



PALISADES CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report May 19, 2020

Security/Safety – Coronavirus Related in Some Manner:

Cleaning/Safety:

- Janitorial personnel are still on-campus 5-Days a week (Mon thru Fri) to clean/disinfect the regularly used areas of campus, and are scheduled to continue until everyone is back on campus regularly. Disinfecting occurring daily in all used high-touch points, including but not limited to door knobs/handles, light switches, railings, high-traffic offices, regularly utilized counter and conference tables, etc.
- Additional supplies ordered and received to aid PCHS in both the extra cleaning and daily consumables. Thing like, but not limited to: Masks, Self-Pump Hand-Sanitizer, Dispenser Delivered Hand-Sanitizer, Disinfecting Wipes, Disinfecting Sprays, Additional TP, Paper Towels, Hand-Washing Soap, Protective Gloves, etc.
 - Masks and Disinfecting Wipes we got some order fulfillment, but a rationed amount. Outstanding orders still in waiting mode.
 - Hand-Sanitizer we got backordered on, like most people, and ultimate orders canceled. Additional orders placed and we are 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, in addition to all locker dials and handles. The entire campus was re-cleaned when the students were gone as well.

Security/Safety:

- PCHS Security Guard coverage has been reduced to levels similar to Summer Break mode and is expected to continue through July 31st, 2020.
- Guards at Flagpole Walk-In Entrance most of the day. Guard at Main Drive-In Entrance at all times from 7:00am – 4:15pm
- Campus is still accessible for Faculty 7-Days a Week as needed through early June, but limited to 7am – 4pm. Summer Hours and more limited access expected to go into effect in Mid-June as it does every summer.
- 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



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Security/Safety (Continued):

- Security Guards and Non-Faculty Staff to be increased on-campus for the 5/26 – 6/12 period to execute our Year-End Process to collect all PCHS owned assets in students possession. Things including but not limited to Textbooks, Chromebooks, PE Clothes, Musical Instruments, etc. In addition, Yard Signs and Tassels exclusively for seniors, and AP Clothing for AP Students that ordered such, will be distributed during this process. The Students/Families coming to campus will be By-Appointment Only, and be scheduled and actively controlled/managed in order to provide for a Socially Distanced and safe process. Plans call for 10-12 cars every 20 minutes (30-36 cars per hour). The majority of the process the students/families will not even leave their cars, stations will be setup with drop-off tables for items to be placed out of car windows, and collected by PPE Outfitted PCHS Personnel. This process is necessary so we can take inventory, damage/repair assessment and mitigation, and prepare all items for the 2020-21 school year.
- Specific Emergency Days campus access rules in place for visiting Students, Families, 3rd-Parties, Vendors, etc. Accommodations exist for Students to pick-up items as needed, essential parent/PCHS meetings, deliveries, etc.
- All non-essential facilities are 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. Based on latest CA, LA County, LA City revised Stay/Safer-at-Home Orders, it is not anticipated campus facilities will re-open before 8/1/2020 at the earliest.
- To practice the required 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, and as required by LA City Regulations, all people outside on campus are required to wear nose and mouth covering masks.

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.
- All Safety Drills for the remainder of the 2019-20 school year were cancelled and will be revisited for 2020-21.
- 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 3rd-Party experts. Many important safety measures are currently not being pursued due to lack of funding



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Transportation:

