



BOARD OF DIRECTORS MEETING

A meeting of the Board of Directors on July 21st at 6:00 pm at PSA and via webex

I. Administrative

a. Meeting call to order at

b. Board Members Roll Call

- | | |
|------------------------------------|--------------------------------------|
| • Mark Bowden | x |
| • John Mulvey | x |
| • Melissa Knight | x |
| • Kim Shultz | x |
| • Bryan Coppage | x |
| • Faith Bongiorno | Absent |
| • Cynthia Hall | x |
| • Patrick O’Neill | x |
| • Jason Colonna | x |
| • Corrigan Rutherford [Ex-Officio] | x |
| • Joel Baughman [Ex-Officio] | Absent |
| • Destiny Grant [Ex-Officio] | x |
| • Amber Speights [Ex-Officio] | Absent |
| • Tony Chatfield [Ex-Officio] | Chris Gerry present in place of Tony |
| • Mary Brown [Member Elect] | x |
| • Mary Blunt [Member Elect] | x |
| • Liliana Hudescu [Member Elect] | x |

c. Non-Board Members Roll Call

- | | |
|---------------------------------------|--------|
| • Keith McElveen [Foundation] | Absent |
| • Bernadette Brogan [Faculty Liaison] | Absent |
| • Doneen Frolich [PCA] | x |
| • Additional: Leslie Sullivan | |

d. Mission Statement: Palmetto Scholars Academy (PSA) exists to meet the distinctive academic, social, and emotional needs of students by utilizing best practices of gifted education.

e. Acceptance of Minutes from last meeting approved

f. Public Comment

- i. None presented

II. New Business

- a. Approve May Financials
- b. Policy PSA-GOV009.0 Executive Session (Closed) Meetings – recommendation from Policy & HR Committee (attached below)
- c. Policy PSA-GOV011.0 Governing Board Records – recommendation from Policy & HR Committee (attached below)
- d. Revision to 6/16 Resolution to create Re-entry Sub Committee: Added three sub committees to the structure to enable them to complete separate projects. Text attached at bottom of document.
- e. Plan for re-entry to school due August 1st



- i. Re-Entry Sub Committee recommendations
- ii. Revision of 6/16 Resolution to Form Re-Entry Sub Committee to include Curriculum, Operations, and Safety/Facilities Sub Committees
- iii. Governor's announcement on School opening
- f. 2020/2021 Board Meeting Calendar
 - i. Regular meetings generally scheduled on 3rd Tuesday of each month
 - ii. Special meeting that occurred on July 8th included
 - iii. Special meeting on July 29th added for Board to approve re-entry to school plan (due to district and DOE on August 1st)
 - iv. August Regular Meeting moved back 1 week to de-conflict with first day of school

III. Old Business

- a. PADEPP Principal Evaluator Training.
 - i. 3 Board members needed to attend training for evaluating Principals
 - ii. Available dates 7/15, 7/20, 8/10, 8/31
 - 1. Kim to attend in August
 - 2. Faith to attend in August
 - 3. Jason to attend in August
 - 4. Liliana to attend, no specific date
- b. Joel Baughman to Review Cash Management practices for the school in general, the Athletic Department, and Academic Clubs
- c. Advanced Board Training with Public Charter School Alliance of South Carolina - Cancelled
- d. Rescheduled events:
 - i. Prom – Cancelled
 - ii. Graduation – July 31st at PSA Gym
- e. Status of signed Confidentiality Statements
- f. Process for approving on campus activities
 - i. Liability waivers for athletes and coaches – reviewed by attorney
 - ii. Process documentation for coaches to follow
 - iii. General return to campus process document in work

IV. Principals Report – Corrigan Rutherford

- a. Formal Principals Report at end of document

V. Report from Foundation

- a. Received 2nd funding installment
- b. 2nd Friday of the month proposed as regular meeting date of Foundation Board
- c. In discussions with existing Charter school regarding use of land

VI. Committee Reports

- a. Policy & Human Resources Destiny (Kim)
 - i. Committee met on 6/23 and 7/14 to work on policies
 - 1. Initial focus on nine Governance Policies from PCSASC templates
 - 2. Received nine policies necessary for school operations in the Pandemic environment from Re-Entry Sub Committee as priority policies to be completed
 - 3. Kim to contact PCSASC and Tyler Turner to determine if examples of the nine policies already exist



