



PALISADES CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report February 11, 2020

Security/Safety:

- Classroom safety materials replenished as identified by Faculty via the annual Facilities/Tech/Safety Winter Break Survey. School-Wide safety materials checked and adjusted as needed.
- The next 2019-20 Safety Drill is the scheduled for Wed 2/19 for Drop-Cover-Hold. The May fire drill has also been adjusted to be a full evacuation drill. The last drill was the rescheduled from Nov 2019 Shelter-in-Place drill and was conducted on Wed 1/29. The May fire drill has also been adjusted to be a full evacuation drill and changed from Wed 5/20 to be on Mon 5/18.
- A Big THANK YOU to the PTSA and Parent & Student Volunteers that helped with the Shelter-in-Place preparations. Their assistance was a tremendous help.
- PCHS had three of its Campus Aids out on leave for the majority of January. We recruited three people from the PCHS Substitute Teachers pool to assist. Two of the three Aids will be back on the job as of the Tue 2/11 Board Meeting.
- 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, but are highly desired (in no particular order):
 - Additional Security Cameras
 - Additional Emergency Exit Gates
 - Additional Exterior Lighting
 - Additional Perimeter Fencing
 - Fence Breach Detection/Alerting System
 - Contracting local security company for on-call emergency support
 - Guard Staffing to proactively monitor cameras (or have service that does)
 - Intrusion Detection System



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Security/Safety (Continued):

- Regarding Non Shelter-in-Place airborne events, times when the air may not be poor quality enough to warrant a Shelter-in-Place declaration, but is poorer quality than the typical Moderate or Good air-quality around campus, the two designated rooms for people to go to if experiencing respiratory issues are:
 - 1st – The Nurse’s Office. All people (faculty, staff, and students) should go see the on-call nurse to make sure nothing is seriously wrong. The Nurse’s Office has places to lie down and rest, and has portable A/C Units to help regular temperature.
 - 2nd – At the Nurse’s discretion, to U109. The person can remain in the Nurse’s Office or go to the U109 room that has an HVAC Unit that includes Air-Conditioning, has tables and chairs and is monitored by the Dean’s Office. If necessary, and warranted due to health reasons, one of PCHS’s nurses can be stationed in U109 to monitor as needed.
- With the increased concerns for student safety related to Active Intruders, PCHS will be expecting all PCHS Personnel to visibly wear their current year PCHS IDs at all times. This is to help the Security Team to easily recognize who should be on campus, and more importantly, who should not. This simple to follow requirement will help ensure the safety of all Students/Faculty/Staff. Therefore, all PCHS Personnel, parents, adult visitors and stakeholders should be prepared for increased diligence on ensuring adults are visibly wearing their PCHS IDs/Badges during school days/hours.
- PCHS school safety training by 3rd-party professionals was determined by the Budget & Finance Committee to not be necessary/affordable in 2019-20. Therefore, no additional 3rd-Party expertise will help further/refine/enhance our 2018-19 practices/policies, and they will not provide Professional Development for Faculty/Staff at the start of each semester for 2019-20. The 3rd-Party professionals are willing and ready to help if needed should PCHS determine a reason to engage them.

Transportation:

- At the December 10th Board Meeting the 2020-21 PCHS School Bus Program scholarship funding was set at \$192,000 for the 2020-21 year. This represents a 20% decrease from the \$240,000 of funding for the 2019-20 year. The two tiers of scholarship allocation scales voted into place by the Board in 2018-19 will be maintained with the Class of 2023 (this year’s freshman class) and next year’s incoming freshman class (currently 8th Graders), receiving allocations within the lower tier, and the returning Classes of 2021 & 2022 (this year’s juniors and sophomores) receiving allocations within the upper tier.
- 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 PCHS Admissions Department concluded that the 2020-21 Admissions application/registration scheduling for PCHS Admissions/Enrollment needed to schedule incoming new enrollment pre-registration separately from the returning students' re-enrollment process, and the Transportation Department wants to have School Bus Registration occur concurrently for all grades to maintain fairness in requested/reserving seat on desired routes/stops. Therefore, the PCHS Admissions/Enrollment pre-registration process for new/incoming students has already started (Mid-Dec) and the School Bus Program Registration and Scholarship Applications processes are scheduled to start on Tuesday 2/18/2020.
- The School Bus Program Registration and Scholarship Applications processes will start accepting 2020-21 participants on Tuesday 2/18/2020. New/Incoming families (primarily current 8th Graders) will need to complete their PCHS Admissions Application AND receive Approval from the Admissions Dept. AND setup their IC Portal in order to receive a Student Number that is required to Register for the 2020-21 PCHS School Bus Program. Registration/Application process will end on Tue 3/24/2020.
- PCHS School Bus Program targeted/restricted donations from fall semester have been allocated by the Transportation Department sub-committee. Many of the additional families requesting financial assistance and that have Demonstrated Financial Need have been helped. Thank you to the ASB/Leadership for their Parking Tag fee generated donations! More donations/fundraising is much needed for future hardships requests that are highly likely to occur – this year and next.
- The Special-Ed transportation program, Big Blue Bus Pali Express program and the Metro Mobile Customer Center (MCC) program are all setup to continue at PCHS as they did in spring semester. The last Metro MCC Visit was 1/29 and their next visit will be 2/25.
- As discussed at the Transportation Town Hall, PCHS has been emphasizing to the Big Blue Bus personnel to have the needed capacity for the Pali Express trips, especially in the morning on the way to school. BBB understands our requests to send their larger capacity buses as frequently as they can, and to send a second overflow bus when they have extra bus availability to do so.



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MGAC/Pool:

- Winter Break Public Pool Hours end Feb 7th
- Oct-Dec Q2 MGAC Revenue of \$128,000
- MGAC Use/Permit Rate increases scheduled went into effect Jan 1st 2020. Rates can be found at: www.palihigh.org/palipool
- 155 PCHS Staff Performed Hands-Only CPR during Jan 13th PD Day
- Swim Class (New Curriculum including Hands-Only CPR) started 2/7/2020
- Facility applying to Los Angeles County EMS to offer Public Safety First Aid Class (target date Summer 2020)
- Several maintenance repairs/replacements projects completed:
 - Replaced bearing assembly on small pool (warranty replacement)
 - New gas regulators installed
 - CTS Scoreboard system integration for Swim and Water Polo completed
 - Replaced heat exchanger on competition pool heater
 - Chlorine pump replacement
 - Backwash system upgraded
 - Preventative maintenance ongoing
- Working on proposal for new heating system including an energy efficient 20-year config.

- No spray sunscreen policy at the pool (and you shouldn't use it either)
- For MGAC News & Updates - Subscribe to pool newsletter [here](#)
- MGAC Policies Updated - Please see MGAC Website for details at www.palihigh.org/palipool
- MGAC Handbook on Pool Website
- PCHS should continue accruing/saving for major repairs in the 3-5 year timeframe as major pool components start to reach their useful life of 8-10 years.
 1. Replace Heaters (1-2) that serve all pools (~\$50-\$80k)
 2. Re-Plaster Both Pools (~\$160-\$200k)
 3. Replacement Competition Pool Pump (~\$25-\$35k)



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Information Technology:

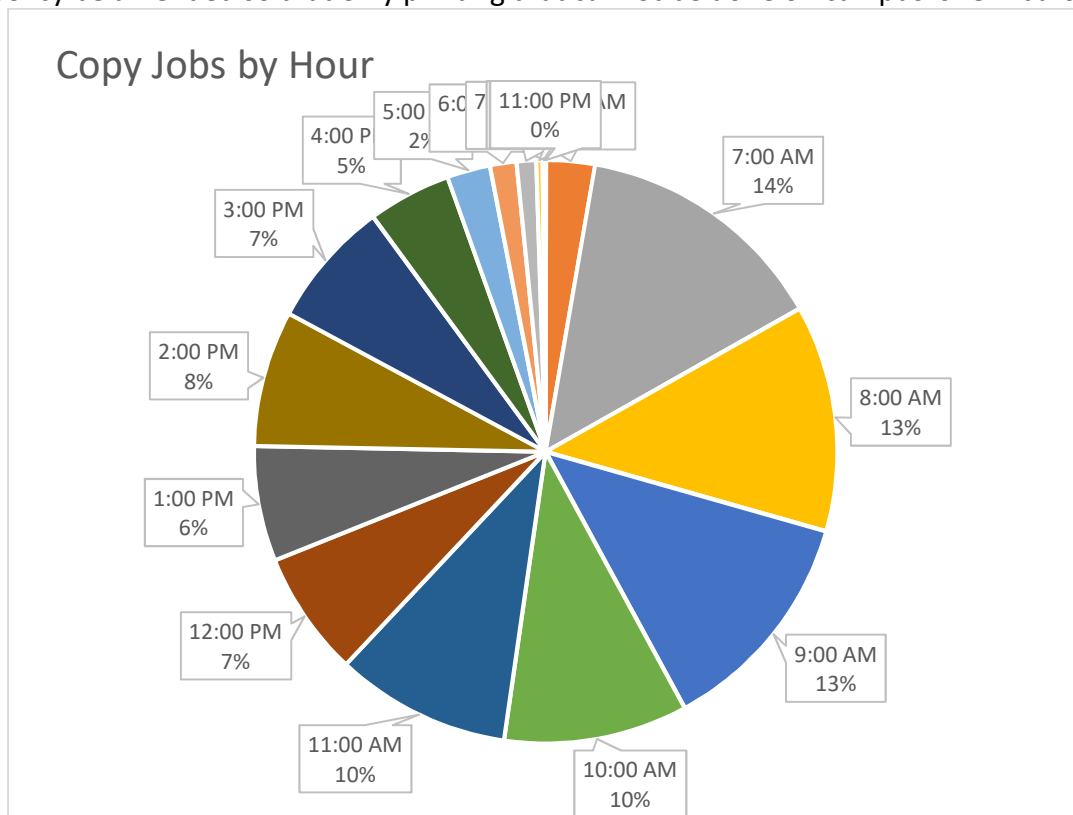
- The Chromebooks for CAASPP testing situation has been addressed by an alternative testing plan/schedule to cover us this year. In order to have sufficient testing for this year and the 2020-21 SY, IT is recommending approval of the Testing Coordinators plan that removes the need to purchase 240 Chromebooks immediately, but requires the purchase of 3 dedicated testing carts. Without a purchase, sufficient devices will not be available as needed for proper execution of our State Testing.
- A computer cart purchased with CTE funding for VAPA arrived and is no ready to be deployed.
- IT is testing an updated Raptor platform for compatibility with our existing scanning hardware.
- The Team continues to assist teachers and students with the installation of the Respondus Lockdown Browser on BYOD devices.
- Technology provided 93 setups and relocations to meeting spaces, offices, or classrooms.
- Technology worked with the World Languages Department to identify and order Chromebooks for their Italian program, utilizing grant funds awarded by the Italian Consulate. These devices have arrived and are being processed for distribution to the classroom.
- The Spectrum ISP saga continues with a lack of support for a solution that can be utilized. While fiber and equipment have finally been installed, Spectrum is yet to deliver enough public IP's for PCHS to be able to migrate off the LACOE service. The IPs have been ordered with Spectrum - Once the IP's have been received, a migration can be planned and implemented to move away from the costlier LACOE solution.
- 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 19-20 school year but will not be live until the 20-21 school year.
 - A new issue has arisen with Apple iOS devices. 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 time frame for this update to occur.
 - There have been a few bugs discovered when using the Schoology AMP for assessments. The most critical being a bug that impacts test security. The bug prevents teachers from printing assessments for students that do not have a device. 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.
 - David Moo has completed the update to OneRoster 1.1 with Final Grade Passback.



