



# PALISADES CHARTER HIGH SCHOOL

## Board of Trustees Meeting Operations Report April 21, 2020

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

#### Cleaning/Safety:

- While campus is being used sparingly by a handful of Faculty executing their Distance Learning from Campus, and Classified Staff coming 2-3 days a week Tue-Thu's for ongoing departmental operations, PCHS has our downsized Janitorial Staff doing daily disinfecting of the multi-person used areas, and the high-touch areas, such as: A-Bldg. 1<sup>st</sup> Floor Rooms/Offices, Library & AA Room, J120, Restrooms, etc. Disinfecting cleaning includes Door knobs/handles, light switches, railings, counters, conference tables, water fountains, etc.
- Additional disinfecting of Hallway Lockers (Combination Dials and Handles), all 2,700+ of them, has been done to compliment the disinfecting cleaning of all Classrooms, Dept. Rooms, Offices, Restrooms, Water Fountains and Public Railings that was done in March after 3/12/2020. PE Lockers cleaning to be done as well.
- 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, Masks, Eyewear, etc.
  - Disinfecting Wipes & Sprays we got some order fulfillment, but a rationed amount, and unfortunately still waiting for remaining order fulfillment
  - Hand-Sanitizer & Mask orders we are still backordered on, like most people, and still have no delivery timeframe available.
  - Paper Products, Soap and Glove orders fulfilled
  - PCHS looking to purchase machine and Product/Supplies to Fog/Mist Classrooms and Offices with disinfectant, similar to what Airlines and Busing companies do
- Additional Hand-Washing stations rented while students were still on campus have been returned. These can be reinstated once Faculty/Staff & Students are coming back on-campus.
- 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.
- Once Students are permitted back on campus, hopefully for start of 2020-21 school year, the AM and PM Janitorial Crews will be staffed up and a complete campus re-disinfecting and cleaning will be done before everyone is collectively back on campus.



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

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

- In response to the State/City essential services personnel to wear Masks, PCHS has instituted a requirement for all PCHS Personnel and Visitors to wear masks and adhere to proper Social Distancing rules while on campus.
- PCHS Security Guard coverage has been reduced to levels similar to Summer & Winter 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, and working remotely on Mon & Fri.
- The front/flagpole walk-up entrance to campus is now fenced and lockable to help keep unwelcomed visitors out. While only temporary, and using temporary fencing, the campus perimeter is now fenced and lockable as needed.
- Primary Security Location has been shifted to the Main Campus Drive-In Entrance Gate, which is staffed continuously while Campus is Open (Mon-Fri 7am-4pm). Flagpole Area Walk-In Entrance remains staffed, but is now locked up when a guard is not on duty during breaks – All people coming to campus to report to/through drive-in entrance when Flagpole Area is locked up.
- Parking Lots and drive-in access to campus is closed on weekends and Holidays. Drive-In Entrance Gate closed from Fri 4:15pm through next workday at 7:00am. Faculty/Staff still able to come to campus on weekends for critical needs between 7am-4pm.
- 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.



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### 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 Drills of Wed 4/29 (a Shelter-in-Place recap/review drill), and May 18<sup>th</sup> Fire Drill, have been canceled due to the Safer-at-Home Order and Distance Learning mode. A 2020-21 Safety Calendar will be implemented this summer for the new school year.
- 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 Permanent 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
- With the increased concerns for student safety related to Active Intruders, PCHS expects 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 diligence 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.



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### Transportation:

- All Regular Ed (To/From PCHS), Special Ed, Athletic and Field Trip buses were canceled as of after Thu 3/12/2020. The resumption of school buses has now been cancelled for the remainder of the 2019-20 school year. We have been in contact with the ATS and YC Bus Companies regularly about ongoing events. ATS in particular is making plans and accommodations for a hoped for re-start of busing for the 2020-21 school year, including possible ways to aid in social distancing/shielding even while students are on the bus.
- The 2020-21 School Year PCHS School Bus Registration & Scholarship Application, which started on 2/18, was originally 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.
- As of the original deadline for 2020-21 PCHS School Bus Registration (3/24), 277 students have registered for the bus. We are currently at 304 registered riders. Please keep in mind that historically the last week of Registration is when a disproportionately large volume of registrations occurs 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 over the next few weeks and will help increase our ridership for 2020-21.
- 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 good 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.