- i. Met in conjunction with Reentry Committee work assignments
- ii. Draft completed of Middle School Survival Guide and High School Course Guide to help define what makes PSA a unique school and to communicate that to new students – on hold while focusing on Reentry Committee work
- iii. Looking for Mentors for Capstone Projects
 - 1. Goal is for every Board member to secure 5 Mentors
 - 2. A list of topics/areas of interest will be provided to the Board
- i. Reentry Sub Committee Rachel (Mark)
 - i. Recommendations
- j. Grievance Melissa
 - i. Did not meet

VII. Executive Session

- a. Legal Matter: Update on SCHSL Rule Changes Lawsuit
- b. Legal Matter: Employment Practices Liability Insurance
- c. Legal Matter: Law Firm specializing in Charter Schools
- d. Personnel Matter: Executive Performance Evaluations

VIII. Action Items

- a. Motion to approve May Financials as presented
 - i. Made by: Kim
 - ii. Second by: John
 - iii. Vote: Approved unanimously via voice vote, 8-0, with one member absent
- b. Motion to approve policy PSA-GOV009.0 Executive Session (Closed) Meetings as presented
 - i. Made by: John
 - ii. Second by: Melissa
 - iii. Vote: Approved unanimously via voice vote, 7-0 with two members absent
- c. Motion to approve policy PSA-GOV011.0 Governing Board Records as presented
 - i. Made by: Mark
 - ii. Second by: John
 - iii. Vote: Approved unanimously via voice vote, 7-0 with two members absent
- d. Motion to approve revision to 6/16 Resolution to form Re-Entry to School Sub Committee to include subordinate committees
 - i. Made by: Kim
 - ii. Second by: Cynthia
 - iii. Vote: Approved unanimously via voice vote, 8-0 with one member absent
- e. Motion to approve Building and Safety Recommendations for First Quarter – Full Distance Learning School Year 20-21
 - i. Made by: John
 - ii. Second by: Mark
 - iii. Vote: Approved unanimously via voice vote, 8-0 with one member absent
- f. Motion to approve Distance Learning Plan for Palmetto Scholars Academy in Support of First Quarter 20-21 Full Distance Learning
 - i. Made by: Jason
 - ii. Second by: Cynthia
 - iii. Vote: Approved unanimously via voice vote, 8-0 with one member absent



IX. **Adjournment** at 8:48 pm
Your Governing Board



Principal's Report June Board Meeting

I. Vision

- A. Remains a work in progress. Intend to share in the future.

II. Instructional Leadership

- A. AP Scores released late last week--PSA maintained performance despite pandemic. Full report will be shared in August.
- B. Professional development to support online instruction
- C. In the process to hire a HS science teacher.
- D. Review of previous data to guide goal setting for 2020-2021.

III. Effective Management

- A. Re-Entry Committee continues work; communication with administration regarding implementation.
- B. Consult with multiple vendors regarding a HS hallway issue. Roofer will be moving forward with repairs.
- C. Landscaper has just transitioned in. Retention ponds have been cleared out. Beds are being prepped for mulch.
- D. School van detailed to excessive previous use.
- E. No field trips for the first semester.
- F. School is essentially ready for new year: classroom touch paint, floors waxed, as well as bathrooms and hallways. Teacher workroom, front office, and senior center are in progress.
- G. Discussions regarding consistent cleaning needs and comprehensive plan as more people come to PSA.

IV. Climate

- A. Intentional planning regarding new staff and students
- B. Back to School planning regarding expectations and processes

V. School/Community Relations

- A. Dialogue with PCA regarding support with Back to School initiatives
- B. Provided feedback to a request for information from Attuned Educational Partners (contracted with by the Coastal Community Foundation, Tri-County Cradle to Career, and others)
- C. Zero no-contact students (media/statewide reporting)
- D. District Board Meeting on Wednesday
- E. From Spearman this morning: No waiver on 180 days at this time. Currently, delayed start leads to delayed finish. No virtual plans only will be denied.
- F. Athletics--from MUSC contact (Mike Barr) stated that he agrees with PSA procedures and supports continuation of preseason activities.

VI. Staff Development

- A. Advanced Google Training
- B. Schoology (Learning Management System)
- C. PowerSchool
- D. Screencastify
- E. Additional trainings (through provider) are in progress to be secured
- F. Back to School professional development in progress



VII. Principal Professional Development

A. Leadership Summit through the Public Charter School Alliance

ASCD (Association for Supervision and Curriculum Development)--Virtual Conference--Respond.Reimagine.Restart.



