



# PALISADES

## CHARTER HIGH SCHOOL

### **Board of Trustees Meeting Operations Report March 16, 2021**

#### **Transportation: 2020-21 Busing**

- 2020-21 Busing Down-Payment deadline set for 3/8/2021 to finalize Ridership for this semester to be prepared for busing to possibly start in April 2021. The down-payment was the last contingency to finalize Ridership for this year.
- Ridership stats for 2020-21 went from Low 400's down to 299 after the down-payment deadline past. This Ridership Level requires a Rightsizing of moving from 8-Buses to 6-Buses for the remainder of this semester if/when the buses are determined to start running.
- Bus company ATS and PCHS current revising the Bus Routes/Stops (consolidating stops) to create the revised 6-Bus Route Map. Once completed the Routes/Stops will need to be shared with Ridership for them to re-select which Stops they want. Additional riders can be added after this Rightsizing if additional students/families want to ride a bus and there are seats available on that bus.
- 2020-21 Buses planned to be ready to start as early as Tue 4/6/2021, though PCHS has not yet determined when busing will start.

#### **Transportation: 2021-22 (Next Year) Busing**

- Current 3-Year busing contract with ATS ends this year. Discussions with potential vendors for 2021-22 School Year & Beyond completed and proposals/bids received.
- PCHS B&FC discussed proposals and agreed our current bus company ATS is the low-bidder and a responsive bidder and we should pursue a contract with them.
- A 3-Year Contract was presented to and approved by the B&FC on 3/8/2021, and is presented here to the Board for a Vote.
- PCHS B&FC and Board to have discussions on setting the School Bus Scholarship funding for 2021-22. B&FC discussed this briefly at their 3/8/2021 meeting, and further discussions at the B&FC and Board level planned and needed for a Board Vote at the April 2021 Meeting.

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

- Security Operations generally continuing as they have been
- Security staff has been increased to accommodate the start of Academics & Athletics as of 3/8 and commensurately as both increase in numbers as of 3/15 and anticipated throughout March
- Security helping run the Mid-March Spring Semester Distribution Process (SSDP) with traffic control, health checks and station coordination
- Security to help enforce LAUSD requirement for weekly negative COVID Test as part of Health Check
- Campus Aide Team to be commended for their scheduling flexibility throughout the Pandemic!



# PALISADES

## CHARTER HIGH SCHOOL

### Permits & Setups:

- **Permit Revenue for February 2021 is ~\$10,200:**
  - ~\$500 from Facility Rentals (parking for Bay City Trees on Top Tier of Main Campus Lot)
  - ~\$1,200 from Banner Rentals
  - ~\$8,500 from Filming
    - Due to very restrictive stance we took re reduced campus access through Feb 2021, we missed out on multiple opportunities – Notably Nike and Coach Commercials
- Filming inquiries likely to pick-up now that things are loosening up in general and LA County moving into the Red Tier very soon.
- Potential Filming – Dick’s Sporting Good’s Commercial (Early April), American Horror Story Spin-Off (late April), Disney Feature Film (Cheaper by the Dozen reboot – May/June), Viacom Production (40 day shoot, got pushed due to production changes—still TBD but in talks with their location manager).
- Countless requests from both permit teams, hopeful permit teams and outside groups about renting facilities to rent out fields/hold events. However, Non-Filming Permit Revenues continue to be minimal with the Pandemic and Facilities Closures.
- Other than the Pool, which is under special circumstances and a waiver with LAUSD, LAUSD still not allowing Non-Filming Permit Groups back on campuses, though that may change soon.
- Major setup event planned for the Spring Semester Distribution Process (SSDP) 3/18 & 3/20.
- Significant setups planned for Outdoor Classroom space as Students for Academics picks-up.

### Information Technology:

- Technology Team continues to support Faculty/Staff, Students/Parents and PCHS Governance Groups in 100% Remote/Virtual mode and on-campus.
- IT continuing work on budget-approved purchases/projects.
- Faculty/Staff Laptops: 84 Ordered, 84 Received, 72 Deployed, 12 Waiting for Faculty Pick-Up. Common reasons for deployment delays are lack of recipient response and refusal to come on campus prior to COVID vaccinations being administered.
- The Summer 2020 order of student devices have arrived (3/11). Inventory and prep required prior to distribution for students is expected to begin next week.
- Working with stakeholders on SSDP. IT will be present to assist with books, devices, and classroom supplies Thursday 3/18 and Saturday 3/20.
- IT continues to work with the Deans and other stakeholders on Student Code of Conduct and Responsible Use Policy violations that may lead to disruption of the eLearning classroom.



# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology (Continued):

- IT is working with VAPA to optimize the Gilbert Hall/B101 A/V components.
- IT is working with the Academic Achievement Office for the 2020-21 CAASPP testing. This year's test presents some significant logistical and compliance issues for remote testing. We are still waiting on the Fed and State to determine which tests will be required and how testing will need to be implemented. We are well positioned, device wise, should we need to distribute additional devices for remote testing.
- Sora by Overdrive, now allows for PCHS students to digitally check out e-books and audio books through the Los Angeles and LA County Public Library, without having to obtain a library card. Additionally it has allowed PCHS to purchase and distribute digital books to various classes. This is an online only service. Students still require the appropriate library cards when visiting a physical branch.
- Working with the Library, we have finalized fine/delinquency notices for \$24,766.26 of Textbooks, Library Books and Tech Devices to send to Families/Students.
- Working with Operations and the Nursing Office to evaluate vendor apps that support efficient contact tracing and symptom checking as additional students and staff return to campus.
- IT has been working with various academic offices to plan and host various large-scale webinars and meetings throughout the month of March.
- All Category 2 eRate project items are completed. Remaining tasks are compliance documentation and audit related.

### MGAC/Pool:

- Currently operating per LACDPH Protocol for Reopening Public Swimming Pools-2/12/21 Update, with additional restrictions i.e. 1 swimmer per lane reservation lap swim, up to 3 swimmers per lane permit (when entire pool is permitted)
- MGAC offering early AM Lap swim for Community & Permit Groups Mon/Tues/Thurs starting 3/8
- Operating hours now increasing to Mon-Thurs 5:45-7pm, Fri 7-6:30, Sat 7:30-3:30pm
- Additional Community Lap Swim Time Slots Added in Jan/Feb
- PCHS Aquatics Conditioning and Westside Aquatics programming resumed 3/8
- 10 PCHS Coaches CPR Certified
- Fiscal Status – Feb 2021 Revenue \$25,000
- 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. Small Pool Coping Repair and Concrete Deck Repair (~\$25k)



# PALISADES

## CHARTER HIGH SCHOOL

### **Facilities/Projects - Ongoing Day-to-Day Operations/Facilities Support:**

- **General:**

- Regular Disinfecting/Cleaning of Used Spaces & High-Touch Areas: Classrooms, Offices, Bathrooms, A-Bldg., Knobs/Handles/Railings, etc.
- Electrostatic & RYOBI Disinfecting of larger spaces as/when needed
- MGAC/Pool – Regular Janitorial Services plus Disinfecting between user groups. Pool hours expanded with the re-introduction of Permit Groups and now PCHS Teams, so added Janitorial scheduled times to Disinfecting Schedule.
- Custodial staff cleaning/disinfecting hourly for all areas in use, tables, chairs, tents, barricades, rooms, etc. with nightly cleaning/disinfecting completed in PM prior to next day use. Notable areas in regular usage but not limited to the below:
  - A-Bldg. 1<sup>st</sup> floor offices, Library, AA Office, Loading Dock, Tech Office, Academic Phase 1 rooms, Rooms where teachers work daily, Athletic Facilities, MGAC, Cafeteria, Finance Office, Teachers' lounge, Copy Room, Gym Coach Offices/AD Office, School Psychologist
- Spring Semester Distribution Process (SSDP) – As for previous SSDP, and planned for March Dates - Custodial staff cleaning/disinfecting hourly for all areas in use, tables, chairs, tents, barricades, rooms, etc. with nightly cleaning/disinfecting completed in PM prior to next day use.

- **PPE/Supplies:**

- Ongoing ordering/replenishment of PPE & Supplies/Materials as needed.
- Received 25,000 facemasks courtesy of our application submitted to access Ford Funds to provide PPE for our Students & Staff at PCHS.
- Provided "Teacher Kits" for Academics Phase 1 for teachers and staff for rooms U101, U102, J110 & J120 and have additional kits ready to deploy as needed for teachers and/or staff working on campus. Kits include but are not limited to the following: Face Shield, Facemasks, Gloves, Hand-Sanitizer Bottles, Disinfecting-Wipes, Disinfecting Spray, Paper Towels and boxes of facial tissue. Available upon request are disposable gowns.
- Installed additional Public Area touch-less hand-sanitizer dispensers to now have 24 around campus, plus a number of free-standing touch-less units (all currently in use).
- (4) Walk-Up Thermometer stations created and set up at campus entry points. Additional units and additional entry points with full Health Check to be setup as needed and population of people coming to campus grows.
- Stock is in great shape at moment with plenty of but not limited to: Face Shields, Facemasks, Gloves, Gowns, Hand-Sanitizer Bottles, Disinfecting Wipes, Disinfecting Spray, Paper Supplies, Soap, electrostatic sprayers and disinfecting chemicals, etc.
- Put up additional signage campus wide to indicate "DO NOT USE" over all water fountains and in restrooms where selected sinks and toilets/urinals are Out-of-Service to ensure physical distancing. Fixtures in most cases have water shut off in addition to signs to prevent usage where designated "Do Not Use".



