



# PALISADES

## CHARTER HIGH SCHOOL

### **Board of Trustees Meeting Operations Report March 31, 2020**

#### **Security/Safety – Coronavirus Related in Some Manner:**

##### **Cleaning/Safety:**

- During the first few days of the COVID-19 event, even while Faculty/Staff & Students were still on campus, PCHS ramped up its daily campus cleaning to include all high-touch points, including but not limited to Door knobs/handles, light switches, railings, high-traffic offices, etc.
- Additional Hand-Washing stations were rented and positioned around the campus to aid in hand-washing accessibility due to additional bathroom hand-washing over-crowding
- Additional supplies were order to aid PCHS in both the extra cleaning and daily consumables. Thing like, but not limited to: Self-Pump Hand-Sanitizer, Dispenser Delivered Hand-Sanitizer, Disinfecting Wipes, Disinfecting Sprays, Additional TP, Paper Towels, Hand-Washing Soap, Protective Gloves, etc.
  - Disinfecting Wipes & Sprays we got some order fulfillment, but a rationed amount
  - Hand-Sanitizer we got backordered on, like most people, and ultimate orders canceled. Additional orders placed and we're still waiting for fulfillment
  - Paper Products, Soap and Glove orders fulfilled
- Once Students were moved into a Not-on-Campus/Distance-Learning mode (after 3/12/2020), our AM and PM Janitorial Crews were kept on for additional disinfecting of High-Touch Points in Classrooms, Offices and Common Areas. The entire campus was re-cleaned when the students were gone.
- Janitorial personnel are still on-campus 5-Days a week (Mon thru Fri) to clean the regular use areas of campus, and are scheduled to continue until everyone is back on campus regularly.

##### **Security/Safety:**

- PCHS Security Guard coverage has been reduced to levels similar to Summer Break mode
- Campus is still accessible for Faculty 7-Days a Week as needed, but limited to 7am – 4pm
- Non-Faculty Staff that need to work on Campus has been focused to be at PCHS Tue/Wed/Thu 7am – 4pm, with remaining Staff working remotely on Mon & Fri
- Guards at Flagpole Walk-In Entrance all day. Guard at Main Drive-In Entrance from 7:00am – 3:30pm (some exceptions with limited daytime closures exist)



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### Security/Safety (Continued):

- Specific Emergency Days campus access rules in place for visiting Students, Families, 3<sup>rd</sup>-Parties, Vendors, etc. Accommodations exist for Students to pick-up items as needed, essential parent/PCHS meetings, deliveries, etc.
- All non-essential facilities closed, locked and not available for use, including but not limited to: Pool, Large/Small Gym, Baseball Field, Tennis Courts, Non-Faculty Occupied Classrooms, Mercer Hall, Gilbert Hall, Stadium, Stadium Parking Lot, etc.
- To practice quality Social Distancing, and minimize the introduction of possible COVID-19 Virus to campus, we are minimizing as much human traffic to campus as possible.

### Security/Safety - Standard:

- Classroom & School-Wide safety supplies/materials re-checked and replenished as needed in anticipation of both potential need and upcoming safety inspections from the LAUSD Charter School Division.
- The Thu 3/5 Active Intruder Safety Drill was performed, and was a recap/review drill. The next scheduled 2019-20 Safety Drill is for Wed 4/29 (a Shelter-in-Place recap/review drill), but will not be conducted due to the Safer-at-Home Order expected to last until at least 5/3/2020. This drill, if practical and deemed necessary, will be rescheduled for Mid-to-Late May, and considered as a replacement for the currently schedule Mon 5/18 Fire Drill.
- It is worth saying again - A Big THANK YOU to the PTSA and Parent & Student Volunteers that helped with the Shelter-in-Place preparations over Winter Break.
- PCHS fundraising for Safety & Security is still needed to build up the necessary funds to implement well-established Safety Priorities as determined via multiple stakeholder surveys and assessments with 3<sup>rd</sup>-Party experts. Many important safety measures are currently not being pursued due to lack of funding, but are highly desired (in no particular order):
  - Additional Security Cameras
  - Additional Emergency Exit Gates
  - Additional Exterior Lighting
  - Additional Perimeter Fencing
  - Fence Breach Detection/Alerting System
  - Contracting local security company for on-call emergency support
  - Guard Staffing to proactively monitor cameras (or have service that does)
  - Intrusion Detection System



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### Security/Safety – Standard (Continued):