PSA Board and Administration Summer Priorities

Board member commitments to support summer priorities

Committee	Board Members	Leading Projects
Policy & HR	Kim Shultz Mary Blunt Liliana Hudescu	Destiny Grant
Academic Excellence	Mark Bowden Mary Brown Liliana Hudescu Faith Bongiorno	Amber Speights
Finance	Kim Shultz Patrick O'Niell Joel Baughman Liliana Hudescu	Patrick O'Neill
Re-Entry Committee	Mark Bowden Patrick O'Niell Liliana Hudescu	Rachel Crafton

Projects	Board Members	Leading Projects
Charter Review	Kim Shultz Mary Brown	Kim Shultz
Orientations	Mary Brown Faith Bongiorno Melissa Knight	Faith Bongiorno



Policy Title: Executive Session (Closed) Meetings

Policy Number: PSA-GOV009.0

Date Reviewed by Administration: 07/14/2020 (D. Grant)

Date Approved by PSA Board: 07/21/2020

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy:

Executive (Closed) Session Meetings

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board. This policy establishes expectations for conducting executive (closed) session meetings.

SECTION 1. Purpose of Executive (Closed) Session Meetings

SECTION 1.1. The Governing Board acknowledges its responsibility to complying with the provisions of South Carolina's Freedom of Information Act

SECTION 1.2. Pursuant to the exceptions enumerated by the Freedom of Information Act, the board may find it necessary to close a portion of its meeting in order to discuss matters directly related to the exceptions enumerated in law Executive (closed) sessions shall comply with all laws pertaining to the actions of public policy-making bodies.

SECTION 1.3. Pursuant to South Carolina's Open Meetings Act, the Board may call an executive (closed) session to discuss the following matters in accordance with S.C. Code Ann. SECTION 30-4-40 est.:

1. To review an appeal from a Student Disciplinary Tribunal [Hearing Officer, Panel]; (S.C. Code Ann. SECTION 59-63-240.)
2. To consider a matter involving the disclosure of personally identifiable information from a student's educational records; (20 USC 1232g.)
3. To discuss the future acquisition of real estate; (S.C. Code Ann. SECTION 30-40(5))
4. To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee; (S.C. Code Ann. SECTION 30-40(6))
5. To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved; (S.C. Code Ann. SECTION 30-40(2))



SECTION 2. Executive (Closed) Session Protocol

SECTION 2.1. The specific reasons for closure of a public meeting shall be recorded in the official minutes of the Board.

SECTION 2.2. Meetings shall not be closed to the public except by a majority vote of a quorum present for the meeting.

SECTION 2.3. The minutes shall reflect the names of the members present and the names of those voting for closure

SECTION 2.4. The minutes shall reflect the reason for executive (closed) session.

SECTION 2.5. Board resolution shall not be conducted in executive (closed) session. All voting shall be conducted in a public board meeting.

SECTION 2.6. Confidentiality

SECTION 2.6.1. The confidentiality of an executive session is a tool to be used by the Board to have open and frank discussions regarding sensitive issues and is intended to protect the innocent and assure confidentiality about sensitive matters. Violations of the confidentiality of an executive session is an offense subject to disciplinary action in accordance with Bylaws Section 4.15.

SECTION 2.6.2. Palmetto Scholars Academy requires all trustees, committee members, and guests invited to attend executive session to sign a confidentiality statement acknowledging the policy of confidentiality and agreeing to abide by the requirements of the policy.

Procedure:

No procedure needed for this policy

Effective Date: 07/21/2020

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee approved by Board of Directors	MM/DD/YYYY

Policy Title: Governing Board Records



Policy Number: PSA-GOV011.0

Date Reviewed by Administration: 07/14/2020 (D. Grant)

Date Approved by PSA Board: 07/21/2020

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy:

Governing Board Records

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes provisions for maintaining official Governing Board records.

SECTION 1. Custody of Records

SECTION 1.1. All official records of the Governing Board shall be kept and safeguarded by the Principal who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

SECTION 2. Records Availability for Inspection

SECTION 2.1. Governing Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.1.1. Official minutes of the Board shall be stored electronically and available via a public facing web site for inspection by any member of the community.

SECTION 2.1.2. Official minutes of Board Committees shall be stored electronically and available via a public facing web site for inspection by any member of the community.

