Committee Updates

There are no candidates for parent seats.
Students did not yet hold their teacher election.
Laney Chao will reach out and consult with Rob King on that election; she did so during the meeting and that election was delayed to be consistent with the Board.
A suggestion made to go forward with the elections for the seats for which there are applicants and if there are no parent applicants, extend the election time for those.
Each parent board member will reach out to other parents.
The election can be run through Schoology instead of Election Buddy.
For those seats with only one candidate that candidate should just be seated.
The application for this year has been amended so that if there are only 2 candidates they will each be seated in a parent seat.

IV. Academic Excellence

A. Acellus Learning System

Asking to renew the Acellus contract used for special ed, 504, and other learning.
The price has gone down; it is $21k.
This is an annual contract for 600 seats.
Emily Hirsch made a motion to approve the Acellus contract.
Sara Margiotta seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Brooke King	Abstain
Emily Hirsch	Aye
Sara Margiotta	Aye
Paula Anderson	Abstain
Dara Williams	Aye
Leslie Woolley	Aye
Larry Wiener	Abstain
Reeve Chudd	Aye
Andrew Paris	Abstain
Adam Glazer	Aye
Rick Steil	Abstain

B. E-Learning Update

See EDP Report for discussion and vote on ELearning grading policy.
Materials regarding this are with the Board materials.

Paula Anderson made a motion to to adopt the amended English Language and Math Placement policies.
Adam Glazer seconded the motion.
Policies are in the materials.
The board **VOTED** unanimously to approve the motion.

C. School Year Calendar

The administration is scheduled to meet with UTLA tomorrow on this matter.

V. Changes/Updates in Response to COVID-19

A. Extended School Closure

LAUSD has directed that schools remain closed through the summer. Pali is officially closing the campus through the summer. That was part of the eLearning policy.
The start date for next year is up in the air for right now. Various proposals are on the table.
Adjustments may have to be made for the Fall.
There could be precautions for up to 18 months as discussed at this point.

B. COVID-19 Related Issues and Impact on School

VI. Facilities/Operations

A. Transportation Update

Transportation registration continues.
Details regarding applications are in the materials. There are two weeks remaining in the application period and consistent efforts are being made to inform people.
Hard to say how this will affect enrollment. During the recession there were some kids who came from private schools to Pali but there may be other students who don't want to travel as far.
Some refunds are being given pro-rata to families who had pre-paid.Some have rolled it over to next year and some have requested a check.

B. Operations Updates

Some projects have been continued.
The campus has mostly been locked down. Some faculty and staff come on a regular basis but maybe only 5 or 6 people.
Reduced hours for the main office and attendance office.
The janitorial crew still comes by and cleans and disinfects that high use areas only.
Paula Anderson complimenting Don Parcell in securing the campus for the teachers and staff who are still coming to campus. Everything has been working well for the teachers and staff there.

VII. Finance

A. Cal OES Form 130

Dara Williams made a motion to approve proceeding with an application for financial assistance under the Stafford Relief and Emergency Assistance Act of 1988.
Adam Glazer seconded the motion.
This is a vote for the approval to move forward with the process indicating that the Board intends to pursue this grant opportunity.
This is a filleable PDF form that has to be signed by the chair or the secretary.
The board **VOTED** unanimously to approve the motion.

B. 2018-2019 PCHS Tax Return

2018/2019 tax return
For the fiscal year ending 2019.
The return has to be presented to the Board but no vote is necessary.
Any comments can be submitted to Greg Wood directly.
Absent any input the return will be filed and posted on the PCHS website.

C. Chartwells Cafeteria Contract Extension

Dara Williams made a motion to approve the Chartwells Cafeteria Contract Extension.
Reeve Chudd seconded the motion.
5-year contract
Each year we have to vote on an extension. It includes the pricing for next year.
The contract is structured with a per meal price so if less students are on campus it matters not.
The board **VOTED** to approve the motion.

Roll Call

Reeve Chudd	Aye
Paula Anderson	Abstain
Emily Hirsch	Aye
Rick Steil	Abstain
Sara Margiotta	Aye
Andrew Paris	Abstain
Adam Glazer	Aye
Leslie Woolley	Aye
Brooke King	Abstain
Dara Williams	Aye

D. Payroll Protection Program

Part of the Federal government's response to the COVID-19 crisis. The monies were distributed from the first round but it looks like there will be a second round. Application is for payroll and benefit costs for two months in an amount of $4.6 million.

E. COVID-19 SB 117 Grant

This is a state grant. Funding specifically for education. PCHS has already received monies from the state. Monies can be used for operations, PPE, and ability to cover some technology shortfalls to assist in remote learning. Approval is to be transparent with regard to the spending on the grant as recommended by the Budget & Finance Committee proposed spending.
Dara Williams made a motion to approve the Budget & Finance Committee recommendation for allocation of the monies from the COVID-19 SB 117 grant.
Sara Margiotta seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Dara Williams	Aye
Brooke King	Abstain
Larry Wiener	Abstain
Reeve Chudd	Aye
Sara Margiotta	Aye
Emily Hirsch	Aye
Adam Glazer	Aye
Leslie Woolley	Aye
Andrew Paris	Abstain
Rick Steil	Abstain
Paula Anderson	Abstain

VIII. Governance

A. Executive Director/Principal Evaluation

Feedback being sought for the evaluation.

IX. Consent Agenda: Finance Items

A. Approval of reimbursements for Executive Director/Principal

Nothing on the consent agenda.

X. New Business / Announcements

A. Announcements / New Business

Next meeting is on May 19th start time to be determined.
Stephen Klima thanked all the panelists.
There are closed session items.

Information for closed session wiill be sent.

B. Announce items for closed session, if any.

XI. 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 7:32 PM.

Respectfully Submitted,
Leslie Woolley

Documents used during the meeting

- HR Board Report April 21 2020.pdf
- PCHS Board Report for Operations for 2020-04-21 Board Meeting.pdf
- Development Report.pdf
- CBO REPORT 04.21.2020.pdf
- II.H - CBO REPORT ATTACHMENTS.pdf
- EDPbdrpt 4.21.20.pdf
- PCHS eLearning Grade Policy_revised .pdf
- 4.17.2020 PCHS Staff Meeting_revised.pdf
- 4_17 English Placement Policy (1).pdf
- 4_17_2020 Math Placement Policy.pdf
- 2020 Election Timeline - Revised 04-16-20.pdf
- Acellus Quote for Board Approval.pdf
- Cal OES Form 130 - Designation of Applicant's Agent Resolution.pdf
- PCHS 2018 Tax Returns - DRAFT 04-15-2020.pdf
- VII.C - Chartwells Contract EXTENSION Form 2020-2021 (Palisades).pdf
- VII.C - Cafeteria YTD 04.17.2020.pdf
- payrollprotection.pdf
- IV.E - SSCAL_FEMA UPDATE.pdf