- Regarding Non Shelter-in-Place airborne events, times when the air may not be poor quality enough to warrant a Shelter-in-Place declaration, but is poorer quality than the typical Moderate or Good air-quality around campus, the two designated rooms for people to go to if experiencing respiratory issues are:
  - 1<sup>st</sup> – The Nurse’s Office. All people (faculty, staff, and students) should go see the on-call nurse to make sure nothing is seriously wrong. The Nurse’s Office has places to lie down and rest, and has portable A/C Units to help regular temperature.
  - 2<sup>nd</sup> – At the Nurse’s discretion, to U109. The person can remain in the Nurse’s Office or go to the U109 room that has an HVAC Unit that includes Air-Conditioning, has tables and chairs and is monitored by the Dean’s Office. If necessary, and warranted due to health reasons, one of PCHS’s nurses can be stationed in U109 to monitor as needed.
- With the increased concerns for student safety related to Active Intruders, PCHS will be expecting all PCHS Personnel to visibly wear their current year PCHS IDs at all times. This is to help the Security Team to easily recognize who should be on campus, and more importantly, who should not. This simple to follow requirement will help ensure the safety of all Students/Faculty/Staff. Therefore, all PCHS Personnel, parents, adult visitors and stakeholders should be prepared for increased diligent on ensuring adults are visibly wearing their PCHS IDs/Badges during school days/hours.
- PCHS school safety training by 3<sup>rd</sup>-party professionals was determined by the Budget & Finance Committee to not be necessary/affordable in 2019-20. Therefore, no additional 3<sup>rd</sup>-Party expertise will help further/refine/enhance our 2018-19 practices/policies, and they will not provide Professional Development for Faculty/Staff at the start of each semester for 2019-20. The 3<sup>rd</sup>-Party professionals are willing and ready to help if needed should PCHS determine a reason to engage them.

### Transportation:

- All Regular Ed (To/From PCHS), Athletic and Field Trip buses were canceled as of end of Thu 3/12/2020. The resumption of Regular Ed buses scheduled at this time for Mon 5/4/2020, but further delays in Students-Back-on-Campus are a possibility that may postpone this anticipated re-start date. Bus Company ATS and the Transportation Dept. are discussing matters regularly.
- The 2020-21 School Year PCHS School Bus Registration & Scholarship Application, which started on 2/18, was scheduled to conclude on Tue 3/24, but due to the COVID-19 Events has been pushed back to a 5/4 deadline. The timelines for all other post-registration activities in the process have also been pushed back roughly a month. The down-payment deadline has been moved from 5/31 to 6/30.



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### Transportation (Continued):

- As of the original deadline for 2020-21 PCHS School Bus Registration (3/24), 277 students have registered for the bus. It should be noted that historically the last week of Registration is when a disproportionately large volume of registrations occur for the typical 4-6 week Registration period, and the last week of this year period overlapped with the COVID-19 Events becoming very significant in Los Angeles. The Transportation Dept. is hoping the 5+-week extension will allow COVID-19 impacted families still to register.
- No other decisions have been made related to the PCHS School Bus Program for 2020-21 or future years. If the Board were looking to set a longer-term direction for the PCHS School Bus Program, it would be better to determine what that is sooner rather than later.
- The Special-Ed transportation program, Big Blue Bus Pali Express program and the Metro Mobile Customer Center (MCC) program have all also been put on hold due to the COVID-19 Events. These are all setup to continue at PCHS once we are back to a Students-on-Campus mode. It should be noted that Special Ed Transportation Services are exceedingly difficult to re-engage in times of high-demand, which is likely to be the case when the Safer-at-Home Order is lifted. The Transportation Dept. is in contact with our Special Ed transportation vendors, but they are making no guarantees of available vehicles/drivers when crisis ends.

### MGAC/Pool:

- MGAC/Pool Closed as of 3/12/2020 and Until Further Notice due to COVID-19 Events
- Many permit groups moving to online Zoom coaching in interim as USA Swimming cancelled all aquatic competitions through April 30th
- Jan-Mar MGAC Revenue anticipated to be ~\$120,000
- Safer-at-Home Order time period lost revenue expected to be: ~\$70,600
  - Permits: ~\$57,600
  - Public: ~\$13,000
- CA EMS-approved Public Safety First Aid Class is being delivered to staff when appropriate
- MGAC Aquatics Director attended SCPPOA conference 3/5/20 in Santa Monica (SoCal aquatic agencies Irvine to Ventura in attendance)
- Facility applying to Los Angeles County EMS to offer Public Safety First Aid Class (target date Summer 2020)
- Pool Filter PM and Water Quality Improvement – to be completed during closure
- Maintenance repairs/replacements projects:
  - Replace underwater pool LED lights
  - Install eye-wash station by chemical rooms
  - Replace CO2 solenoids
  - Replace pool controller probes
  - Service surge pit
  - Preventative maintenance ongoing