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### Permits & Setups:

- **Permit Revenue for March 2020 is ~\$32,775\*:**

- ~\$16,300\* from Facility Rentals
- ~\$700 from Banner Rentals
- ~\$7,000 from Filming (LuluLemon Commercial)
- ~\$8,775\*\* from Misc. Events/One Time Permitters – Iverbe Summer Rental Deposit
- \*Note – We’re anticipating some potential refund requests for pre-paid March rentals, which will be pro-rated, but if requested/granted will lower this somewhat number
- \*\*Note – This deposit payment may need to be refunded in full if the PCHS’s Campus is not able to re-open this summer

- **[Just as a reminder of Permit Revenue for February 2020] - ~\$47,100:**

- ~\$34,500 from Facility Rentals
- ~\$750 from Banner Rentals
- ~\$8,500 from Filming
- ~\$3,350 from Misc. Events/One Time Permitters

- **April & Beyond Permits Revenue Alert:**

- To be expected, the revenue number for March is lower than expected/usual due to the impact of the COVID-19 Pandemic. We anticipate Permit revenues to be virtually non-existent for April, May & June unless the Stay-at-Home Orders are lifted AND LAUSD allows PCHS to re-open campus AND PCHS’s Board of Trustees & Administration all agree to re-open campus facilities this school year.
- At this point, it appears campus will remain closed through the start of 2020-21, which means July & August Permit Revenue to also be extremely low – some minor Banner revenue is all that is expected.
- Banner revenue also slowing down due to COVID-19 impact, but some remains and likely to be ongoing at lower levels than usual
- Filming has completely stopped and expected to stay so for a while.
- Overall Expected Lost Revenue due to COVID-19 is:
  - 3/13 – 6/4: \$190,400
  - 6/5 – 8/31 (if campus required to stay closed): \$184,600
  - Potential Total Impact over Closure Period: \$375,000



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### Information Technology:

- IT continues to work with teachers, staff, students and parents daily to support eLearning initiatives and daily execution.
- IT also continues to support the Administration and Classified Staff working at PCHS and remotely on a regular basis.
- A huge thank you to the Palisades Rotary Club and their donation of \$3,600 to aid students without internet.
- IT setup/supported PCHS's first Virtual Board Meeting on 3/31 and first Virtual Faculty Meeting on 4/17. Both went reasonably smoothly.
- IT is awaiting new hardware from Raptor before PCHS can migrate to the new Raptor platform.
- 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 operational/live with the 2019-20 school year but will not be available until 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 the 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 time-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, which is 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.
- 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 - Finally! 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 or replace the battery backup to each network IDF
  - Replace some of the fiber runs that have stopped working
  - Install new fiber runs to all classroom labs 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>.

### 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 until further notice
- Operational Management/Maintenance of MGAC Equipment & Facilities occurring daily
- Jan-Mar MGAC Revenue anticipated to be ~\$120,000 (Actuals will be reported at May Meeting)
- Overall Expected Lost Revenue due to COVID-19 is:
  - 3/13 – 6/4: \$111,000
  - 6/5 – 8/31 (if campus required to stay closed): \$145,000
  - Potential Total Impact over Closure Period: \$256,000
- Facility applying to Los Angeles County EMS to offer Public Safety First Aid Class (target date Jan 2021)
- MGAC Aquatics Director attended SCPPOA conference 3/5/20 in Santa Monica (SoCal aquatic agencies Irvine to Ventura in attendance)
- MGAC Aquatics Director attending nationwide Aquatics Zoom conferences bi-weekly regarding COVID impact on facilities/ programming
- MGAC Handbook being Revised/Updated re Emergency Action Plan, Operational Standards, and SDS updates
- CA EMS-approved Public Safety First Aid Class is being delivered to staff when appropriate



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### MGAC/Pool (Continued):

- General Pool/Equipment Preventative Maintenance ongoing
- Maintenance Repairs/Replacements Projects:
  - Pool Filter Preventative Maintenance & Water Quality Improvement
  - Replace 3 underwater pool LED lights
  - Install eye-wash station by chemical rooms
  - Re-grout locker rooms
  - Replace CO2 solenoids
  - Replace pool controller probes
  - Service surge pit
  - Preventative maintenance ongoing
  
- Proposals being solicited for new pool water heating system:
  - Received 3 bids for:
    1. Redundant system both pools
    2. Upgrade to energy efficient model
    3. Heater replacement (dated model)
  - Lowest option \$120,00, mid-range \$160,000 and top tier solution \$350,000 installed
  - 3-6 Month timeline to complete so looking to do sooner rather than later to replace 10 years old no-redundancy unit that has reached its recommended end of useful life
- 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-\$150k) – This is a 3-6 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)