SECTION 2.1.3. Board approved policies for the school shall be stored electronically and available via a public facing web site for inspection by any member of the community.

SECTION 2.1.4. Financial records of the Board shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.2. Board Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the Principal or other persons responsible for the custody of confidential files.



SECTION 2.3. Upon receipt of a request, in accordance with SC Code of Laws Title 30-4 the Administration and/or the Board must respond to a request for records within 10 working days, except Saturdays, Sundays, and legal Public Holidays.

SECTION 2.3.1. If the Administration/Board determines that a request for records falls under exemptions outlined in SC Code of Laws Title 30-4-40 the requestor will be notified of that determination within 10 working days of receipt of the request.

SECTION 2.3.2. The Administration/Board will establish a fee schedule for the search, retrieval, or redaction of records pertaining to public records requests. The fee schedule will be posted online for public viewing.

SECTION 2.3.3. Requested documents not already available to the public electronically shall be produced as hard copies and the requestor is responsible for picking up documents in person. Documents will not be released until fees associated with the search, retrieval, or redaction of records are paid in full.

SECTION 3. Records Retention

SECTION 3.1. Records retention of Governing Board records shall follow the school’s records retention schedule, which is compliant with state records retention mandates.

Procedure:

No procedure needed for this policy

Effective Date: 07/21/2020

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee approved by Board of Directors	MM/DD/YYYY



2020/2021 Board Meeting Calendar

July 8 th , 2020	Special Meeting
July 21 st , 2020	Regular Meeting
July 29 th , 2020	Special Meeting for approving re-entry to school plan (August 1 st deadline to district)
August 25 th , 2020	Regular Meeting
September 15 th , 2020	Regular Meeting (Organizing meeting for new Board term of office)
October 20 th , 2020	Regular Meeting
November 17 th , 2020	Regular Meeting
December 15 th , 2020	Regular Meeting
January 19 th , 2021	Regular Meeting
February 16 th , 2021	Regular Meeting
March 16 th , 2021	Regular Meeting
April 20 th , 2021	Regular Meeting
May 18 th , 2021	Regular Meeting
June 15 th , 2021	Regular Meeting



Revised Resolution of the Palmetto Scholars Academy Board of Directors

Regarding: Navigating the requirements for preparation of the PSA facility and necessary adjustments to educational program at PSA to prepare for re-entry of students to school at Palmetto Scholars Academy

Concerning:

Ensuring the school facility and academic program adhere to best practices of health and comply with governmental requirements following the COVID-19 Pandemic.

WHEREAS, Palmetto Scholars Academy is a South Carolina Charter School formally authorized under the South Carolina Charter Schools Act of 1996; and

WHEREAS, An identified need exists to coordinate the official actions and response of the Board, Administration, and Faculty of Palmetto Scholars Academy across multiple committees and areas of responsibility; and

WHEREAS, The Palmetto Scholars Academy Board has determined that a special Ad Hoc Committee is required to coordinate this activity; and

WHEREAS, The Administration of Palmetto Scholars Academy has determined that professional Healthcare leadership is an area of need for the organization at this time; and

WHEREAS, The Board deems it necessary to create an Ad Hoc Committee responsible for Pandemic related health issues; and

THEREFORE, be it resolved, the following:

The Board of Directors hereby expresses its desire to create the Ad Hoc Committee for Re-Entry to School; and further

The Re-entry Sub Committee will consist of the School Nurse, at least one Board member, and at least one well-qualified Parent, and further

The Re-entry Sub Committee will include a Curriculum, Instruction, and Technology Sub Committee, and further

The Re-entry Sub Committee will include an Operational Sub Committee, and further

The Re-entry Sub Committee will include a Building and Student Safety Sub Committee, and further

The Re-entry Sub Committee and its Sub Committees will meet as needed to address emerging re-entry issues and will work with other committees when the subject matter is within their purview, and further

Mark Bowden, Liliana Hudescu, and Patrick O’Niell have agreed to serve as the Board representatives on the Ad Hoc Committee; and further

Rachel Crafton has agreed to serve on this Ad Hoc Committee as the Chair and to recruit additional committee members as needed based on their professional qualifications; and further



HEREBY RESOLVES to appoint the above listed individuals to the Sub Committee and to hold such office until the school year term ends on May 31st, 2021.

Revised this 21st day of July, 2020.