- All Regular Ed (To/From PCHS), Special Ed, Athletic and Field Trip buses were canceled for the remainder of the school year as of end of Thu 3/12/2020.
- Resumption of Regular Ed, Special Ed, Athletic and Field Trip busing to resume once some degree of Students-Back-on-Campus returns, whether for the entire study body or a hybrid/staggered social distancing oriented schedule. Bus Company ATS and the Transportation Dept. are discussing matters regularly.
- Refunds for those families that had pre-paid for riding a PCHS School Bus for the 3/13/2020 – 6/3/2020 period were processed over the last three weeks and mailed out to families as of this Board Meeting. Some families rolled over their refunds to pay for 2020-21 Bus Fee down-payments, but 339 refund checks were issued as the majority of people who were due a refund wanted the money sent to them.
- 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 was extended through 5/4. The timelines for all other post-registration activities in the process were also been pushed back roughly a month. The down-payment deadline has been moved from 5/31 to 6/30.
- As of the through 5/4 deadline for 2020-21 PCHS School Bus Registration, 413 students have registered for the bus, and another 10-12 have expressed interested, plus some newly offered/admitted students from the Admission process are also interested. The Transportation Dept. is optimistic the number of registered riders will be approaching 430 by the end of May.
- 177 Scholarship Applications/Requests were received, which is ~43% of the 413 Registration received. All Scholarship requests have gone through the Demonstrated Financial Need process, with approximately 6% of the requests (11 applications) determined as not worthy of any scholarship award. The \$192,000 of 2020-21 scholarship funding has been allocated to the remaining 166 applicants. Scholarship awards are schedule to be delivered to families on Fri 5/22.
- The deadline for 2020-21 PCHS School Bus Program deposits/down-payments (First & Last Month Bus Fees) are due at the end of 6/30/2020. Should all 413+ (hoping to be 425+) registered riders make their proper down-payments by the 7/1 deadline, the bus fleet/routes/stops will be able to remain as existed in 2019-20. Should the properly deposited/down-payment rider population dip below the 393, PCHS would likely need to drop down to 7 buses and reconfigure the routes/stops to return the Seat Vacancy Rate to a more sustainable level.
- 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.



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Transportation (Continued):

- 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 Stay/Safer-at-Home Orders are 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 remains closed until further notice due to COVID-19. Operational oversight and maintenance happening daily.
- Many permit groups moving to online Zoom coaching in interim as USA Swimming cancelled all near-term aquatic competitions
- MGAC Fiscal Status:
 - 2019-20 Pool YTD Revenue = ~\$345,000
 - Mar 13 - Jun 30 Revenue Loss = ~\$160,000
- MGAC Aquatics Director attending nationwide Aquatics Zoom conferences bi-weekly regarding COVID impact on facilities/ programming and latest safety protocols
- Lifeguards completed CDC Pool Inspection Training, Psychological First Aid Training for Disasters and Trauma, and are currently also assisting with campus facility improvement projects, and will assist with the Year-End Collection Process as well.
- Facility applying to LA County EMS to offer Public Safety First Aid Class (target date Jan 2021)
- New Large/Competition Pool Heater Installation – Up for Board Vote
- Pool Filter PM and Water Quality Improvement – to be completed during closure
- Other Maintenance Repairs/Replacements Projects include:
 - Replace 3 underwater pool LED lights
 - Re-Grout Locker Rooms
 - Install eye-wash station by chemical rooms
 - Replace Mechanical Bldg. Thresholds
 - Service surge pit
- 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. Re-Plaster Both Pools (~\$250k)
 2. Replacement/Backup Competition Pool Pump (~\$35-\$50k)
- MGAC Handbook being Revised/Re-Drafted re Emergency Action Plan, Operational Standards, and SDS updates
- 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



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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 Students/Families and PCHS Faculty/Staff. This work is ongoing and will continue through the end of the current school year.
- IT has been updating the budget plan to reflect much needed funding in general as well as possible changes for the 2020-21 school year in response to the coronavirus outbreak.
- Technology has been working with the Librarian and Athletics Director to plan in detail the Year-End Process for end of year item collection while maintaining all City and State regulations in relation to Social Distancing. Over 10,000 items that need to be collected to prep for the fall semester of 2020-21 are on loan to students.
- 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.
- IT has received new scanning hardware for our Raptor platform and will be planning and implementing a cut over to the new release of Raptor over the summer.
- 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 2019-20 school year but will not be live until the 2020-21 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.
 - Lack of promised feature support. The most critical feature promised allows printed assessment questions to be randomized across printed copies, allowing for a level of test security that is mandatory when students sit next to each other in class. The lack of this feature prevents teachers from printing assessments for students that do not have a device, classes that do not have access to devices, and students that have testing accommodation requirements. 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. Schoology has recently updated their product roadmap to mark this feature complete, with a note of **"Note: The randomize questions order setting is not supported when printing assessments."** We will need to immediately take this up with our account manager.



