



# PALISADES

## CHARTER HIGH SCHOOL

### **Board of Trustees Meeting Operations Report April 20, 2021**

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

- 2020-21 Busing Down-Payment deadline of 3/8/2021 passed to finalize Ridership for this semester. The down-payment was the last contingency to finalize Ridership for this year. Unfortunately, 100 students did not make their required down-payments and were removed from the 2020-21 PCHS School Bus program, leaving ~300 students in the program.
- If regular morning bell schedule on-campus learning were to resume and officially utilize the PCHS School Bus Program, assuming all students opted-in for the on-campus learning program, this drop in ridership for spring semester 2020-21 would require a Bus Rightsizing of moving from 8-Buses to 6-Buses for the remainder of this semester. PCHS and ATS have already created the modified Route/Stops/Schedule for a 6-Bus program. If fewer students sign-up for the on-campus learning program, we will adjust/rightsize the morning bus program accordingly.
- 2020-21 Morning On-Campus Buses are ready to start as early as Mon 4/26/2021, though PCHS has not yet determined when/if this program would start.
- 4 Buses have been implemented to help students who signed up for the B2C Program (Back-to-Campus / Enrichment). The bus schedules start after the end of the Morning Remote Learning Bell Schedule to enable Period 1-6 classes to be attended by students remotely before having to leave for a bus for on-campus B2C.
- B2C ridership has been lighter than expected, with only 42 Students of the ~300 in the 2020-21 PCHS Bus Program having signed up for B2C/Enrichment. Additional invitations to B2C Enrollees that indicated they would need to take Public Transportation, and to the students part of the 100 that were removed from the program as of the 3/8 deadline, have been extended invitations to ride the B2C Buses. Some families are taking advantage of the opportunity, and additional students in the B2C program will be invited if available seats remain.



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

- Registration for 2021-22 PCHS School Bus Program is ongoing. Current deadline of 4/19/2021 is being extended until 5/3/2021 at 7:00am to coincide with the Admission Departments deadline a few days earlier. The school bus registration process is embedded in the Admissions OLR process, so the two are procedurally linked timing wise.
- Corresponding deadline associated with the annual PCHS School Bus Program calendar will be pushed back the two-week equivalent, making the deadline for down-payments, and therefore finalizing ridership, 6/15/2021.
- Applications are being submitted to the FAST-Aid system for PCHS to determine each student/family's Demonstrated Financial Need, which is used as the basis of allocating Bus Scholarships. Scholarship award offers to be sent to families in the first half of May.
- The PCHS Transportation Dept. and B&FC have discussed the setting of the School Bus Scholarship funding for 2021-22 and are recommending funding of \$182,000. The Board of Trustees is being asked to approve this proposed funding allocation so that scholarship offers can be made in early May.

### **Security/Safety:**

- Security staff has been increased to accommodate the start of B2C, Phase 1 Academics & Athletics as of early March and commensurately as these programs increase in numbers
- Security is helping ensure LACDPH Health & Safety protocols are following by conducting the 3-Part PCHS Health Check for Symptoms, Temperature and COVID Testing at all perimeter entry/access checkpoints.
- All Students, Faculty/Staff, and regular full-time contract workers are required to show proof of weekly negative PCR COVID Tests upon campus entry each day.
- PCHS continues to offer covered PCR COVID Testing to Students, Faculty/Staff, and regular full-time contract workers via the Hilton Testing Center at the Stadium Parking Lot Mon-Thu 10:00am-7:00pm.
- Security staff is also on patrol to help make sure all Students & Staff are adhering to mask wearing and physical distancing requirements throughout campus.
- Campus Aide Team to be commended for their scheduling flexibility throughout the Pandemic!