Directors	Yea	Nay
Kim Shultz (Chair)	✓	
Mark Bowden (Vice Chair)	✓	
John Mulvey (Secretary)	✓	
Patrick O'Neill (Treasurer)	✓	
Melissa Knight	✓	
Bryan Coppage	✓	
Cynthia Hall	✓	
Faith Bongiorno	Absent	
Jason Colonna	✓	

Vote Total:	8	0
Date of Vote:	July 21st, 2020	

Recorded Electronically by Kim Shultz, Board Chair



Building and Safety Recommendations for First Quarter- Full Distance Learning School Year 20-21

This document is intended to outline the steps necessary for employees and a limited number of students to return to campus in support of first quarter 2020/2021 Full Distance Learning and to lay the groundwork for eventual full in person return to campus. This planning document is submitted to the Administration to provide a framework for developing a fully detailed plan.

Physical Changes to Campus :

1. Transparent (plexiglass) barrier for the front office window and top half of the door on the front hallway that is not permanent as a redesign of the front office will be occurring.
2. Remove hard to clean surfaces.
3. Signage around the school: wash hands, hygiene reminders, social distancing reminders, mask wearing, floor 6ft apart decal, outside/door entry signage for covid protocols. A local relationship with Bluewave has been established.
4. Evaluate our HVAC system for our main building and trailers.
5. Classrooms: Transparent (plexiglass) barriers for classroom tables and teacher desks, automatic hand sanitizer stations for every classroom, possibility of air purifiers for each classroom.
6. Restrooms: automatic sinks, soap dispensers and plexi glass to separate the sinks.
7. Making an outdoor classroom(s) with a roof for optional classes to be held.

Best Practices for School Environment:

1. Masks should be worn around school per CDC and DHEC guidance. – Visitor, staff and students.----- Will need to purchase masks(estimated prices: reusable-\$5 each- or one time use-\$1 each-). Will we need a way to distribute the masks prior to entrance. Policy should be formed on mask refusal and proper visiting procedures.
2. A designated separated sick area for children to await for pickup when they are sick. Policy on pickup procedures.
3. Mode of entry and exit to be limited to gym and front office and staggering to avoid bunching.
4. Lunches will depend on CCDS and other home schools for hybrid and or all virtual model
5. Guidance from the following document will be followed for positive test results within the school:
<https://www.scdhec.gov/sites/default/files/mediaadocument/School%20Guidance%20on%20Novel%20Coronavirus%20or%20COVID.pdf>

Cleaning Recommendations:

1. Possibly get something like this <https://store.ecoloxtech.com/E240316SS/> expensive; students can use it to clean their stations prior to moving to next class. It is a disinfectant and safe for the skin. Maybe even use it has hand sanitizer- this would be a big savings.
 - a. Or purchasing industrial uv wands for every classroom
2. Frequent disinfecting of high touch areas (door knobs, sink faucets, desk tops, chairs, light switches, restroom sinks, toilets, water fountains.) about every hour. Students' desks should be cleaned after use
3. A more in depth cleaning to be done after students and staff are out of the building.

Use of School Premises Recommendations:

1. We recommend the use of the school premises for activities that are not conducive to online learning. Examples include: Athletics, PE, some clubs. All these activities would have to be approved by Admin



and have a very controlled environment (limited number of students, enforcing social distancing, wearing of masks, etc)



Distance Learning Plan for Palmetto Scholars Academy in Support of First Quarter 20-21 Full Distance Learning

This document is intended to outline the steps necessary for employees and a limited number of students to return to campus in support of first quarter 2020/2021 Full Distance Learning and to lay the groundwork for eventual full in person return to campus. This planning document is submitted to the Administration to provide a framework for developing a fully detailed plan.

DHEC has provided a Recent Disease Activity report as requested by the Dept of Ed. The most current assessment as of 7/12/2020 showed all three counties where our students reside are HIGH risk, and that all three areas in consideration were HIGH or INCREASING. Recent Disease Activity, by County For SC Department of Education As of 7.13.2020

Under these circumstances, this committee strongly recommends that PSA begin the semester using a purely online model for learning. We also recommend that as the covid numbers decrease, that this data be examined by the group to make a recommendation to move to Level Two then ultimately, Level Three.

A back-to-school drive-through will be held for students to pick up technology as well as school materials. Onboarding of the students will take place virtually.

Below is our plan to facilitate that process for PSA for remote learning.