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Information Technology (Continued):

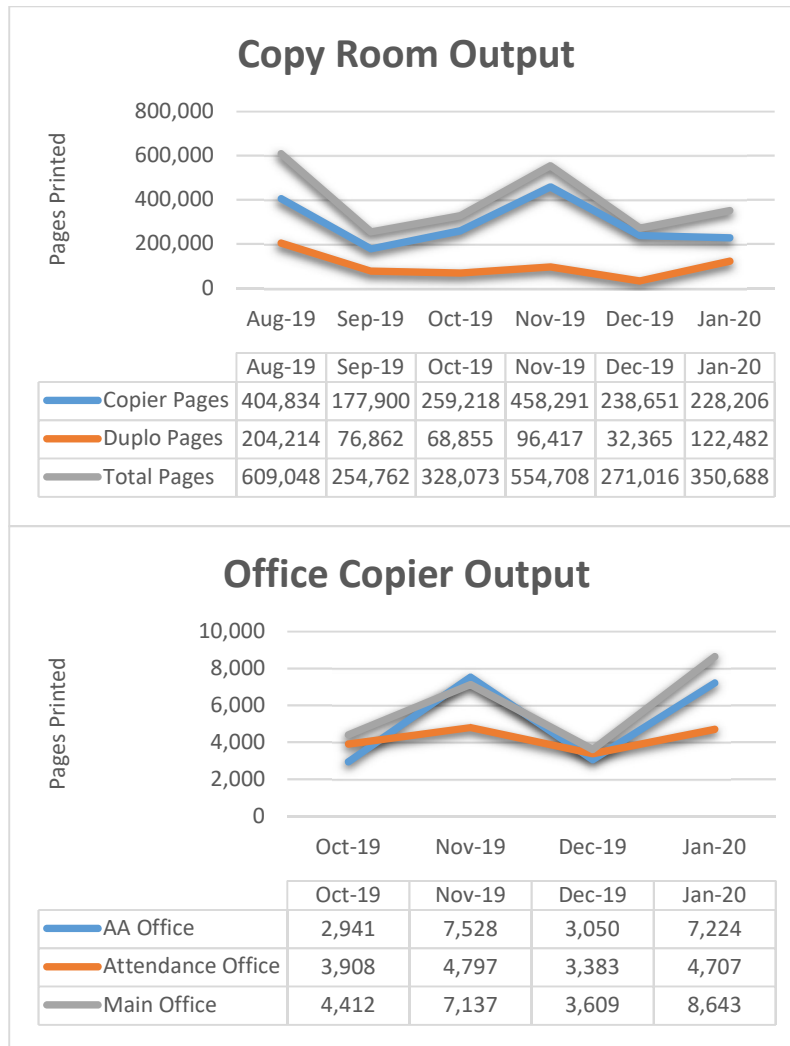
- Copy Room usage numbers are listed below. Duplo and offices usage is trending up this period. There have been multiple instances of machines being left unattended while running, after the Copy Clerk leaves. In many instances, the machines suffer damage or other breakage that could have been prevented had they not been left unattended. As 33% of daily printing occurs between the hours of 12PM – 4PM, IT is recommending extending the hours of Copy support, which should reduce Faculty congestion, increase daily output, and decrease machine breakage significantly. It is still the recommendation of the IT Department that the school reimbursement policy be amended so that only printing that cannot be done on campus is reimbursable.





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- A new version of the Staff Directory has been rolled out to the Palihigh.org website. The directory features multiple contact methods and additional information on staff, with the goal to aid the Public in finding the contact they need.
- Category 1 eRate funding for the 2018-19 year has finally moved forward and is ready. A FCC Form 471 was issued, committing \$35,325.00 of funding. This will offset the same amount that PCHS had to incur with providers due to the difficulties caused from our BEN change in 2017. These funds are as-of-yet to be received from the Fed.
- The Category 2 eRate funding has been 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. Ideally, this will not take longer than another 30 days before we can move forward.



Information Technology (Continued):

- 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
- Due to a formula change in funding allocated per student, PCHS has access to \$176,912.78 of additional C2 funding. The expectation is to utilize the funding before it expires at the end of this 5-Year cycle.
- The 5-Year E-Rate Category 2 plan for 2021-2026 has just been announced by the FCC, with the funding year of 2020-21 being a holding year. Highlights include a potential allotment of \$167 per student for qualifying equipment or service. This would fit well with the Tech Plan that calls to replace the existing Wi-Fi infrastructure in the 2022-23 or 2023-24 school year.