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### **MGAC/Pool (Continued):**

- Proposals being solicited for new pool water heating system
- PCHS should continue accruing/saving for major repairs in the 1-3 year timeframe as major pool components start to reach their useful life of 8-10 years.
  - 1. Replace Heaters (1-2) that serve all pools (~\$50-\$100k) – This is a 2-6 Months timeline
  - 2. Re-Plaster Both Pools (~\$160-\$200k)
  - 3. Replacement Competition Pool Pump (~\$35-\$50k)
- For MGAC News & Updates - Subscribe to pool newsletter on MGAC Website
- MGAC Policies Updated - Please see MGAC Website for details at [www.palihigh.org/palipool](http://www.palihigh.org/palipool)
- MGAC Handbook being Revised/Re-Drafted re Emergency Action Plan and Operational Standards

### **Information Technology:**

- In response to the Coronavirus outbreak and State/City regulations requiring a transition to Distance/Online eLearning, the Technology Team has been working tirelessly with all departments and multiple vendors to provide additional support and services to all families and staff. Personal Note from Don – While the entire team has been great, a really big shout-out is needed for the instrumental, above and beyond efforts and counsel of Jeff Roepel in this transition.
- The Technology Team has been meeting with and setting up Faculty, Staff & Students since 3/12 with Chromebooks and Tech Assistance to utilize them to enable as many people as possible to practice quality Social Distancing and work/learn from home.
- Beth Marshall and Jeff Roepel spent many hours working through multiple State Testing designs in order to maximize the utilization of student tech devices PCHS had on hand (slim and dwindling) and available facility spaces to minimize the cost and impact of the mandatory State Testing. After multiple iterations, a well-crafted plan was in place, and was one week in execution when the COVID-19 Events escalated.
- IAB and CAASPP testing began. The Team has been doing an excellent job working with all teachers and coordinating with Beth Marshall on the timing and locations of devices over the testing period. A Tech Team member attended each testing session to ensure all devices were working as needed and that each device that was handed out and taken back was sanitized in a safe and effective manner.
- PCHS has collaborated with BARK Technologies for off-campus internet filtering of institutional-owned student devices. The service has been running for 4 weeks with excellent results.



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### Information Technology (Continued):

- IT is testing an updated Raptor platform for compatibility with our existing scanning hardware.
- The Team continues to assist teachers and students with the installation of the Respondus Lockdown Browser on BYOD devices.
- Technology provided 130 setups and relocations to meeting spaces, offices, or classrooms.
- The ISP cutover from LACOE to Spectrum was completed on 3/11. Everything has been running smoothly and the old circuit will be disconnected.
- PCHS is having a number of issues with Schoology and problem resolution. PCHS has been working closely with Schoology on this and a few issues that were promised to be live with the 19-20 school year but will not be live until the 20-21 school year.
  - The issue with Apple iOS devices continues. The last update of iOS causes a compatibility issue between the Schoology app and Respondus Lockdown Browser. The issue is a Schoology issue, and the Schoology iOS App needs to be updated by Schoology and then downloaded by students in order to resolve the issue. Schoology has not released a period for this update to occur.
  - There have been a few bugs discovered when using the Schoology AMP for assessments. The most critical being a bug that impacts test security. The bug prevents teachers from printing assessments for students that do not have a device. If a teacher wishes to print assessments, they must disable randomized question order, a standard and necessary security practice in the modern classroom. If a teacher were to elect not to disable the randomized question order, all printed assessments are scored incorrectly.
- Category 1 eRate funding for the 2018-19 year has finally moved forward and is ready. A FCC Form 471 was issued, committing \$35,325.00 of funding. This will offset the same amount that PCHS had to incur with providers due to the difficulties caused from our BEN change in 2017. \$29,419.00 were deposited to LACOE have been refunded to PCHS.
- The Category 2 eRate funding has been released and the project has a green light to move forward after nearly 2 years of eRate Program bureaucratic delay! Unfortunately, the winning vendor must submit product update/replacement forms for approval to the Fed, as some of the hardware that was bid out in March of 2018 is no longer available. Ideally, this will not take longer than another 30 days before we can move forward.