LEVEL ONE RECOMMENDATIONS:

Working Group Recommendations for Addressing Level One Challenges:

Schedule. The working group recommends keeping the A/B Schedule with alternating Wednesdays, with every other Wednesday as a LEAP DAY or a Faculty Day. We strongly encourage that we adhere as closely as possible to a "real schedule," with students expected to be online in a synchronous format for each class period, even if the meeting is not held for the entire class period.

Attendance. Every class should meet for a synchronous meeting during every regular meeting time, even if only for a quick check-in and for teachers to take attendance. In addition to instruction, teachers can use this time to answer questions, and remind students of upcoming activities.

Community. We recommend that we continue LEAP Days, perhaps with a shorter schedule and fewer classes. These are necessary for social / emotional needs, but also to continue student government, robotics, ethics bowl, and other critical student activities.

Clarity. Every Schoology classroom should have a clearly posted syllabus and a schedule for each week at a minimum. Administration should also create a single, clear, "jumping



off page” for parents and students to find their own schedule, including links to schedule and to all scheduled class meetings. We hope to have a “one stop shop.”

Administrators. Administrators should provide some measure of accountability and support for students and staff and clarify what the school will record and who will have access. We suggest that there be a single aggregated page that connects to all Schoology class pages. Administration should clarify expectations for students/families, including attendance, participation, work load, communication if absent, etc.

Assessment. Assessment must continue, summative and formative. We recommend using a lockdown browser for test administration.

Screen time. Teachers and administrators will work to minimize “zoom fatigue” by keeping online meetings as short as possible. We advocate longer breaks between classes (minimally fifteen minutes) and that teachers rarely use their entire class time on screen. Teachers can consult the “Best Practices” document to plan for a variety of activities within any meeting over fifteen minutes.

Tech Check. Clarify expectations for home technology requirements. We have surveyed parents regarding technology needs and will make sure those needs are met.

Preparation. Professional development that addresses technological training, especially Schoology and Zoom, in line with best practices in online education. We will be doing onboarding for sixth graders and transfer students. A “Best Practices” document is in preparation that will be shared with teachers to set expectations for online instruction.

Orientation:

KEY TERMINOLOGY FOR ONLINE LEARNING

Though much of teaching and learning online is the same as in the shared physical classroom, there are a few key terms that explain what we will be doing this fall.

Asynchronous: Class interactions should happen via Schoology without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe, often using discussion boards to drive peer-to-peer engagement.

Synchronous: Class interactions happen in real time, at the same time. Students may virtually attend class together via video conference, livestream, or chat. We have Zoom for synchronous meetings. Most online courses will be a blend of synchronous contact and asynchronous study/work.

Screencast: A digital video recording of your computer screen, usually including audio narration. Screencasts are a form of instructional video. Screencastify will be our platform.

Video Conference: A virtual meeting in which participants in different locations are able to communicate with each other with audio and video. We will use Zoom for this function.



TEACHING DURING A LEVEL ONE EVENT

At Level One, the school will be closed and all students will be learning remotely.

Daily agendas must be posted by teachers at least 24 hours ahead of time, and the minimal expectation is that weekly schedules should be finished for the week by Sunday night. Changes to the schedule/workload should not be made after the schedule is posted.

Students will meet with teachers “virtually” every class period in accordance with their regular schedule. Teachers will continue to communicate with students through various online tools (Schoolology, email, screencasts, individual zoom sessions).

Thorough Updates in Schoology. Updates in Schoology need to be comprehensive and detailed. Teachers will need to give context for the week’s worth of work, including objectives, expectations for learning, a preview of the assignments, and where to find the resources, assignments, and assessments.

Preload & Vary Resources. Teachers are expected to preload all resources and point to them in weekly posts.

Assessments. Teachers will use both formative and summative tests. Administrators will develop an honor code to be signed by parents and students during the onboarding process, as academic dishonesty becomes much easier during online learning especially when parents are not present. Administrators will work closely with departments and teachers to meet their technical needs and to encourage a reassessment of traditional assessment instruments to move toward process-based models of assessment that offer fewer opportunities for cheating.

Check in points. Students who are not meeting current attendance and work requirements will be referred to the professional school counseling team. It is recommended that the administration and the professional school counseling team create a process to monitor attendance rather than relying on teachers to make referrals.