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Information Technology:

- The Category 2 eRate funding was 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. Form 471 part substitutions have now been filed and we are awaiting approval before we can proceed.
- 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
- **From Don** – The Technology Team has been doing a tremendous job throughout this entire COVID-19 Period. They have likely spent more time physically on-campus, and more time assisting every department/group at PCHS, and well as having walk-in service/help for Students/Families, than probably anyone else. In addition, Jeff Roepel has been working extra hours and putting in a lot of extra effort to assist us all with Online Board and Faculty/Staff Meetings, Distance Learning brainstorming, counsel and execution, and fighting through the eRate/Fed bureaucratic quagmire (which is exhausting) as well.

A BIG Thank You from the Administration to the Technology Team during these very challenging times.

Permits & Setups:

- **Permit Revenue for April 2020 is ~\$800:**
 - \$500 from Facility Rentals – Parking space fees for Bay City Tree
 - \$300 from Banner Rentals – Optimist Club Student Scholarship Banner
 - \$0 from Filming
 - \$0 from Misc. Events/One Time Permitters
- **May thru July Permits Revenue Alert:**
 - Permits Fiscal Status is:
 - 2019-20 YTD Revenue = ~\$394,000
 - Estimated 3/13-6/30/2020 Revenue Loss = ~\$187,000 (\$136k Non-Filming)
 - Assumes a less predictable Filming Revenue Loss of \$51,000



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Permits & Setups (Continued):

• May thru July Permits Revenue Alert (Continued):

- With the extension of the State, County, City Stay/Safer-at-Home Orders, PCHS Facilities expected to remain closed through the end of July. Therefore, virtually no revenue expected during this period.
- Cancellation notifications to go out this week to all summer programs/groups (camps, club sports, PCHS pre-season Athletics, etc.)
- Banner demand slowed as well due to COVID-19 closures and unknown affect it will have in the upcoming summer months...banners during this quarter are primarily for summer camp sign-ups, which up until this week were uncertain at best.

Facilities/Projects:

- **Ongoing Day-to-Day Operations/Facilities Support via 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.
 - **E-MIST EM360 System** - Purchased for large-scale Classroom and Common-Use Areas disinfecting and currently awaiting delivery.
 - **J-110 Water Leak** – Two leaks addressed in old/corroded rusted pipe elbows. J110 kitchen area was the initial leak with pipe in corner of ceiling of class above sprinkler control system eventually leaking as well. Both have been fix/repared.
 - **Tennis Courts Drainage System** - Custom fabricated gutter installation completed. Gutter objective is to minimize water and mud flows onto Tennis Courts from Baseball field during rainstorms.
 - **Security Camera** - Relocated from W119 to “W118” Trailer to get camera view of back staircase back on line.
 - **D102(A)** - Occupancy Room Sensor installed for class lights to operate on/off automatically.
 - **Gym Bleachers** – 4-5 broken seats repaired with remaining parts from original bleacher seats. Several additional seats found to be broken. We are currently looking to assemble 4-5 seats from leftover components to address.
 - **Gilbert Hall** – Auto Shut-off push-top faucets installed on Men’s/Women’s Restroom sinks to replace broken turn hand faucets.
 - **Cafeteria Outside Freezer** – Coils cleaned; freezer defrosted and adjusted thermostat.
 - **New Mirrors in Restrooms** - E-1-B; G-1-B and re-adjusted mirrors to better height position in F-1-G; & E-2-GN
 - **Loading Dock Gate** - welded drop-bar for the gate mechanism function properly



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Facilities/Projects (Continued):