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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 common areas in use daily by staff still working on campus plus a second round completed of campus-wide disinfecting of rooms/offices/gym/stadium/etc. using 60%+ alcohol wipes and Clorox bleach germicidal wipes on: door knobs/handles, handrails, light switches, desks, tables, chairs, keyboards/mouse, counters, elevator, water fountains and benches.
  - **A-Bldg./Flagpole/Mercer** – Moved, installed and secured flagpole area using PCHS owned temp fencing panels along with additional barricades to help mitigate incoming traffic as Security also has been scaled down.
  - **Stadium Home-Side Water Fountain** - Filter Replaced. Campus Annual 3M Aqua Pure filter replacing completed. Service next due in March 2021
  - **E-1-B & G-1-B and F-1G & E-2-GN** - Restroom Mirrors Installed & Adjusted
  - **Campus Gates** – Locks and chains maintenance, adjustments, welding, etc. of gates for: Stadium lot entrance, Stadium Press box (latch included), Stadium entrance via Flagpole tunnel, Stadium Visiting tunnel Temp entrance, PCHS Track/PA Pass through path, Faculty Lot Entrance/Exit Temp, (2) Faculty Lot Temp pedestrian gates, Faculty lot level 2 slope entrance, (2) Mercer Temp pedestrian gates, Baseball Outfield/Infield entrance and Sunset/El Medio emergency push-bar gate.
  - **U106 and U107/U108 Exterior Ramps** – Re-welded several bad spots to alleviate potential safety issue and the noise it caused anytime anyone walked up ramp.
  - **F204** - Addressed CharterSafe issues from our most recent *Loss Control & Safety Audit* report
  - **A-Bldg. Canopy Roof** - Roof repairs made to address leaks during last rainstorm.
  - **HR Office Door to Dolphin Tank** - Soundproofing door kits installed for added privacy when meeting with parents, students and/or staff.
  - **Attendance Office** - Replaced “Movie Magic” light bulbs that were common use throughout A-Bldg. but 2-3x the cost with new LED light bulbs.
  - **Cafeteria Outside Freezer** – De-Iced, Adjusted temperature, Cleaned Coils, etc.
  - **MGAC Chlorine Room** – Door threshold needed to be reset and secured in additional locations as rain/moisture had lifted it making securing the door difficult.
  - **Bird-Predator Call Device Replaced** – The faulty device replaced to keep swarms of pigeons and crows away from campus, especially during nutrition/lunch.
  - Power Washing of many areas of campus to help general cleanup of entire campus
  - Standard Ongoing Facilities Activities Suspended during Distance Learning”
    - Ongoing Door/Lock maintenance, repairs and adjustments as discovered
    - 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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## Facilities/Projects (Continued):

- **Items in-progress and expected completion soon include:**
  - **Hand-Sanitizer Dispensers** – 10 new dispensers to be installed around campus once received
  - **Tennis Courts Drainage System** - Install set to begin Mon 4/20
  - **J110** – Main water line leak repair.
  - **Installation of Boosters Funded Hydration Stations** - Waiting on LAUSD Approval for ACCO installation of 7 new Elkay water fountains with bottle fillers
  - **Handrails at Cafeteria Loading Dock Stairs**
  - **G-2-B Mirror Install in Restroom** - This assures every student restroom has at least one mirror.
  - **A206 & A208:** Replace failed Occupancy Room Sensors for lights to continue to operate on/off automatically.
  - **HR/DT Pass through Door** – Install Soundproofing door kit for added privacy when meeting with parents and/or staff.
  - **Gilbert Hall** –Install (2) metered Push Top faucets to replace turn knobs.
  - **G-Bldg. Mechanical Room** - Replace corroded water main line pipes.
  - **MGAC Restrooms** – Re-Grouting Floor Tile
  - **Band Shed Doors @ Lower Blacktop** - Replace damaged doors. Awaiting ordered doors to arrive. Manufacture closed due to COVID-19
  - **Install Additional Signage Around Campus** - Boys/Girls restroom signs; building ODD/EVEN building signs; U-Bldg. Room# Signs, Office Nameplates, etc. - Awaiting order. Vendor closed due to COVID-19
  - **Halo Vape Detector** – Fine tune sensors and messaging when detection occurs
  - **Solar Lights in Parking Lot** – Continuing to troubleshoot all Faculty Parking Lot Solar fixtures to operate consistently (they're very temperamental)

## Facilities Larger Scale Projects:

- **Long-Term Heating System Infrastructure Replacement “Utilities” Project (LAUSD Funded)** – Historical info follows this, but assuming COVID-19 Events does not impact the Contractors ability to work, this project is slated to start Late July or Early August 2020, and is scheduled as a 13-15 month project and therefore will exist during the entire 2020-21 School Year.

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 Larger Scale Projects (Continued):

- **Gym A/C Project (LAUSD Funded) –**

Historical info follows, but assuming COVID-19 Events do not affect Contractors ability to work, this project is slated to start Late Oct or Early Nov 2020, and planned as a 14-16 month project and therefore will exist during most of 2020-21 School Year and start of 2021-22.

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, and is back out of DSA with 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.

- **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 2020, and heat is working again in J-Bldg. and the rest of campus.

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.

- **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 in Sep 2019 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).

- **Administration Building Exterior Beautification Project (Unfunded) –** Beautification project designed by former PCHS Parent who is a Landscape Designer, who also designed the Garden Gateway Phase 3 beautification project at the corner of Temescal & Bowdoin. Plan calls for removal of old/stale bushes and plants and planting of new trees, bushes and landscaping elements as well as cosmetic repairs and painting of the front of the Building to enhance this front facing area of campus. ~\$20,000 is needed which is currently unfunded.