



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report September 22, 2020

Security/Safety – Coronavirus Related in Some Manner:

Cleaning/Safety:

- PCHS continues to promote and follow LA County Department of Public Health (LACDPH) guidelines for Social Distancing, Mask Wearing and Hand-Washing on campus, as well as pre-campus-access Health Checks for COVID related Symptoms and Temperature.
- Janitorial personnel are on-campus 5-Days a week (Mon thru Fri) to clean/disinfect the regularly used areas of campus, and are scheduled this way until everyone is back on campus regularly. Disinfecting occurring daily of high-touch points in regularly used by multiple people areas on campus, including but not limited to door knobs/handles, light switches, railings, high-traffic offices, regularly utilized counter and conference tables, etc.
- Extra Janitorial personnel are being added for disinfecting now that school has started and there are more faculty/staff on campus regularly. Additional Janitorial staff will be added once Hybrid Mode starts.
- Additional supplies ordered and received to aid PCHS in both the extra cleaning/disinfecting and daily consumables during summer and 100% Remote Learning time periods. Thing like, but not limited to: Masks, Face Shields, Protective Gloves, Gowns, Self-Pump Hand-Sanitizer, Dispenser Delivered Hand-Sanitizer, Disinfecting Wipes, Disinfecting Sprays, Additional TP, Paper Towels, Hand-Washing Soap, etc.
- Purchased Plexi-Glass In-Person Interaction Guards for higher-volume offices/counters – Including but not limited to: Main Office, Attendance Office, Counseling, Nurse, College Center, Library, etc. Operations Team also building our own floor-standing Side-by-Side dividers for same offices to help protect all people involved.
- Planning for eventual 2020-21 Fall Semester Students-on-Campus Hybrid Mode 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 & Equipment 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 Campus Aids took over all Security Shifts that 3rd-Party Security Guard company Joffe Security Services previously provided and now handle Evening & Weekend Shifts. Joffe currently provided substitute or overflow needs when needed, and will be available to staff back up when needed once students are back on campus.
- PCHS Security Guard coverage via both Campus Aids and Joffe was increased for SSDP period to help manage/monitor that process, but has now been reduced back again to levels similar to Summer Break mode for non-make-up days, and is expected to continue until the next time students are on campus regularly.
- Campus is accessible for Faculty/Staff 7-Days/Week: Mon-Fri 6:00am-7:00pm and on Weekends 7:30am-4:00pm, Closed Holidays.
- 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. All people coming on campus need to complete/pass a Health Check.
- To practice the required quality Social Distancing, and minimize the introduction of possible COVID-19 Virus to campus, Security is enforcing the directive to keep down the number of people coming to campus as required by LA City Regulations. All PCHS Personnel and Visitors are welcome, as long as they have a reason to be on campus.
- 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 LAUSD rules and requirements. Even though County/City may have more relaxed rules, LAUSD has stated that campus facilities will not be able to re-open before 8/1/2020 at the earliest. Note – Pool re-open scheduled for mid-to-late Oct.
- Classroom & School-Wide safety supplies/materials re-checked and replenished as needed in anticipation of both potential need and for occasional safety inspections from LAUSD Charter School Division.
- Trip hazard remediation for campus walkways were mitigated via cement grinding, cement 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.



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Security/Safety - Standard:

- 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
- With the increased concerns for student and employee safety for a variety of reasons when on campus, PCHS expects 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 diligent on ensuring adults are visibly wearing their PCHS IDs or Visitor Badges.
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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, and then regularly extended to the current Wed 9/30 Deadline. It is anticipated the deadline will continue to be extended until PCHS is 4-5 weeks out from the start of Hybrid Mode when students will start riding buses again.
- While a number of riders have recently Opted-Out of the PCHS School Bus Program, there are still 436 Registered Riders. However, the number of families that have paid their down-payment is only 328. In order to maintain the Bus Program Routes/Buses & Stops as currently designed/mapped-out, we will need 80+ more students to pay their down-payment by the eventual deadline.
- 177 Scholarship Applications/Requests were received on behalf of 189 students (applications are per family). After attrition over the last 4 months, there are only 158 students within the School Bus Program with Scholarship Offers that have gone through the Demonstrated Financial Need process. Offer Letters were emailed out in late June. All \$192,000 worth of Scholarships were offered. Final determinations on number of final recipients will be made after the final down-payment deadline and the Free & Reduced Lunch Application deadline of 9/30/2020.
- 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 Pandemic. These ready to be resurrected 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 utilization resumes. It is undetermined at this time how significant or extended the limitations/restrictions 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 Pandemic ends.