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Permits & Setups:

- **Permit Revenue for January 2020 is ~\$51,800:**
 - ~\$31,600 from Facility Rentals
 - ~\$900 from Banner Rentals
 - ~\$19,000 from Filming
 - ~\$320 from Misc. Events/One Time Permitters

- **Filming:**
 - Revenue lower than usual due to renovations/permit teams taking Holidays time off and Hollywood being substantially closed over the Holidays, combined with Stadium Field, Baseball Field and both Gyms closed for a time spanning Late-Dec thru Early-Jan. Non-Filming Activity & Revenue will pick up and correct itself in February.
 - **Filming that took place in January:**
 - 1/23 MATTE Projects Commercial Shoot - \$9,000
 - 1/25 Honor Society Films Commercial Shoot - \$10,000
 - **Filming Upcoming in February:**
 - 2/8 JTR Productions Commercial Photoshoot - \$7,000
 - **Potential, but not yet signed:**
 - B-Reel films Commercial shoot
 - Basecamp parking for Filming in Village
 - CSUN Production TV Series
 - SMOSH YouTube Series
 - Still working on a reoccurring series (Saved by the Bell) to pick Pali for their series. This would mean consistent filming throughout the year. *Possibly* like the early Modern Family/Teen Wolf days.

- Banner held fairly steady over break compared to other areas impacted by the Holidays. Anticipating a strong 3rd Quarter for Banner Demand/Revenue.

- PCHS Winter sports/permits starting to move into Playoff Mode and spring sports in full pre-season mode. Facilities Rental Revenue continues to perform well with a lot of interest by new teams looking to use our facilities.

- Annual Winter Break Permit Facilities Maintenance completed or about completed – Thatch/Seed/Fertilization of Baseball Field, Clean/Coat Gym Floor, and Infill Supplementation of the Stadium Turf field.

- With the baseball field and gym facilities closing for their upcoming annual renovations permit revenue will dip in the month of December and a little into January as expected. It will correct itself mid-January and into February.



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Permits & Setups (Continued):

• January 2020 Set-Ups/Events:

- PD Day (first day for teachers) – 1/13
- First Day of Semester (all students meet) – 1/14
- Board Meeting – 1/14
- PTSA Meeting – 1/16
- Martin Luther King Jr. (School Closed) – 1/20
- Baseball Field Reopens – 1/20
- Spring Musical Auditions Begin – 1/21-1/31
- Teen Court – 1/22
- Junior Meetings – 1/23
- Advanced Drama Showcase – 1/24
- Shakespeare Festival Meeting – 1/25
- Sophomore Meetings– 1/28
- Math Task Force – 1/28
- Booster Club Meeting – 1/28
- Blood Drive – 1/29
- BSU Showcase – 1/31-2/1

• February 2020 Set-Ups/Events:

- Spring Musical & FNL Rehearsals - Various
- TVN Meeting – 2/8
- Palisades Symphony
- YMCA Teen Counsel and Youth & Govt – Various
- ASB Valentine's Day Activities – 2/14
- School Tour - 2/14 and 2/27
- 9th Graders 4-Year Planning – 2/18 to 2/21
- PTSA Meeting - 2/20
- Fuerza Unida Meeting – 2/22
- Choir Concert – 2/22
- Palisades Spelling Bee 2/23
- Compass SAT Testing Review – 2/23
- Choir In-School Concern Performances – 2/25
- Metro MCC Visit – 2/25
- Teen Court - 2/26
- Pali Palooza - 2/28
- Fancy Feet Concert – 2/29



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Facilities/Projects:

- **Heating System Update** – The heating system was repaired over Winter Break by LAUSD and Heat to Classrooms and Gas to the Cafeteria & Classrooms was functional by the start of the spring semester on 1/14. Gas to Science, Home Ec Classroom and Ceramics Classrooms was also operational as of 1/14.
- **Ongoing Day-to-Day Operations/Facilities Support via facilitieshelp@palihigh.org that included but is not limited to the following:**
 - Installed soundproofing door kits for Payroll and Student Support offices for added privacy when meeting with students or staff.
 - U108 8' x 4' sub-floor area underneath tile flooring replaced with new piece of treated plywood and also replaced broken floor tile with new floor tile.
 - Cafeteria 5-shelf rack set up for walk-in fridge for milk crates per Health Inspector.
 - Updated Winter Break Faculty & Staff Survey and Master Operation Project lists to reflect and identify pending work still needed to be completed.
 - Wrestling Pit ceiling tile and drywall assessed for possible water damage and/or mold. Drywall fully in tact with no damage whatsoever. Ceiling tile replaced where needed.
 - Installed vertical mirrors for F-1-G and E-2-GN Restrooms
 - New stainless steel hand paper and trash combo dispenser installed in E-1-B Restroom.
 - New LED light fixtures w/sensors installed in: C-1-G; G-1-B and G-2-B replacing old fluorescent light fixtures.
 - Shelter-in-Place emergency kits created and delivered campus wide.
 - Replaced lock set for Baseball Coach Clubhouse
 - Floor drains installed at edge of main quad to help reduce the buildup of enormous water build-up during heavy rains that frequently cause large puddles
 - Lower faculty parking lot middle ivy island – Ivy & Brush cleared to rid of rodent and tripping issues and replaced with DG Material.
 - Replaced faulty thermostat in C202 AND addressed intermittent working thermostat in D206
 - A-Bldg. Mechanical room gas operated water heater replaced with Electrical Water Heater due to abandoning in place of old gas line and regulator. New HWH needed for servicing Nurses Office requirement for hot water.
 - Speed bumps installed near faculty lot entrance at turn after 1st stop sign across from Security post and also bumps installed @ Stadium lot at the turn from upper to lower level
 - Window Blinds installed for the (4) newly created Office Door windows for: Dean Thompson/U110; Ariel s in U109B; Karen E in College Center and Kim T at Pali Academy
 - Ongoing Door/Lock maintenance, repairs and adjustments
 - Many Start of Semester Desk Moves
 - Delivery of daily onslaught of packages, paper and paper towels throughout campus
 - Ongoing Athletic Facilities Maintenance – Stadium Field, Baseball Field, 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 completion soon include:

- Getting All Faculty Parking Lot Solar fixtures to operate consistently (they're very temperamental)
- Tennis Courts Drainage System installed to minimize mud flows
- Working through remaining punch list items for Restroom Renovations Project
- Mirrors for: E-1-B; G-1-B; G-2-B
- Reviewing Proofs for Various signs included but not limited to exterior restroom Boys/Girls; Staff tile/name plates; ODD/EVEN for exterior Building; Inserts, etc.)
- J123 Heating Lines Completely replaced due to several leaks.
- New stainless steel combo hand paper and trash combo dispenser for G-1-B
- Replaced damaged Band shed doors
- Annual servicing of ice machine filters as well as water fountain filters.
- Replacing 6 faulty light fixture drivers for J-Bldg. exterior canopy LED Light fixtures
- Working through remaining punch list items for Restroom Renovations Project

Facilities Larger Scale Projects:

- **Long-Term Temporary Heating System Repair (Primarily LAUSD Funded)** – 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 and 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.
- **Long-Term Heating System Infrastructure Replacement Project (LAUSD Funded)** – 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 now 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 Funded)** – 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 June 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.
- **Student Restroom Renovation Project (Donor Funded)** – Two additional Student Restrooms were completed over Winter Break: C-Bldg 1st-Floor Girls and G-Bldg 1st-Floor Boys. Three Student Restrooms were completed in summer 2019: E-Bldg 2nd-Floor Girls (now a Gender-Neutral restroom), F-Bldg 1st-Floor Girls, and E-Bldg 1st-Floor Boys. Additional lighting, sink/faucet upgrades and painting of additional restrooms being planned for Spring Break and summer 2020. Student reaction to this project has been very positive.
- **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 may be purchased if desired – Please contact Mike Rawson at mrawson@palihigh.org.