



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report February 9, 2021

Transportation:

- 2020-21 Status the Same – On Hold until School Re-Opens
- Stats holding about the same for 2020-21 at 406 Registered Riders and 72% (292) have paid their full down-payment
- Current 3-Year busing contract ends this year. Discussions with vendors for 2021-22 School Year & Beyond completed and proposals received.
- PCHS B&FC and Board to start discussions on selecting a School Bus Vendor 2021-22 (and possibly several more years. We should ideally target February for discussion and March for finalization/vote on a new contract.
- PCHS B&FC and Board to start discussions on setting the School Bus Scholarship funding for 2021-22. We should ideally target February for discussion and March for finalization/vote.

Security/Safety:

- Security Operations continuing as they have been
- Security staff will be increased commensurately whenever students return to campus
- Security helping run the Spring Semester Distribution Process (SSDP) with traffic control, health checks and station coordination

Permits & Setups:

- **Permit Revenue for January 2021 is ~\$12,100:**
 - ~\$500 from Facility Rentals (parking for Bay City Trees on Top Tier of Main Campus Lot)
 - ~\$11,600 from Banner Rentals
 - ~\$0 from Filming (Hollywood went on a filming hiatus due to the holiday break along with the Governor's plea for them to try and help slow the spread in light of the Stay/Safer-at-Home Orders. Additionally, PCHS has restricted the use of our indoor and main campus facilities to filming.)
- Filming inquiries likely to pick-up soon and be fairly steady. We could have 1-2 shoots per month as Filming on locations has been classified at the State and County/City level as an Essential Business and therefore is permitted to continue to operate during Pandemic and Stay/Safer-at-Home Orders.
- Potential filming – Music Video (Late Feb), Sports Drink Commercial (Late Jan), Viacom Production (40 day shoot, Late Feb Timeframe still TBD but in talks with their location manager).
- Non-Filming Permit Revenues continue to be minimal with the Pandemic and Facilities Closures



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Permits & Setups (Continued):

- Multiple requests from outside groups about renting facilities to hold events. PCHS continues to turn these offers down due to COVID.
- Banner demand slowly increasing, real estate agents re-upped for the year and with outdoor dining now back in action we have restaurants contacting for a spot.
- Major setup event for the Spring Semester Distribution Process (SSDP) starting now.

Information Technology:

- Technology Team continues to support Faculty/Staff, Students/Parents and PCHS Governance Groups in 100% Remote/Virtual mode and on-campus.
- IT continuing work on budget-approved purchases/projects. Some things still backordered (Student Devices), but most things also already received/setup/deployed.
- Faculty/Staff Laptops: 84 Ordered, 84 Received, 65 Deployed, 19 Waiting for Faculty Pick-Up. Common reasons for deployment delays are lack of recipient response and refusal to come on campus prior to COVID vaccinations being administered.
- 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.
- All Category 2 eRate project items are completed. Remaining tasks are compliance documentation and audit related.
- IT is working with VAPA to optimize the Gilbert Hall/B101 A/V components.
- 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.
- The Summer 2020 order of student devices is now expected to arrive in late February to early March. IT is working with Microsoft and Lenovo on pre-prepping the devices, to aid in expediting the receipt, inventory, prep required prior to distribution to students in need.
- Working with stakeholders on SSDP. IT will be present to assist with books, devices, and classroom supplies from Wednesday 2/3 – Saturday 2/6.
- A new library service for PCHS is in the late stages of configuration prior to rollout to students. The service, Sora by Overdrive, will allow PCHS students to digitally check out e-books and audio books through the Los Angeles and LA County Public Library, without having to obtain a library card. This is an online only service. Students still require the appropriate library cards when visiting a physical branch.
- Working with the Library on finalizing fine/delinquency notices for Textbooks, Library Books and Tech Devices to send to Families/Students.