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School Start Distribution Process (SSDP):

- The School Start Distribution Process (SSDP) was created to provide a Socially/Physical Distanced method for all students pick-up school materials - including but not limited to Textbooks, Student Devices (i.e. Chromebooks and equivalent), Art/Ceramics Supplies, etc. The program started on Mon 8/10 and ran through Thu 9/3. This process has now completed.
- Andrea King and the Library are doing periodic Book Exchanges for classes that have regular reading of books throughout the school year. These expected to be Thu's & Fri's every other week.
- PCHS is still collecting Textbooks and Student Tech Devices from 2019-20. These items were expected to be returned during the Year-End Collection Process (YECF) in June, though many families did not return items due to being out of town or concerns of coming to PCHS.
- Thank you to all the PCHS Personnel that assisted with this critical but time-consuming process!

Information Technology:

- Due to State/County regulations because of the Pandemic, PCHS has operated this past summer and for the start of this 2020-21 school year in 100% Remote/Distance/Online eLearning mode. The Technology Team has been working relentlessly with all PCHS Departments and multiple vendors to provide additional support and services to all Students/Families and PCHS Faculty/Staff. This work has included the procurement, configuration, and integration of various software, devices, and misc. equipment to support remote learning. The majority volume of this work involves direct student outreach and support.
- IT is continuing work on budget-approved purchases/projects. Student Devices (1,500) and Faculty/Staff Laptop (84) have been ordered, along with other ancillary needs for faculty such as headsets, tripods, and webcams. While many things are on backorder due to COVID-19 created supply and demand dynamics, combined with Federal sanctions on chip supplying countries affecting importing of parts/devices, many things have come in that have been distributed.
- The Tech Team is also working hard on fulfilling the results of the Learning Loss Mitigation (LLM) funded Faculty Tech Survey to assist Faculty by providing extra Tech Devices for use from home (Printers, Monitors, Document Cameras, Drawing Tablets, etc.). The survey results have been compiled and most items ordered and awaiting delivery.



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Information Technology - Continued:

- IT had been working with the Deans on multiple Student Code of Conduct and Responsible Use Policy violations that caused disruption to the eLearning classroom. After these incidents have been swiftly dealt with, the number of disruptions quickly plummeted.
- Efforts to support and host large group and stakeholder meetings continue as needed.
- The support of CPRA submissions continue to require a significant amount of IT time, taking away vital availability from faculty/staff and student/family support.
- Additional budget-approved leasing for back-end support of a new server, replaced data storage system, backup appliance, etc. is being planned for acquisition and installation sometime late this semester.
- The Category 2 eRate project is nearly complete. All targeted computer labs have been wired and dedicated fiber has been run to each one. The core switch and 1/5th of the total network hardware has been refreshed (additional network hardware infrastructure will need upgrades as soon as we can fund them). Form 471 part substitutions are now approved, allowing us to proceed with the final phase of UPS purchase and installation. We are now simply awaiting receipt of equipment for installation, much of which has been on significant back-order due to COVID-19 related supply issues.
- 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 continued to work tirelessly and do a tremendous job in supporting Students/Families, Faculty/Staff, Administrators and PCHS Board and Committees.



