

August 3, 2015

Dear Neighbors, Property Owners and Community Residents,

New West Charter School is extremely grateful to be apart the community and neighborhood at our new location on 1905 Armacost Avenue, Los Angeles, CA 90025. Our first day of school is scheduled for August 19, 2015. We are a parent-founded, independent, high-performing charter school and are part of the California Public School System serving grades 6-12 for 2015-2016.

In order to mitigate the projected traffic impacts to a less than significant level, as well as to minimize the likelihood of school-related vehicles queuing on the public roadway, LADOT has approved an extensive Traffic Monitoring and Mitigation Program (TMMP) for New West. These TMMP requirements are explicitly incorporated into the school's conditions of approval and requires the school to maintain a 65% reduction in its student enrollment trips for the high school morning peak hour (7:00 a.m. to 8:00 a.m.), a 75% reduction in trips for the middle school morning peak hour (8:00 a.m. to 9:00 a.m.), and a 75% reduction in trips for the combined high school and middle school afternoon peak hour (2:45 p.m. to 3:45 p.m.), or reductions in trips as applicable based on a maximum student enrollment of 750 students, in order to achieve a trip cap of 151 trips for high school during the a.m. peak hour (7:00 a.m. to 8:00 a.m.), 90 trips for the middle school during the a.m. peak hour (8:00 a.m. to 9:00 a.m.) and 126 trips for the combined high school and middle school during the p.m. peak hour (2:45 p.m. to 3:45 p.m.), for the high school at full occupancy.

The school shall achieve these trip reductions through an aggressive TMMP Plan that would require a minimum average vehicle occupancy of 3.0 students per vehicle and a shuttle bus program for student pick-up and drop-off activities, public transit incentives for students, and assistance for students to travel to and from school by bicycle or foot. All staff, students, parents and guardians were notified of the carpool and community provisions in the New West Home-School Contract. Below are the carpool and community provisions:

- School hours are 7:00 AM to 8:00 PM
  - Grades 6-8 (8:30 AM - 3:30 PM)
    - Arrival drop-off: 8:00 AM to 8:25 AM
    - Dismissal pick-up: 3:25 PM to 3:45 PM
- Grade 9-10 (7:30AM - 2:30PM)
  - Arrival drop-off: 7:00 AM to 7:25 AM
  - Dismissal pick-up: 2:25 PM to 2:45 PM
- After School program is from 4:00PM to 6:00PM
- Staff and faculty must always park at their assigned parking location. They may never park in the neighborhood for any reason.
- All carpool and visitor vehicles shall access the school with ingress from Missouri Avenue, and egress on Armacost Avenue (turning south on Armacost Avenue).
- All carpool vehicles to and from the school must load and unload on the school parking lot surface.
- The charter school will maintain a parking lot with designated visitor parking spaces.
- Bicycle parking spaces will be provided on-site.
- Students may only ride their assigned shuttle.

- Middle School students with siblings in High School may travel to and from school together.
- Students are prohibited from driving to school and from parking at the charter school site or on residential streets.
- During the school year, one or more parking monitors in distinctive attire will be located at each driveway entrance during all drop-off and pick-up hours and at all special events. Drivers must follow all directions from parking monitors to assure that school-related vehicles do not queue on adjacent streets, block any public right-of-way, and/or public driveways.

As the Community Relations representative for New West, all feedback, concerns, and complaints should be referred to me. You may either submit a written correspondence, call and speak directly, or leave a recorded message.

**New West Community Relations Phone Number:**

**(310) 948-9075**

**New West Charter School Phone Number**

**(310) 943-5444**

All communication will be respond to in a timely manner no later than within two business days after receipt between the hours of 7:00AM-4:00PM. All information provided, including complainant's name, date and time of complaint, contact information, the nature of complaint, the date and time of the response to the complaint, and a description of how the issue was responded to or resolved will be logged and recorded. The log will be maintained on the premises.

We look forward to being active and respectful neighbors in the local community.

Sincerely,