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MGAC/Pool:

- Currently operating since Mid-Oct 2020 per LACDPH Protocol for Reopening Public Swimming Pools-12/7/20 Update
- MGAC/Pool offering early AM Lap swim for Community & Permit Groups Tues/Thurs since 1/7
- MGAC welcomed new permit group “Swim Up Hill” - Paralympic Athletes
- Additional Community Lap Swim Time Slots Added in Jan
- Limitations tightened after LACDPH Safer-at-Home Order: 1 Swimmer per Lane, Regulated Lap Swim Only, and limiting participation to those \geq 18 Years old
- Fiscal Status – Jan 2021 Revenue \$26,000 (Operating hours 6:00am-2:30pm)
- Recent Maintenance Repairs/Replacements Projects completed/planned:
 - New Chlorine Tank Replacement - Completed
 - Main Drain Replacement - Re-Scheduled for 2/8
- 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)

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 extended for Tue & Thurs so added scheduled times to Disinfecting Schedule.
 - Spring Semester Distribution Process (SSDP) - 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.
- **PPE/Supplies:**
 - Ongoing ordering/replenishment of PPE & Supplies/Materials as needed.
 - Submitted application to access Ford Funds to provide PPE for our Students & Staff at PCHS.
- **Whiteboard Installations** – Underway throughout various classrooms, several rooms completed
- **Gilbert Hall Stage Extension** - Termite treatments applied to stage and stage extension completed by 3rd-Party contractors.
- **Boiler Room** - 30' section of 5" pipe for hot water loop for heating system replaced due to multiple leaks that disabled the campus-wide heating system. Flow meter also needed to be replaced. Our redundant Boiler (Boiler #2) is also down and in need of repair.
- **5-Year Sprinkler Inspection/Testing** - Performed/Completed. Awaiting results from test for any identified/called-for repairs.



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Facilities/Projects (Continued):

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

- **Roof Patching** – Completed last of the identified U-Bungalow roof patching, in total U105 – U116 using Henry rubberized wet patch on roof seams and rolled entire roofs with Henry Solarflex 288 Desert Tan elastomeric coating. In addition, we also addressed Roof of E-Bldg. and roof of Gym lobby & wrestling pit.
- **Rain Gutter Cleaning/Clearing** – After initial day of hard rain we identified (8) additional locations that had roof or gutter leaks. All have been addressed and awaiting next storm to reassess.
- **Baseball/Tennis-Court Drainage Gutter** – Cleaned out after last heavy rainstorm.
- **Gilbert Lawn Sprinklers** – Several broken sprinklers addressed.
- **Nameplate** – Purchased and installed for new Director of Admissions & Attendance
- **U109 – U116** – PVC pipes connected to A/C units Extended to better drain into planters.
- **Painting** – Completed wooden benches around the main quad and in between main Bldgs.; Tennis Wall hitting lines; A-bldg. 1st floor hallway walls; Main office counter and Attendance office counter, both of which paint was sealed with clear sealant.
- **J108** – Replaced storage room fluorescent bulbs with LED.
- **Mercer Hall Safety Zones**
 - Outside VAPA workshop had permanent yellow lines painted marking path of travel from Teachers' Lounge and Green Room to emergency exit push bar gate to maintain clearance in case of an emergency.
 - Re-Established marked safety zone lines to permanently mark/identify with black & yellow safety caution tape all HVAC equipment, electrical panels, infrastructure boxes or equipment, fire alarm components and/or LAFD water connections, etc. to maintain compliance by maintaining clearances of said devices for access when needed.
- **Large Gym** – All Basketball Nets replaced.
- **Scissor Lift Repaired.** – Batteries replaced and hydraulic fluid added.
- **Set Ups** - Assistance with SSDP, College Center collections for Seniors and Library Books Exchanges
- **Safety:** Checking that all spaces have properly working Secure-the-Door Kits, ropes, emergency escape maps and emergency food and water supplies

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

- **Gilbert Hall & Mercer Hall Stages** – Paint Stage Floor.
- **Mercer Hall** – Replace broken Pocket Doors to A/V Closet with Standard Swing Doors.
- **Baseball Field** – Fill holes created by wild life with top soil to rid of trip hazards.
- **Track & Field Garage** – Door springs replaced for garage door to open/close properly.
- **Safety:** Black out shades for Mercer entrance and backsliding glass doors of teachers' lounge.
- **Music Class Secure Instrument Storage Door Servicing** – Awaiting vendor to schedule.
- **Many New Whiteboards to be Installed**



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Facilities/Projects (Continued):

Items set to begin and/or in progress with expected completion soon (Continued):

- **Boosters Water Fountain Project** - Install Elkay Fountains with Bottle Fillers once LAUSD gives us the OK to Proceed.
- **Ice Machine** – Cafeteria Ice Machine Repair
- **Painting:** J108 and 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 3/1/2021.
 - LAUSD currently has a moratorium on new construction/projects on campuses
- **Gym A/C Project (LAUSD Bond Funded)** – Delayed until at least Summer 2022