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### Information Technology (Continued):

- eRate Project highlights are:
  - Replace some of our aged and failing core network infrastructure
  - Replace some of our aged and/or failing classroom lab networks
  - Supplement wireless access points in some classrooms with insufficient infrastructure
  - Grow physical network where insufficient, non-existent, or otherwise problematic areas
  - Provide for, repair, or replace the battery backup to each network IDF
  - Repair/Replace some of the fiber runs that have stopped working
  - Run some of the needed new fiber runs to new classroom labs and new IDF's
  - Add new Ethernet capacity where exhausted in lower A, B101, AA office, H, E, G, J, Mercer Hall, Cafeteria/Staff Cafeteria
- Due to a formula change in funding allocated per student, PCHS has access to \$176,912.78 of additional C2 funding. The expectation is to utilize the funding before it expires at the end of this 5-Year cycle. Additional equipment was added to our RFP, which closes on March 23<sup>rd</sup>.
- The 5-Year E-Rate Category 2 plan for 2021-2026 has just been announced by the FCC, with the funding year of 2020-21 being a holding year. Highlights include a potential allotment of \$167 per student for qualifying equipment or service. This would fit well with the Tech Plan that calls to replace the existing Wi-Fi infrastructure in the 2022-23 or 2023-24 school year.

### Permits & Setups:

- **Permit Revenue for February 2020 is ~\$47,100:**
  - ~\$34,500 from Facility Rentals
  - ~\$750 from Banner Rentals
  - ~\$8,500 from Filming
  - ~\$3,350 from Misc. Events/One Time Permitters
- **March & April Permits Revenue Alert:**
  - To be expected, the revenue number for March will be low. With only 11 days of facilities availability due to the COVID-19 Events impact, and even some of those with reduced demand, combined with State Basketball Playoffs impacts on Gym Availability before 3/11, and then the Safer-at-Home Order, March will have some revenue, but not much.
  - In addition, it is anticipated that April will have virtually zero revenue – some minor Banner revenue is all that is expected.
  - Overall Expected Lost Revenue due to COVID-19 is: \$105,400
    - Gyms (Large & Small Combined): ~\$38,800
    - Stadium (Track & Field): ~\$30,600
    - Baseball Field: ~\$9,500
    - Tennis & Upper Blacktop: ~\$4,700
    - Mercer: ~\$1,800
    - Filming: ~\$20,000 (several good prospects for commercial shoots)



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### Facilities/Projects:

- **Ongoing Day-to-Day Operations/Facilities Support via [facilitieshelp@palihigh.org](mailto:facilitieshelp@palihigh.org) that included but is not limited to the following:**
  - **Custodial Staff** – Continued daily Disinfecting of High-Touch areas such as all door knobs/handles, light switches, desks, tables, chairs, keyboards/mouse, counters, benches, water fountains, elevator, etc. rails with Clorox bleach germicidal wipes in addition to general daily cleaning.
  - **Attendance & Counseling Offices** - Installed the two Purell hand sanitizer dispensers we could get in common area location for both staff, students and visitors to access as they enter/exit
  - **E-2-GN Restroom** - “Halo” Vape Detector Sensor installed specifically to address Student vaping in restroom issues, as smoke detectors do not consistently/effectively detect vape products. “Halo” will send an alert via email and/or text to designated parties who then will be able to match with camera footage in hopes of catching frequent offenders.
  - **HR/Nurse Pass through Door** - Soundproofing door kits installed for added privacy when meeting with parents; students and/or staff.
  - **Payroll/Student Support offices** - Soundproofing dry wall installed for added privacy when meeting with parents; students and/or staff.
  - **Annual PM of (4) Campus Ice Machines** - Included filters replaced.
  - **Annual Water Fountain Filter Replacements.**
  - **U105/W120** - Roof repairs made to address leaks during last rainstorm.
  - **D204; G105; Weight Room** – Failed Occupancy Room Sensors replaced for lights to continue to operate on/off automatically.
  - **Daylight Savings Time Adjustment** as of 3/8 – Manually made 200+ Battery Operated Clock Changes
  - **G-1-B** - New stainless steel combo hand paper and trash combo dispenser installed.
  - **PE Tunnel** - Back filled Main Water Line Valve Repair hole
  - **Tennis Courts Drainage System** – Gutter between Tennis courts and Baseball batting cages was cleaned and electrical conduit relocated out of the way for Contractor to measure for custom fabricated gutter to ultimately minimize mud flows during rain storms
  - **J-Bldg.** - Replaced six faulty light fixture drivers for exterior canopy walkway.
  - **J-Bldg. Canopy** – Installed windsock to be used for various *purposes* as they can accurately indicate the speed and direction of wind & can be used in an emergency where risk of gaseous leakage exists.
  - Ongoing Door/Lock maintenance, repairs and adjustments
  - Delivery of daily onslaught of packages, paper and paper towels throughout campus
  - Ongoing Athletic Facilities Maintenance – Stadium & Baseball Field, Tennis courts, etc.
  - Hallway & PE Locker fixes and adjustments as needed
  - Restroom faucet, sink, toilet/urinal repairs as needed





