



# PALISADES

## CHARTER HIGH SCHOOL

### **Board of Trustees Meeting Operations Report October 13, 2020**

#### **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.
- While a few riders have recently Opted-Out of the PCHS School Bus Program, there are still 426 Registered Riders. However, the number of families that have paid some of their down payment is only 322 (237 paid in full and 85 paid partial). In order to maintain the Bus Program Routes/Buses & Stops as currently designed/mapped-out, we will need 80+ more students/families to pay their down payment by the eventual deadline.
- 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 are 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.

#### **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, Hand-Washing pre-campus-access Health Checks for COVID related Symptoms and Temperature, and others required protocols.
- Janitorial personnel are on-campus now 6-Days a week (Mon thru Sat) to clean/disinfect the regularly used areas of campus, and are scheduled this way until Hybrid Mode starts when additional Janitorial Staff will be added. 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.



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### **Security/Safety – Coronavirus Related in Some Manner (Continued):**

#### **Cleaning/Safety (Continued):**

- Additional PPE/Supplies have been ordered and received to aid PCHS in both the extra cleaning/disinfecting and daily consumables during 100% Remote eLearning and Hybrid time-periods. Things 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.
- Planning for eventual/TBD 2020-21 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

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

- PCHS Campus Aids security coverage remains as has been since the summer. Campus accessibility remains as has been 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, 3<sup>rd</sup>-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 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. All PCHS Personnel and Visitors are welcome, as long as they have an essential activity reason to be on campus.
- All non-essential facilities are closed, locked and not available for use. However, the MGAC/Pool is scheduled to a soft re-opening as of Thu 10/15/2020. All other facilities remain closed at this time as per LAUSD requirement.
- 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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### 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. A large portion of this work involves direct student outreach and support. In addition, the team has been spending significant time in 1:1 training and walkthroughs with students, faculty, and staff.
- 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. A modest portion of the first round of laptops were just received and are being prepared/configured now for distribution. Appointments are being setup with staff to receive their new laptops.
- The Tech Team is also working hard on fulfilling the results of the Learning Loss Mitigation (LLM) funded Faculty Tech for Home Use Survey to assist Faculty by providing extra Tech Devices for use from home (Printers, Monitors, Document Cameras, Drawing Tablets, etc.). All items have been ordered and are either arrived, distributed, or on back-order. As of 10/9, 91 items have been ordered with 57 received. Of these 57, 25 have been distributed to faculty while the other 32 items are still waiting to be picked up (all personnel have been previously notified re the remaining 32 items).
- Working with the California State Library and the PCHS Librarian, the IT Team is setting up access to multiple databases and resources from the K-12 Online Resources project, an initiative funded through the State to provide digital resource access to students.
- Training and support for the Attendance Office eVerification Rosters process is has been occurring. Reports developed by David Moo will be sent by the Attendance Office to faculty to digitally sign as part of a new State mandate for remote attendance verification.
- Procurement and setup of WeVideo for students and faculty is complete. IT is working with the Tech Coaches to devise a rollout and training plan for the new software.
- IT is working with multiple vendors in support of expanding A/V resources and security cameras on campus.



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### Information Technology - Continued:

- 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.
- Efforts to support and host large group and stakeholder meetings continue as needed. Aside from Board of Trustees meetings, this month the very successful eLearning Town Hall and Public Hearing for the 2020 Learning Continuity Plan were held.
- 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 1/5<sup>th</sup> 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
- Planning for eRate fiscal year 2021-2022 has begun. PCHS expects to bid the Internet contract, which expires in April 2022, through the eRate process.
- From Don – The Technology Team continues to 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 and is planning to do so on Thu 10/15 for Lap Swim only for Community Members and Permit Groups only (No PCHS Athletic Teams).
  - Updated LA County Department of Public Health (LACDPH) Guidance for Public Pools incorporated into Reopening Plan
  - Lifeguards Hiring completed and training underway
  - PPE, Supplies and Signage all procured and in-place
  - Back-end membership reservation system developed, undergoing final testing, and will be ready for reopening
  - No contact health and temperature check-in protocols in place
- MGAC/Pool Fiscal Status – Due to Pandemic closure there are no revenue to report
- Heater/Boiler breakdown, leading to new heater needed, insurance claim approved for \$11,700
- SoCal Energy-Efficiency Rebate For Business Application (heater) approved for \$5,500
- Maintenance Repairs/Replacements Projects completed:
  - New Large Pool Heater installed
  - Painted exterior buildings and gates
  - Starting blocks refurbished and installed (and look great!)
  - New Lane Lines received and installed
  - 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 assessment 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 for full scale/scope use when Students return
- 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](http://www.palihigh.org/palipool)



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### Permits & Setups:

- **Permit Revenue for September 2020 is ~\$8,950.00:**
  - ~\$500.00 from Facility Rentals (parking for Bay City Trees on Top Tier of Main Campus Lot)
  - ~\$450.00 from Banner Rentals
  - ~\$8,000.00 from Filming (BlueOx Films, LLC)
- With all facilities shutdown due to the Pandemic and LAUSD Directives, Permits Revenues remains very low.
- **Potential Filming Coming Up:**
  - Filming inquiries continue to be fairly steady. Averaging 1-2 shoots per month.
  - Converse Basketball Commercial took place in September, small crew of 15. Only used the large gym as a location.
  - Nike Commercial (3 day shoot, end of October)
  - Potential Feature Film (Late October)
  - Potential Independent Feature Film (aiming for November)
  - Still pursuing "Saved by the Bell" remake. Waiting on location manager for next steps.
- Increasing volume of 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 Virtual Events Assisted:
  - Back to School, Spirit Week – Early September
  - ASB Club Meetings – September 8-15
  - BoT and B&FC Meetings
  - LTSP – September 18
  - Election Committee Meeting – September 21
  - PTSA & Boosters Meetings
  - PCHS Town Hall – October 1