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### Permits & Setups:

- **Permit Revenue for March 2021 is ~\$3,150:**
  - ~\$500 from Facility Rentals (Bay City Trees on Top Tier of Main Campus Lot)
  - ~\$1,950 from Banner Rentals - Banner demand starting to pick up.
  - ~\$700 from Filming
- Filming inquiries hopefully to pick-up now that we are in the Orange Tier and LA County moving in a more positive direction.
- Potential Filming – American Horror Story Spin-Off (late April), Disney Feature Film (Cheaper by the Dozen reboot – moved more towards late June), Viacom Production (40 day shoot, got pushed due to production changes—just had a meeting with their location manager so the talks are still happening).
- 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. PCHS has requested permission from LAUSD to allow permit groups/teams back on campus – We waiting for a response.
- Frequent requests from many permit groups/teams. We are hoping Non-Filming Permit groups/teams will be allowed to come back to campus.
- Major setup events planned for Senior Activities on 5/14, 6/4, 6/9 and Graduation on 6/10. In addition, major setups needed for the Year-End Collection Process (YECP) in May/June.
- Significant setups planned for Outdoor Classroom space as needed.

### 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 4 swimmers per lane permit (when entire pool is permitted)
- MGAC offering early AM Lap swim for Community & Permit Groups Mon/Tues/Thurs
- Operating hours now increasing to Mon-Thurs 5:45-7pm, Fri 7-6:30, Sat 7:30-3:00pm
- PCHS Aquatics Conditioning and Westside Aquatics programming resumed 3/8
- MGAC hosting annual Jr Lifeguard Tryouts in May
- Fiscal Status – Mar 2021 Revenue \$50,000
- Several mechanical issues (result of age of equipment) required closure this month - mitigated to 2 days total. All repairs completed.
- 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)



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### Information Technology:

- Technology Team continues to support Faculty/Staff, Students/Parents and PCHS Governance Groups in 100% Remote/Virtual mode and on-campus.
- In preparation for and support of on-campus Zoom In a Room and the B2C Enrichment Program, IT has worked with Facilities to revisit and certify all rooms as operationally ready for students and faculty needs.
- 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 full vaccinations.
- The Summer 2020 order of student devices have arrived (3/11). Inventory and prep required prior to distribution for students is ongoing.
- 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.
- 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. Testing begins Friday, 4/16.
- Working with the Library, we have finalized fine/delinquency notices for \$24,766.26 of Textbooks, Library Books and Tech Devices. Letters have been sent home to Families/Students. To date we have received \$613.50 in damaged textbook fines and \$1,067.84 in damaged student device fines. Outstanding fines for the 2019-20 year are now \$23,084.92.
- Worked with Operations and the Nursing Office to evaluate vendor apps that support efficient contact tracing and symptom checking. Vendor StopIt Solutions was chosen and the application SafeScreen has been rolled out to all PCHS Faculty/Staff & Students. The first day in production use was Monday, 4/12.
- IT and Communications worked together to produce the Informational Town Hall Meeting held on Wednesday, April 7<sup>th</sup>.
- The annual BrightBytes Technology Survey was conducted between 3/19 and 3/26. Participating stakeholders included 721 parents, 5 educational administrators, 1,653 students, and 85 faculty. Results of the survey are still being analyzed and will be made available in a future report.
- Once again a BIG Thank You to the Technology Team for all their efforts!



### **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, B2C Classrooms, Athletic Facilities, MGAC, Cafeteria, Finance Office, Teachers' lounge, Copy Room, Gym Coach Offices/AD Office, School Psychologist
- Back-to-Campus/B2C (Enrichment) Program (2:15p – 4:15p): Started as of Monday 04/12 with 35 classrooms - Custodial staff cleaning/disinfecting rooms after usage is completed. In addition custodial staff is cleaning/disinfecting all areas in use, tables, chairs, tents, barricades, rooms, etc. corresponding to the various stations set up for cafeteria grab n go, transportation, security check points, etc. prior to Permits Dept. breaking down nightly in PM prior to next day use.

- **PPE/Supplies:**

- Ongoing ordering/replenishment of PPE & Supplies/Materials as needed.
- Provided 35 "Teacher Kits" for Enrichment Program classes. Kits include but are not limited to the following: Surgical/Medical Masks, Face Shields, Packages of Disinfecting Wipes, 16oz Hand-Sanitizer Bottles, Bottle of Disinfectant/Purple Spray, Boxes of Paper Towels, Rubber Gloves, Facial Tissue - Available upon request are disposable gowns.
- Provided "Bus Kits" for Enrichment Program Buses. Kits include but are not limited to the following: Hand-Held Thermometers, Boxes of Batteries for Hand-Held Thermometers, Surgical/Medical Masks (for Student use if/as needed), and Disinfecting Wipes. Available upon request are disposable gowns and Driver Face Shield.
- Installed additional Public Area touch-less hand-sanitizer dispensers to: Baseball Field; A-Bldg. by staircase to 2<sup>nd</sup> floor, on 1<sup>st</sup>/2<sup>nd</sup> Floors for Elevator entrances bringing overall total to (29) around campus, plus (12) of the free-standing touch-less units to which the needed are deployed.