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### Items in-progress and expected completion soon include:

- Installed Mirrors in Restrooms: E-1-B; G-1-B; G-2-B
- Replacement of Bird-Predator call device to keep unwanted pigeons and crows away from campus especially during nutrition/lunch.
- Installing additional Hand sanitizer dispensers' campus wide. Currently we have hand sanitizer dispensers on order and are awaiting delivery
- Tennis Courts Drainage System to be installed to minimize mud flows
- Band shed doors @ Lower blacktop - Replace damaged doors. Awaiting ordered doors to arrive.
- 2<sup>ND</sup> SET of restroom signs; building ODD/EVEN signs; Office nameplates, etc. - Awaiting order.
- Halo Vape Detector – Install additional units in other student restrooms
- Getting All Faculty Parking Lot Solar fixtures to operate consistently (they're very temperamental)

### Facilities Larger Scale Projects:

- **Long-Term Temporary Heating System Repair (Primarily LAUSD Funded)** – Historical info follows this, but the last outstanding issue was the J-Bldg leak issue, which was resolved in Mid-Feb, and heat is working again in J-Bldg.

The water pipe portion of this Project was completed in late October and heat was flowing as needed until early December when the system sprung a gas leak. The gas pipe portion of this temporary solution has been worked on by LAUSD over Winter Break, is now completed, and was available for the start of spring semester. Additional issues (an Air-Handler problem hampering heat flow into Mercer Hall and valve/leak problems hindering J-Bldg) have been addressed by LAUSD and were operational by the start of spring semester. However, ongoing leaking issue with piping inside J-Bldg have caused issues with heat flowing into J-Bldg classrooms. Work scheduled to be completed by Mon 2/10. This Project funded by LAUSD.

- **Long-Term Heating System Infrastructure Replacement Project (LAUSD Funded)** – Historical info follows this, but other than maybe a two month delay in starting, and assuming the COVID-19 Events do not continue too much past early May, this project is still slated to start this summer, though now more likely in August. Considering it is a 12-15 month project anyway, it was going to exist during all of the 2020-21 School Year anyway, so this two-month delay does not really change that.

Project design phase of this project has been completed, and has been fast-tracked by LAUSD due to the ongoing heating system problems PCHS has been experiencing. Bond Oversight and LAUSD Board reviews/approvals have now been obtained. The estimated start date of this project is attempting to be moved up a year and therefore may start as soon as June 2020 (this summer). The project is estimated to be 12-15 months and therefore to have the new long-term heating system in place by November 2021 for the start of the 2021-22 winter season. Multiple milestones still to be cleared before confidence in project being started that quickly becomes high. Temporary heating solution to serve us until this new long-term system is ready. This Project funded by LAUSD.



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### Facilities/Projects - Continued:

- **Gym A/C Project (LAUSD Funded)** – Project was DSA Approved. LAUSD prepared bid packages for General Contractor bidding/selection. Projected estimates came in much higher than anticipated. Project reviewed for cost reduction via Value Engineering, reduction in scope, or both. Project was then modified again by LAUSD and had to be re-submitted to DSA for review/approval. Latest status is the re-design is now with DSA again and we are waiting for their review, and hopefully approval. Latest revised targeted start date is now August 2020, but I am told it is more likely to be later than that. Project will be ~15 months as planned once it actually starts. Original start date was August 2018.
- **Security Fencing (Unfunded)** – LAUSD mandated Architectural & Structural Engineering plans created by Breen Engineering Inc. - Funding needed to complete plans and for fence purchase/installation.
- **Donor Brick Wall (Donor Funded)** – Completed installation of Donor Bricks from a campaign to raise funds. Wall installed on the home side walkway on the school-side of the Press Box. Additional bricks have already been commissioned and will be installed this summer. Additional bricks may be purchased if desired – Please contact Mike Rawson at [mrawson@palihigh.org](mailto:mrawson@palihigh.org).