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### Facilities/Projects:

- **Ongoing Day-to-Day Operations/Facilities Support via [facilitieshelp@palihigh.org](mailto:facilitieshelp@palihigh.org) that included but is not limited to the following:**
  - **Custodial Staff:**
    - Have completed the Deep Cleaning and Floor Waxing for the majority of campus locations. A few remaining locations exist that have been delayed due to Facilities work in those areas or availability of the spaces (occupied by people working on campus regularly)
    - 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.
    - Student/Faculty Restrooms - Deep cleaned and floors machine scrubbed/washed. Disinfecting continues on a daily basis.
  - **Plexi-Glass Shields:**
    - **Counter Shields** – Purchased/Installed 18 44" x 33" countertop plexi-glass barriers for Offices including 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/installed floor standing dividers in same locations as the countertop versions listed above to keep people side-to-side also protected. This will help to minimize in-person exposure if multiple people are at a given Office counter simultaneously.
  - **Additional Signage Installed** – COVID-19 related Inserts in English & Spanish promoting social distancing, hand washing, etc. placed near the main lot entrance walkway to Admin Bldg. along Gilbert Lawn and walkway up to Flagpole side entrance of Admin Bldg. These inserts are similar but differ from the inserts placed at original 4 locations throughout campus. Smaller legal size and poster size posted to Bldg. exterior bulletin boards.
  - **PPE:** Took inventory of current stock and pre-determined future order needs based on current mode consumption vs estimated Hybrid mode consumption vs estimated full capacity consumption so that we can strategically place orders avoiding possible items pending on back order.
  - **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.



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### Facilities/Projects (Continued):

- **Ongoing Day-to-Day Operations/Facilities Support via [facilitieshelp@palihigh.org](mailto:facilitieshelp@palihigh.org) that included but is not limited to the following:**
  - **E-MIST EM360 System (Electrostatic Disinfecting) Training Completed.** – Vendor Hillyard Rep. Steve Hunter came on site to provide training 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.
  - **Common Area Hand-Sanitizer Dispensers Installed** - Additional common campus area Hand Sanitizer Dispensers received and installed throughout campus. Additional being order.
  - **HVAC** - Bldgs. & A/C air filters replaced/upgraded with MERV13 air filters, upgraded from the traditional MERV8 filters pre-pandemic, and our spring 2020 MERV10 filters to further combat COVID-19
  - **HVAC** – Faulty thermostats replaced for Principals Office, F106 and Finance Office. Others pending further determinations based on pending investigations of overall HVACC system.
  - **Pali Academy IPM** - Reinforced (7) grates behind main bldg. Using ¼ “Mesh over existing grate to prevent entry points for rodents.
  - **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.
  - **Dual room occupancy sensors** – Newly installed in: Study Center; D200; W119 & W120 for lights to operate automatically
  - **D202** – New Outlets installed for new computer workstations. Additional dedicated outlets installed to alleviate the need for extension cords for projector screen A/C unit identified by incoming teacher.
  - **U-Bungalows** - Sub floor repairs completed for: U107; U108; U111; U112; U115; U116; U117 and U118. Rotted plywood replaced. Re-Tiling planned for Oct.
  - **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.
  - **Annual A/C Preventative Maintenance (PM)** - needed repairs and/or replacements identified and being prioritize by tiers based on urgency.
  - **Tech Dept.** – Golf cart batteries replaced and cart now operable again. Athletic Dept. and Operations Carts taken to shop for needed repairs.
  - **Cafeteria:**
    - Walk-In Fridge Condenser coil unit replaced. Pizza Freezer blown motor/blower system replaced. All units properly functioning as of this report.
    - PCHS should continue accrue/save for major repairs in the 1-3 year timeframe as major Cafeteria Walk-In Fridge components start to reach their useful life.





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- **Ongoing Day-to-Day Operations/Facilities Support via [facilitieshelp@palihigh.org](mailto:facilitieshelp@palihigh.org) that included but is not limited to the following:**
  - **Faculty Quench Drinking Stations** – Annual filter replacement and Preventative Maintenance completed for the seven Station locations as follows: Main Office Kitchen, Nurse Office, AA Office, Teachers’ Lounge, J110, MGAC and Pali Academy Main Office.
  - **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.
  - **Teacher 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** – Installed newly painted Diving top blocks. 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.
  - **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** - Purchases approved by B&FC have been ordered – Classroom Whiteboard replacements & Teacher Chairs of critical need.
- **Donor Brick Program** – Installation on Round 2 of Donor Bricks completed.
- **Floor Standing Interaction Guards** – Pending for: Cafeteria Serving & Cashier Stations; and PA Main Office
- **Pests:** Remediate 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** – Replacement of broken class window for G107 and G102 and F204 broken door emergency see through glass scheduled for week of 10/12



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### Facilities/Projects (Continued):

#### Items in-progress and expected future completion include (Continued):

- **U101–U104 Walkway** – Replacing of rotted termite infested wood to exterior walkway
- **Ice Machines** – Semi Annual Filter Replacements
- **Stadium Bleachers** – Few repairs pending. Waiting for parts to complete.
- **Anti–Climb Deterrents** – Install at Home side restrooms; Reunion gate and Football Bungalow gate @ Stadium.
- **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)

### 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 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.

- **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 has now been slated to start in Summer 2022, or following the completion of the Underground Utilities Replacement project, whichever comes later. This is expected to be a 16-18 month project

Meetings to discuss project impact to the campus and school activities are ongoing, though now infrequent.