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MGAC/Pool:

- MGAC/Pool remains closed for the time being, but has been given approval to reopen in Mid-to-Late Oct once all preparations are in place.
 - Updated LA County Department of Public Health (LACDPH) Guidance for Public Pools recently released. MGAC's COVID-19 Reopening Safety Plan includes all LACDPH Protocols. PCHS Re-Opening Plan in place for when our facility is permitted to re-open
 - Hiring and training of Lifeguards
 - 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 (lap swim only)

- MGAC/Pool Fiscal Status – Due to Pandemic closure there are no revenue to report

- Maintenance Repairs/Replacements Projects completed:
 - New Large Pool Heater installed
 - Painted exterior buildings and gates
 - Starting blocks undergoing refurbishment
 - Underwater plaster repair
 - Mechanical Bldg Thresholds Replaced/Room Perimeters Epoxy Coated
 - Service of Surge Pit and Mechanical Relays
 - Replaced 3 underwater pool LED lights
 - New Chlorine Tank replacement in process
 - Main Drain replacement in process

- 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)

- Online ARC courses (Lifeguarding and FA/CPR) implemented-skill sessions will resume when pool re-opens
- Facility applying to LA County EMS to offer Public Safety First Aid Class (target date Jan 2021)
- MGAC Handbook 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 - Please see MGAC Website for details at www.palihigh.org/palipool



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Permits & Setups:

- **Permit Revenue for August 2020 is ~\$9,650.00:**
 - ~\$500.00 from Facility Rentals (Bay City Trees parking on Top Tier of Main Campus Lot)
 - ~\$150.00 from Banner Rentals
 - ~\$9,000.00 from Filming (Imposter Inc.)
- With all facilities shutdown due to the Pandemic and LAUSD Directives, Permits Revenues remains very low.
- Had our first production on site for filming August 16 & 17. Modest sized crew and mostly a still photography shoot. Used multiple locations. All wore masks and practiced social distancing. Overall a very successful start.
- **Potential Filming Coming Up:**
 - Nike Commercial (2 day shoot, end of September), Feature Film (aiming for October), Independent Feature Film (aiming for November), and still holding out hope for Saved by the Bell. Waiting to hear from location manager for next steps.
 - Also have quite few other requests on deck from location managers of smaller productions about facilities being available for filming—we have built in COVID safe rules and regulations that all production crews must follow.
 - Three (and increasing by the day) requests from outside groups about renting facilities to hold events.
- Banner demand is remaining stagnant with school being mostly virtual. This is the time that we typically promote our local elementary schools and their events, but that is not happening this year.
- September 2020 Set-Ups/Events:
 - ASB Club Meetings – September 8-15
 - B&F Meeting – September 14
 - ASB/Admin Town Hall – September 17
 - LTSP – September 18
 - Election Committee Meeting – September 21
 - Board Meeting – September 22
 - BTSN – September 24 (Tentative)
 - PTSA Meeting – September 24
 - Unassigned Day – September 28 (No School)



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Facilities/Projects:

- **LAUSD Historical Invoices for Maintenance & Operations work from 2014-2020:**
 - As decided by the Board of Trustees and Budget & Finance Committee, the LAUSD historical invoices for \$476,831.04 has been paid-in-full.