- **Ongoing Day-to-Day Operations/Facilities Support via facilitieshelp@palihigh.org that included but is not limited to the following (Continued):**
 - **W118 Trailer** – Safety window blinds installed.
 - **Storage** - Clean Out All Mechanical/Electrical Rooms
 - **Storage in F-Bldg.** - Yearbook and Soccer Storage Room - Installed 4 More Shelving Units, 4 Shelves High to accommodate the need for additional shelving.
 - **Bird Alarm** - Replacement of Bird-Predator call device to keep unwanted seagulls and crows away from campus - especially during nutrition/lunch.
 - **U106 Exterior Ramp** - Welded ramp from underneath to support beams to address the popped rivets that made noise whenever someone walked to U105/U106.
 - **Chains & Locks** - (14) Gate entry/exit locations in and around campus including Stadium gates had chain/locks welded onto existing gates for security purposes.
 - **Pool/M-Bldg. Service Road Gate** - Bearing hinges and support brackets replaced.
 - **Door Sweepers** - Especially designed to deter rodents. Installed on Study Center and Left hand side of Gym lobby entrance.
 - **Quad Benches** - Replaced rotted wood on several benches in main quad
 - **2020 Senior Event** – Made the 2020 out of plywood used for Senior “Be the light” event. In conjunction with Permits Dept. stencil created, numbers cut from plywood and painted.
 - Still Occurring, although at a much slower rate:
 - Ongoing Door/Lock maintenance, repairs and adjustments
 - 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

Items in-progress and expected future completion include:

- Working with various Depts. for student Year-End Collection Process as this years’ version will be conducted in social distanced phases over the course of 3 weeks.
- Plexi-Glass walk-up counter shields due to COVID-19. Similar to what has been installed at supermarkets so that high-traffic stations can have shields to help protect PCHS workers and the people they’re talking to
- Mercer Hall: Fix Pocket Doors and general cleanup/organization
- Power washing brick walkways between Bldgs. To rid of built-up grime. Fix as needed.
- Tennis Hitting Wall Resurfacing/Painting
- Safety: Refresh painting/taping required clearances around Plant Equipment around campus
- Safety: Trip Hazard Remediation - Fix Additional Flat Concrete Problems & Grind Trip Hazards
- U106 flooring repair
- J108 floor tile replacement
- Cafeteria loading dock ADA staircase hand-rails to be installed – Paint Loading Dock Wall



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Facilities/Projects (Continued):

Items in-progress and expected future completion include:(Continued):

- Baseball Scoreboard Timer Replacement and Support Poles Reinforced
- Replace Valve in Home Side Stadium Restroom - Right Most Urinal Leaking issue
- Pests: Search for and seal-up any Pest Access Points in the Gym & Mercer/Cafeteria Complexes
- Purchase of smoke detector wand to perform recurring restroom smoke alarm testing
- Addressing PA Speaker issues reported in several classrooms
- Getting All Faculty Parking Lot Solar fixtures to operate consistently (they're very temperamental)
- Band shed doors @ Lower Blacktop - Replace damaged doors. Awaiting ordered doors to arrive.
- Restroom signs; ODD/EVEN Building signs; Office nameplates, etc. - Awaiting order.

Facilities Larger Scale Projects:

- **Long-Term Heating System (Utilities) Infrastructure Replacement Project (LAUSD Bond Funded).**

Historical info follows this, but other than a three-month delay in starting, and assuming the COVID-19 Events do not continue with significant impacts much past July, this project is still slated to start in Sep 2020 (previously projected to start June 2020), and has been revised to now be a 14-18 month project, lengthened by at least 2-4 months. Based on the length of the project, it was going to exist during all of the 2020-21 School Year anyway, so this three-month delay does not really change that.

Meetings to discuss project impact to the campus and school activities, assuming students are on campus for fall 2020 semester, are scheduled for May & June. More details to come, but Faculty/Staff & Students should expect inconveniences is appearances and walking pathways throughout the project.

Historical Info: 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 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 Bond Funded)** – Project still planned by LAUSD, but now scheduled to start Nov 2020, and still last 14-16 months. Project will overlap significantly with the Utilities/Heating Project.

Meetings to discuss project impact to the campus and school activities are being scheduled for this summer. More details to come, but Faculty/Staff & Students should expect inconveniences is appearances, walking pathways and potentially some facility-use throughout the project.

Historical Info: 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.
- **Long-Term Temporary Heating System Repair (Primarily LAUSD Funded)** – Project completed in Nov 2019, punch list items in Feb.

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.

Historical Info: 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.