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

- **PPE/Supplies (Continued):**

- Installed stations with boxes of plastic touchless sheets for those whom wish to use prior to opening and touching doorknobs/handles/etc. Installed for: A-Bldg. Hallway; Gilbert entrance; Mercer entrance; A-Bldg. entrance and Library entrance. More set to be installed for: Copy Room; Cafeteria Entrances; Gym Entrances; Stadium Visiting & Home side Restroom Bldgs.
- Additional Walk-Up Thermometers purchased and deployed for additional entry/access points for full PCHS Health Checks as campus access for students and staff grows. Currently have Seven (7) Active Entry/Access Checkpoints, and can add 3-5 more as needed.
- Installed additional Plexi-Glass barriers between office workers where needed as more Staff come back to campus to work regularly.
- Stock is in great shape at moment with plenty of but not limited to: Face Masks, Face Shields, Gloves, Gowns, Hand-Sanitizer Bottles, Hand-Sanitizer Refills, 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 as per LAUSD requirement, 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”.

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

- **HVAC:** Continued Evaluation of HVAC 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 fresh airflow entering system via mechanical room exterior louvers.
  - **Dampers/Actuators/Thermostats:** identified, assessed and repaired as needed for all Classroom Buildings. Dampers & Actuators operating as expected/normally. All Dampers & Actuators operating as expected/normally for Classrooms. Thirty-One (31) Classroom thermostats replaced.



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

- **HVAC (Continued):**
  - **D - Bldg. Mechanical Room** - Replacement of Return Fan bearings and shaft completed.
  - **U-Bungalows** – Several contactors and capacitors replaced where identified.
  - **Window Fans** – Two 16” Air King reversible intake/exhaust (supply/return) installed in 13 Classrooms where needed for B2C utilization.
  - **Grates** – Removed/Uninstalled Window Grates for 15 Classrooms to maximize the opening of two operable windows to help with ventilation.
  
- **Other:**
  - **One-Way Directional Arrows** – Painted campus wide for East/West & North/South directional one-way traffic per LACDPH guidance for reopening.
    - **Blue Arrows:** Point toward the Ocean – They’re on the (O)dd side of the Classroom Bldgs. and head toward the O(cean)
    - **Green Arrows:** Point toward the Mountains (or Baseball Field) – The Gr(E)en arrows are on the (E)ven side of Classroom Bldgs.
    - **Orange Arrows:** Point toward the Parking Lot where Orange Cones are often used
    - **Purple Arrows:** Go toward the Pool/Gym
  - **Whiteboard Installations** – Another (18) whiteboards installed in addition to the previous (16) whiteboards installed earlier this semester to bring overall total for new whiteboards installed to 34. Thank you Boosters!
  - **Baseball Field** – Dirt brought in and applied to infield for optimal performance.
  - **LAUSD Survey** – Submitted proposal for “repair” of Baseball Scoreboard pole. Awaiting to hear back re approval of said proposal.
  - **Baseball/Tennis-Court Drainage Gutter** – Maintaining sweeping/cleaning routine.
  - **Stadium Turf** – With return of sports teams weekly field maintenance re-started and will continue as normal every Friday AM
  - **Set Ups** - Enrichment classes for proper socially distanced spacing
  - **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





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### Facilities/Projects:

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

- **Mercer Hall Safety Zones** – Cleanup continues and Safety Zones taped off to be maintained clear as school activities pickup
- **Cafeteria Storage Room** – Repainted.
- **Mercer Hall** – Replace constantly breaking Pocket Doors to A/V Closet with Standard Swing Doors. Paint Stage Floor. Black out shades to be installed for Main Entrance Windows
- **Music Class Secure Instrument Storage Door Servicing** – Awaiting vendor to schedule.
- **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 in early March and additional ADA considerations were identified to be further inspected.
- **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 Mid-March. 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