- **Ongoing Day-to-Day Operations/Facilities Support via facilitieshelp@palihigh.org that included but is not limited to the following:**
 - **Custodial Staff** – Have completed the Deep Cleaning and Floor Waxing (where appropriate) for the following Bldgs.: A, B, C, D, E, F, G, J, W, Some U's, Mercer Hall and Pali Academy. Pending are remaining U-Bungalows, Gym Snack Shop and Gym Lobby.
 - **Custodial Staff:**
 - Continued disinfecting of high touch areas include but not limited to things such as door knobs/handles, light switches, desks, tables, chairs, keyboards/mouse, counters, benches, water fountains push button, elevator, etc. rails with Clorox bleach germicidal wipes in addition to general daily cleaning.
 - Disinfecting /Cleaning of rooms being used by teachers working from their respective rooms to which teachers know to leave a yellow X posted to exterior doorknob to let custodial know they were present for day.
 - **Plexi-Glass Shields:**
 - **Counter Shields** - Purchased (18) 44" x 33" standing countertop barriers, horizontal stations for Offices such as but not limited to: Main; Attendance; Transportation; Counseling; Nurse; College Center Library; Psychologist; Pali Academy; J120, IEP Room, etc. to help protect PCHS workers and people to whom they are speaking.
 - **Floor/Standing Shields** – PCHS built Floor standing dividers to keep people side-to-side also protected are being assembled and deployed to offices to supplement the counter-top shields. This will help to minimize in-person exposure if multiple people are at a given Office counter simultaneously.
 - **Signage Installed** - Multiple "Notice Upon Entering Guidelines" signs throughout campus re Face Covering, Social Distancing, Hand-Washing at Campus entry points, A-Frames signs are various locations within campus, and all stairways.
 - **PPE Purchasing Continues for:** Nitrile gloves, face masks, face shields, goggles, gowns, etc.
 - **Supplies Purchasing Continues for:** Self-Pump Hand-Sanitizer, Common Area Wall-Mount Hand-Sanitizer, Extra Soap & Paper towels for Hand-Washing, Portable Hand-Washing Stations on order for when students return to campus, Clorox Wipes, Disinfecting Spray, etc.
 - **E-MIST EM360 System (Electrostatic Disinfecting) Training Completed.** – Vendor Hillyard Rep. Steve Hunter came on site and did a walk through demonstration on properly using system to maximize efficiency of disinfecting various surfaces/areas. Attendees included Operations and custodial staff.
 - **RYOBI ONE +** - Purchased (3) additional Non-Electrostatic Sprayers from Pro Institutional to supplement the EM360 System. The RYOBI units enable more efficient application of the 4minute Anti-COVID Spray.



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Facilities/Projects (Continued):

- **Ongoing Day-to-Day Operations/Facilities Support via facilitieshelp@palihigh.org that included but is not limited to the following:**
 - **Common Area Hand-Sanitizer Dispensers Installed** - Additional common campus area Hand Sanitizer Dispensers received and installed throughout campus: A-Bldg 1st Floor Hallway; Counseling and Attendance Offices, Library, Gilbert Hall, Mercer Hall, J120 and Loading Dock.
 - **Roofing Repairs** – U-Bungalow roofing repairs continuing
 - **Annual Fire Extinguisher Testing/Servicing** - completed.
 - **Stadium Rogue light fixture** – At no cost to PCHS vendor has agreed to replace the (1) rogue stadium light fixture that had been staying on at night and not responding to system controls and trouble shooting.
 - **Tech Dept.** – Golf cart batteries replaced and cart now operable again. Athletic Dept. and Operations Carts taken to shop for needed repairs.
 - **Cafeteria PM** – Diagnosis completed for the following units: Outside freezer; Walk In Fridge; Six-Door Reach-In Fridge and Pizza Freezer. Needed repairs identified for each. Outside freezer had frozen coils cleaned and Freon added; Six-Door Reach-In Fridge had set point adjusted and defrost timer reset. Walk-In Fridge needs the condenser coil unit replaced. The Pizza Freezer has a blown motor/blower system, which needs to be replaced for this machine to function. Awaiting comparison quotes and Admin approval for the proposed repairs.
 - **Faculty Quench Drinking Stations** – Annual filter replacement and Preventative Maintenance completed for the 7 Station locations as follows: Main Office Kitchen, Nurse Office, AA Office, Teachers’ Lounge, J110, MGAC and Pali Academy Main Office.
 - **Anti-Climb Deterrents Installed** - Installed at M-Bldg. & PE Tunnel service road gates; Visiting side Stadium entrance gate and Pali Academy front entrance gate + pedestrian gate.
 - **Landscaping** – (2) Irrigation sprinkler repairs addressed at corner planter of Faculty lot exit and planter between F&G Buildings.
 - **Stadium Exterior Outlet broken weather covers** – Replaced broken covers upper home side walk way as well as outlet on track near Irrigation timer.
 - **Annual A/C Preventative Maintenance (PM)** - needed repairs and/or replacements identified and being prioritize by tiers based on urgency.
 - **Teacher Summer Survey Responses/Requests** - Continue work and completion of requested items
 - **Painting** - Faculty Lot entrance swing gates + side posts completed as well as eating bench near library and elevator.
 - **Set Ups** - Assistance with College Center collections for Seniors and Library Books Exchanges
 - **MGAC – Continued** - Assistance to MGAC Director Brooke King with MGAC Maintenance in place of Lifeguards.
 - **Safety:** Secured all Secure-the-Door clips onto doors to better secure ropes for Secure-the-Door Kits in following areas: Gyms, Mercer Hall, A-Bldg. and Gilbert Hall.
 - **School Starting Distribution Process (SSDP)** – Supporting daily with Setup & Breakdown of Stations



