



PALISADES CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report June 23, 2020

Security/Safety – Coronavirus Related in Some Manner:

Cleaning/Safety:

- Extra Janitorial personnel were on campus for the three week Year-End Collection Process (YECP) to continuously disinfect/clean the tables, chair, carts, etc. at the 9 Stations, and the Restrooms used by the YECP Workers.
- 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, Face Shields, Self-Pump Hand-Sanitizer, Dispenser Delivered Hand-Sanitizer, Disinfecting Wipes, Disinfecting Sprays, Additional TP, Paper Towels, Hand-Washing Soap, Protective Gloves, etc.
 - Masks for YECP and Summer needs finally arrived
 - Disinfecting Wipes still on Backorder - We got some order fulfillment, but a rationed amount. All outstanding orders still in waiting mode.
 - Hand-Sanitizer still on Backorder like for most people, and ultimately orders canceled. Additional orders placed and we are still waiting for fulfillment.
 - Paper Products, Soap and Glove orders fulfilled
- PCHS Personnel still following County guidelines for Social Distancing and Mask Wearing on campus, as well as minimizing the amount of people on campus
- Purchased Plexi-Glass In-Person Interaction Guards for higher-volume offices/counters – Main Office, Attendance Office, Counseling, College Center, Library, etc. Operations Team also looking to either build or buy floor-standing Side-by-Side dividers for same offices to help protect all people involved.
- Planning for possibility of 2020-21 Fall Semester Students-on-Campus related to additional labor and materials to accommodate:
 - Janitorial Personnel for continuous disinfecting
 - Monitoring Personnel for Social Distancing, Mask Wearing and Temperature Checking
 - Additional supplies/materials for disinfecting
 - Additional PPE for both PCHS Personnel and Students/Visitors



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Security/Safety – Coronavirus Related in Some Manner:

Security/Safety:

- PCHS Security Guard coverage for YECP period was increased to manage/monitor that process, but has now been reduced back again to levels similar to Summer Break mode and is expected to continue until the next time students are on campus regularly (8/19 or later).
- PCHS Campus Aids at Flagpole Walk-In Entrance most of the day. Aids at Main Drive-In Entrance at all times from 7:00am – 4:15pm. Evening coverage by Joffe Security Services continues.
- Campus is still accessible for Faculty/Staff 5-Days/Week Mon-Fri as needed through summer, but limited to 7am – 4pm. Summer Hours with more limited access in effect until Campus/Facilities enable to re-open.
- 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.
- 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.
- 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, Mercer/Gilbert Halls, Stadium, Stadium Parking Lot, etc. based on latest CA, LA County, LA City and LAUSD rules. Even though County/City relaxing of business closures is underway, LAUSD has stated that campus facilities will not be able to re-open before 8/1/2020 at the earliest.
- Controlled entrances at the Flagpole Area are being contemplated for implementation of more managed/controlled campus entrance/access for temperature/symptom check requirements that may be in existence for schools to re-open and allow Students-on-Campus.

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 for LAUSD Charter School Division.
- Trip hazard remediation for campus walkways are being mitigated via cement grinding, cement patching/repairs, etc.



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Security/Safety – Standard (Continued):

- Trip hazard remediation for campus walkways are being mitigated via cement grinding, patching/repairs, etc.
- All typical Safety Drills for 2020-21 will be planned and scheduled once it is determined we will be having Students-on-Campus 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

Transportation:

- 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.
- 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 was moved from 5/31 to 6/30.
- Scholarship Offers to those students who have Demonstrated Financial Need were delayed from 5/22 until 6/17 in order for the Administration, Budget & Finance Committee and Board of Trustees to review the Scholarship Funding and overall PCHS School Bus Program cost within the context of the school wide budget. Therefore, the timelines for all other post-registration activities in the process were also been pushed back another week or two. The down-payment deadline has now been moved until July 7th.
- 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 on behalf of 189 students (applications are per family). All Scholarship requests have gone through the Demonstrated Financial Need process, and the Offer Letters were emailed out on 6/17. All Scholarship funds have been offered. Final determinations will be made once we reach the July 7th cutoff.



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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 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. However, reduced scheduling and significantly lowered capacity for Social/Physical distancing is expected when our fall semester begins. It is undetermined at this time how significant or extended the limitations will be for PCHS Students.
- It should be noted that Special Ed Transportation Services are exceedingly difficult to re-engage in times of high-demand, which is expected 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 the crisis ends.

Year-End Collection Process (YECP):

- The Year-End Collection Process (YECP) to provide a Socially/Physical Distanced method for all students to return PCHS Property including but not limited to Textbooks, Chromebooks, PE Clothes, Musical Instruments, etc. The program ran from Tue 5/26 through Mon 6/15
- Thank you to all the PCHS Personnel that assisted with this critical but time-consuming process!
- All collections still being reviewed/assessed, but preliminary rough estimates are along the lines of 65-70% participation, which means ~1/3 of all students items have not been returned, which include hundreds of Student Tech Devices and thousands of Textbooks.
- While senior's participation rates were better than the overall average, we started with ~80% participation. However, that meant ~20% (~140 seniors) did not return PCHS Property. After multiple rounds of emails and phone calls to student parent/guardians, we reduced this to ~80 seniors, and have continued outreach to encourage seniors to return these items.
- If PCHS decides to implement 100% Remote/Distance Learning for fall semester, we will need to setup/execute a School Start Distribution Process to assign/hand-out Textbooks, Tech Devices, PE Clothes, Instruments, etc. This will be a significant undertaking.