WEEKLY SCHEDULE

We will maintain a traditional schedule with classes meeting at their regular time, although we do not expect that all classes will continue online meetings during the entire class period. In fact, this is discouraged. We recommend 75 minute rather than 90 minute class periods. We believe a break after periods 1 and 3 will eliminate the need for bathroom and water breaks.



	Monday (A)	Tuesday (B)	Wednesday: Leap Day or Office Hours & Meetings	Thursday (A)	Friday (B)
P1 8:15-9:30					
Break 9:30-9:45	<i>Students prepare for next period</i>				
P2 9:45-11:00					
Lunch 11:00-12:30					
P3 12:30-1:45					
Break 1:45-2:00	<i>Students prepare for next period</i>				
P4 2:00-3:15					

Wednesday: Leap Day / Office Hours Schedules

Leap Day Wednesday	Office Hour Wednesday
8:15-8:45: Advisory	8:15-8:45: Advisory
Session 1: 8:45-9:45	9:00-12:00: 15 minute student meetings/office hours through sign ups posted on Monday/ Tuesday.
Break: 9:45-10:00	
Session 2: 10:00-11:00	Meetings in the afternoon with departments and administration. and/or individual meetings with students
Break: 11:00-11:15	
Final Session: 11:15-12:15	

EXPECTATIONS FOR CLASSROOM TEACHERS



Communication. Teachers are expected to be in their courses on Schoology every school day. Post all instructions, assignments, and learning materials to Schoology. Each week, post an update of the schedule. It pays dividends to be overly clear; we don't have the benefit of reading the room and clarifying on the fly. Please answer all emails within 24 hours.

Work Load. A minimum of 2.5 hours of class work per week per block and a maximum of 5, taking into account grade level. "Class work" includes: time for reading/watching/listening, engaging with peers via discussion boards and docs, attending class virtually via Zoom, assignments/learning tasks, etc. Advanced Placement courses may assign additional work or practice tests as needed.

Given the shift in teaching and learning, students, families, and counselors will rely on the grade book to track progress. Teachers will provide students with regular feedback. In order to help students plan their week and schedule their time, please strive to post all work for the week by Sunday night. At a minimum, teachers must give 24 hours notice for all work due, with the exception of any work completed during the designated class period. When assigning timed work within a class period, teachers must respect extended time for students with accommodations. Assignments may not be due during other class periods nor any later than 10pm.

Office Hours. Teachers are expected to be available during their regularly scheduled class period and during posted office hours on Wednesday.

EXPECTATIONS FOR PROFESSIONAL SCHOOL COUNSELING TEAM

The Professional School Counseling Team will be available to address social and emotional needs of students throughout the school day in coordination with teachers, administration, and other staff. They will continue providing services to their caseloads, primarily in a one-on-one format, throughout the course of each work day. Counseling staff will be available to help support students who are absent/cannot participate, and may choose to lead small groups online for study sessions, tutorials, or personal support. Counselors will work with the Administration to communicate with families about attendance/participation concerns and support students in getting back on track.

EXPECTATIONS FOR ADMINISTRATORS

The Principal and/or Assistant Principals will send a weekly communication to students with updates, announcements, and a reminder that school is still in session. Schoolwide administration will communicate with the community at least weekly. Administrators will reach out to all families regarding attendance, technology, and social / emotional needs. Faculty and Staff can expect Wednesday afternoon meetings (full Faculty/Staff, Department Heads, and/or individual departments).

Additionally, administrators will each take one or two departments to support. They will "walk the virtual halls" by checking Schoology and joining classes via Zoom when possible. Administration and administrative staff will monitor student absences so teachers can plan and teach. This means that while teachers will take attendance each class, administration will follow up as to why the student has not attended.

WHAT YOU CAN EXPECT FROM TECHNOLOGY

The tech department will be monitoring covidquestions@psaschool.org email during normal school hours. All effort will be made to quickly contact you to resolve the issue. This may include remoting into computers (with permission), sending a screencast, calling, emailing, or opening a Zoom session.

CONTINGENCY PLANS IF A TEACHER IS SICK AND CAN'T FACILITATE CLASS



If a teacher is unable to facilitate their class, a designated staff member will be assigned for this purpose. Administrators will have “emergency lesson plans” from each teacher to be used in the event of an emergency. These lessons will not be connected to specific content being covered at any particular point in the class schedule. But might be for example, links to discipline-specific TED talks accompanied with response exercises for small groups. Administrators will already have access to all courses in Schoology and will step in to help as well.