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Facilities/Projects (Continued):

- **Ongoing Day-to-Day Operations/Facilities Support via facilitieshelp@palihigh.org that included but is not limited to the following:**
 - **Still Occurring as needed, although at a slower rate than when everyone is on campus:**
 - 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

Items in-progress and expected future completion include:

- **E-MIST EM360 System** – Electrostatic sprayer for large scale disinfecting being deployed as needed, and ready for regular school-wide disinfecting once students are back on campus
- **Furniture** – Critical needs for Whiteboards and Teacher Chairs approved by B&FC and were currently awaiting quote from School Outfitters.
- **Donor Brick Program** – Installation on Round 2 of Donor Bricks scheduled for 1st week of October.
- **Floor Standing Interaction Guards** – Pending for: Cafeteria Serving & Cashier Stations; and PA Main Office
- **Pests:** Survey/Assess/Remediate Mercer Hall, Gilbert Hall and U-Bungalows for termites.
- **Annual Cafeteria Grease Trap PM**
- **Roofing Repair/Patching** – U117/U118; W119/W120
- **Gilbert Hall** – Replace broken preset light fixture controller.
- **Broken Glass** – Replace broken window with new temper window for G107 and G102
- **Ice Machines** – Semi Annual Filter Replacements
- **Stadium Bleachers** – Annual Inspection completed. Few repairs called out. Waiting for parts to complete.
- **Address A/C PM identified Repairs** identified during Annual A/C PM
- **Awaiting** special dual occupancy sensors to replace in Study Center; D200 and W121
- **Mercer Hall:** Fix Pocket Doors and general cleanup/organization
- **Safety:** Refresh painting/taping required clearances around Plant Equipment around campus
- **Complete Teacher Summer Survey Responses/Requests**
- **PA Speakers** - Addressing PA Speaker issues reported in several classrooms
- **Faculty Parking Lot Solar fixtures** - Getting All to operate consistently (they're very temperamental)



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Facilities/Projects (Continued):

Facilities Larger Scale Projects:

- **Long-Term Underground Utilities Infrastructure Replacement Project (LAUSD Bond Funded).**
Other than a few month delay in starting, and assuming the COVID-19 Events do not re-surge to cause significant impacts, this project is now slated to start somewhere in the first half of October 2020 (original projected to start June 2020), and has been revised to now be a 18-20 month project.

At the urging of PCHS, Phase 1 has been rescheduled to do the driving/parking-lot affected areas now so that this more disruptive portion of the project will hopefully be done before we transition to Hybrid Mode.

Meetings to discuss project logistics and impact to the campus and school activities, assuming students are on campus at some point in 2020-21, are ongoing. More details to come when needed, but Faculty/Staff & Students should expect inconveniences in appearances and walking pathways throughout campus and for the duration of the project.
- **Gym A/C Project (LAUSD Bond Funded)** – Project still planned by LAUSD, and had been re-scheduled to start Nov 2020 (after the original Aug 2018 start and successive delays), and still last 14-16 months. Project is now being seriously contemplated by LAUSD to be pushed back for the 18-20 months it takes to complete the Underground Utilities Project so the projects do not overlap. Therefore, this project may not start until Summer 2022.

Meetings to discuss project impact to the campus and school activities are ongoing. 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, which would include a much needed emergency exit gate at the front of the school. Additional funding needed for longer-term permanent fencing in front of the Flagpole Area.
- **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. Second order or bricks have now been received and expected to be installed in Sep 2020. Additional bricks may be purchased if desired – Please contact Mike Rawson at mrawson@palihigh.org.