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MGAC/Pool:

- MGAC/Pool remains closed until further notice due to COVID-19. Operational oversight and maintenance happening daily.
- MGAC Fiscal Status:
 - 2019-20 Pool Revenue = ~\$345,000
 - Mar 13 - Jun 30 Revenue Loss = ~\$160,000
 - Hoping to re-open early in 2020-21 to re-establish facility usage and revenue generation
- LA County Health Department Guidance for Public Pools released 6/15/20
- Local pool re-opening processes underway at several local area pools. Including:
 - Collins-Katz pool (on Uni High School campus) opening 6/22
 - SMC targeted for 7/7
 - Malibu either 7/4 or mid-July
 - Culver City possibly 7/6
- LA City Pool Operations Plan submitted to City Council and LAUSD reps for possible opening of 17 year round facilities and 5 B.O.E sites
- PCHS Re-Opening Plan in place for when our facility can re-open
- Sourcing PPE and Signage for when our facility can re-open
- Building out back-end to membership system to support online reservation system – no contact check-in (public lap swim only)
- Other Maintenance Repairs/Replacements Projects include:
 - New Large Pool Heater installation underway
 - Repair water main line
 - Replace 3 underwater pool LED lights
 - Underwater plaster repair
 - Replace Mechanical Bldg Thresholds/Painting
 - Service of 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)
 - 3. Replace Main Drains
- Facility applying to LA County EMS to offer Public Safety First Aid Class (target date Jan 2021)
- 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:

- The Technology worked extensively with the Librarian and Athletics Director to plan and execute the Year-End Collection Process while maintaining all City and State regulations in relation to Social Distancing. Over 10,000 items needed to be collected to prep for the fall semester of 2020-21.
- YECP collections and Senior Clearance tasks are occupying the majority of the Tech Team's time post YECP. The Team is inspecting and inventorying all returned devices to assess any damages and ensure all received items have been accounted for. Seniors are the initial focus, they have been contacted directly via email, through their parent/guardian email, and direct phone calls to ensure items are returned. Appointments are being made for the late returns of Tech Devices and Textbooks, through the Tech office. Excluding summer school and other programs that still require devices, over 100 devices are still outstanding in grades 9-11.
- 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 summer as needed (year-round workers, summer school, prep for 2020-21, etc.).
- IT is also working on budget-approved purchases/projects. In particular, multiple quotes have been requested for the Student Device purchases based on the same device specifications. Quotes expected back by end of June. The Technology Dept. is requesting Board of Trustees approval for the EDP and CBO to be authorized to purchase the student devices from the lowest priced Reasonable & Responsive vendor that offers a price at or below the approved budget amount for this purchase, and to enter into the lease acquisition of said devices. This is critical in order to get our order in queue to hope to receive the devices in a timely manner for the 2020-21 school year.
- 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.



Information Technology (Continued):

- 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.
- The Category 2 eRate project is in full swing with boots on campus managing the Phase 1 construction. Three labs have been completely wired and fiber is now being run throughout campus. Form 471 part substitutions have now been filed and we are awaiting approval before we can proceed with Phase 2, which includes the equipment to connect all the wiring. Currently aiming for an 8/1 project completion.
- 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.



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Permits & Setups:

- **Permit Revenue for May 2020 is ~\$5,700:**

- \$500 from Facility Rentals – Parking space fees for Bay City Tree
- \$5,200 from Banner Rentals – Matt O’Keefe banner rental for the year
- \$0 from Filming (*Note* - Filming has restarted in LA, and we’re receiving inquiries, but due to LAUSD restrictions on facilities usage, we cannot host any filming)
- \$0 from Misc. Events/One Time Permitters

- **May thru July Permits Revenue Alert:**

- Permits Fiscal Status is:
 - o 2019-20 Permits Revenue = ~\$394,000
 - o Estimated 3/13 - 6/30 Revenue Loss = ~\$187,000 (\$136k Non-Filming)
 - Assumes a less predictable Filming Revenue Loss of \$51,000
 - o Hoping to re-open early in 2020-21 to re-establish facility usage and revenue generation
- With the extension of the State, County, City Stay/Safer-at-Home Orders, and primarily LAUSD Restrictions, PCHS Facilities expected to remain closed through the end of July. Therefore, virtually no revenue expected during this period.
- Cancellation notifications were sent in late May and early June to all summer programs/groups (camps, club sports, PCHS pre-season Athletics, etc.)