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects

#### Ongoing Day-to-Day Operations/Facilities Support (Continued):

- **HVACC:** Continued Evaluation of HVACC Ventilation System even more to ensure working as well as possible.
  - **Boiler Room** – Current in-use Boilers Annual Preventative Maintenance completed. No additional repairs needed at this time.
  - **Bldg. Mechanical Rooms** - Inspected all supply & return motors. All maintenance done as needed. Replaced any worn out belts and tightened belts to the max permitted by fan motor to maximize speed of fans. All air-intake grates/grills cleaned of any dust/debris to enable maximum outside airflow entering system via mechanical room exterior louvers.
  - **Dampers/Actuators/Thermostats** identified, assessed and repairs as needed for Classroom Buildings. Dampers & Actuators operating as expected/normally. Some class thermostats identified to be replaced/upgraded which is in-progress.

#### Ongoing Day-to-Day Operations/Facilities Support (Continued):

- **LAUSD Survey** – Addressed/remedied the (7) Poles campus wide deemed “Marginal”. Issues ranged from broken conduits to missing hand hole covers and rusted hardware.
- **Whiteboard Installations** – Underway throughout various classrooms, many rooms completed
- **Service Road & Behind Gym Emergency Push Bar Gates** – Adjustments and/or repairs made to correct reported issues.
- **LAFD Lock box** – Relocated for easier access by LAFD in case of emergency.
- **Ice Machine** – Cafeteria Ice Machine Repair completed. Machine operating normally.
- **Baseball Field** – Fill holes created by wild life with top soil to rid of trip hazards in preparation for Athletics starting up
- **Baseball/Tennis-Court Drainage Gutter** – Maintaining sweeping/cleaning routine.
- **Stadium Turf** – With return of sports teams weekly field maintenance began as of last week and will continue as normal every Friday AM
- **Track & Field Garage** – Door springs replaced for garage doors.
- **Painting** – Gilbert Hall Stage & J108 front and back wall with black flat paint.
- **Mercer Hall Safety Zones** – Cleanup continues and Safety Zones taped off to be maintained clear as school activities pickup
- **Set Ups in U101, U102, J110 & J120:** Setups for Academics Phase 1
- **Set Ups in Athletic Facilities:** Setups for start of Athletic Teams conditioning/practicing
- **Safety:** Checking that all spaces have properly working Secure-the-Door Kits (ropes, cleats, rings), help with verification of emergency escape maps and emergency food and water supplies



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects:

#### Items set to begin and/or in progress with expected completion soon

- **Mercer Hall** – Replace broken Pocket Doors to A/V Closet with Standard Swing Doors.
- **Mercer Hall Stages** - Paint
- **Safety:** Black out shades for Mercer entrance and backsliding glass doors of teachers' lounge.
- **Music Class Secure Instrument Storage Door Servicing** – Awaiting vendor to schedule.
- **More New Whiteboards to be Installed**
- **Gilbert Hall Stage Extension** – Replace Front floor tile damaged during project.
- **Large Gym** – Sourcing New Manufacture for replacement lightbulbs as current manufacture went out of business.
- **Boosters Water Fountain Project** - Install Elkay Fountains with Bottle Fillers. LAUSD has finally given us the Notice-to-Proceed. Kick-Off meeting held 3/8, next steps being scheduled.
- **Painting:** Library Walls
- **J-Bldg. Exterior Arcade Light** - Replacement of damaged fixture.

### Facilities/Projects - Larger Scale Projects:

- **Long-Term Underground Utilities Infrastructure Replacement Project (LAUSD Bond Funded).**
  - Phase 1 – Completed
  - Phase 2 of 5 being planned by LAUSD now. Work is not to be starting until Summer 2021.
  - LAUSD had a moratorium on new construction/projects on campuses until just last week. Even so, this project not expected to re-start until Summer 2021.
- **Gym A/C Project (LAUSD Bond Funded)** – Delayed until at least Summer 2022