- The HUGE hit to facilities and filming continues...

- Two requests from location managers about facilities being available for filming in July.
- Three (and increasing by the day) requests from outside groups about renting facilities to hold events in July and August.

- Banner demand is increasing a bit, with multiple people (mostly realtors) reaching out signing up for multiple weeks/even the year.

- **May 2020 Set-Ups/Events:**

- YECP: Tue 5/26 thru Mon 6/15



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Facilities/Projects:

- **Ongoing Day-to-Day Operations/Facilities Support via facilitieshelp@palihigh.org that included but is not limited to the following:**
 - **Custodial Staff** – Per contract Uniserve has begun summer deep/detail classroom cleaning and floor care Campus wide.
 - **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.
 - **Plexi-Glass 36" x 36" 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 people to whom they are speaking.
 - **Hybrid vs Traditional Class set up** – Two rooms were set up in a Hybrid Socially/Physically Distanced manner for review and input from Administration.
 - **MGAC Main Water Line** – Leak near shut off valve in front of Stadium Visitors custodial closet repaired. Leak detecting company pinpointed leak prior to breaking ground.
 - **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.
 - **Boys/Men Home Side Stadium Restroom** - Replaced Leaking Urinal Valve
 - **Cafeteria Loading Dock** – Painted in anticipation of ADA Rails Install.
 - **U106** – Sub flooring and VCT Tile (3' x 10') replaced due to broken tile and termite rotted subflooring. Baseboard for section also replaced.
 - **Gym Lobby Snack Shop Ice Machine** – Faulty Ice Maker component replaced.
 - **Marquee** – Several burnt out light bulbs replaced.
 - **Restroom Signs; ODD/EVEN Building signs; Office Nameplates, etc.** – After Vendor shut down for COVID-19 pending order froze but we finally received signs.
 - **Gym Bleachers; Stadium Bleachers** – Annual Inspection completed. Few repairs called out.
 - **Nurse Office Waiting Rooms** – Two storage cabinets on wheels purchased for storage since Breast Feeding room was created out of Nurse Storage closet.
 - **M101/M110** – Replaced/Upgraded remaining fluorescent bulbs to LED.
 - **Smoke sensor** – Faulty sensor in J110 replaced.
 - **Year-End Collection Process** - Worked with various Depts. as this years' version was conducted in social distanced phases over the course of 3 weeks.
 - Still Occurring, although at a much slower rate:
 - Ongoing Door/Lock maintenance, repairs and adjustments
 - Ongoing Athletic Facilities Maintenance – Stadium/Baseball Fields, 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 future completion include:

- Plexi-Glass walk-up counter shields due to COVID-19. Purchasing/Constructing more, as well as floor standing dividers to keep people side-to-side also protected
- 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 Re-Painting
- Safety: Refresh painting/taping required clearances around Plant Equipment around campus
- Safety: Trip Hazard Remediation - Fix Additional Flat Concrete Problems & Grind Trip Hazards
- Cafeteria loading dock ADA staircase hand-rails to be installed – Paint Loading Dock Wall
- **PE Tunnel** - Leak near shut off valve to GG3 located @ M-Bldg. service road.
- **J110; C203; D207** – Classes being prepped for summer painting.
- **J123** – Upgrade fluorescent bulbs to LED in progress.
- **Annual Summer Brush Clearance**
- **Annual Bldg. HVACC Duct Cleaning**
- **Annual A/C PM**
- **Teacher Summer Survey Responses/Requests**
- **J108** - floor tile replacement
- **Baseball Scoreboard Poles & Timer** - Replacement and Support Poles Reinforced
- **Pests:** Search for and seal-up any Pest Access Points in the Gym & Mercer/Cafeteria Complexes
- **Smoke detector wand** - Purchase of to perform recurring restroom smoke alarm testing
- **PA Speakers** - Addressing PA Speaker issues reported in several classrooms
- **Faculty Parking Lot Solar fixtures** - Getting All to operate consistently (they're very temperamental)
- **Band shed doors @ Lower Blacktop** - Replace damaged doors. ETA August 2020
- Pests: Search for and seal-up any Pest Access Points in the Gym & Mercer/Cafeteria Complexes
- Getting All Faculty Parking Lot Solar fixtures to operate consistently (they're very temperamental)



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Facilities/Projects (Continued):

Facilities Larger Scale Projects:

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

Other than a few 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 somewhere in the Aug to Oct 2020 timeframe (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 both 2020-21 and 2021-22 school years anyway, so this delay does not really change much.

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

- **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 Long-Term Utilities/Heating Replacement project. However, there is still some LAUSD concerns over COVID-19 impacts, and multiple-projects overlapping, which may further delay this project start.

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.*

- **Security Fencing (Unfunded)** – LAUSD mandated Architectural & Structural Engineering plans created by Breen Engineering Inc. - Funding needed to complete 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 some but not all have been received. Once all bricks are received, they will be installed. Additional bricks may be purchased if desired – Please contact Mike Rawson at mrawson@palihigh.org.