



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report August 24, 2021

Transportation/Buses:

- The 2021-22 PCHS School Bus Program has kicked off with 389 of the maximum 392 seats (56 Seats on 7 Buses) available are occupied. All 3 available seats are on the same Bus Route. This yields a current vacancy rate of < 1%. There are modest Wait Lists for 5 of the 7 Buses, with the 1 bus with the 3 seats available, and 1 other bus with no wait list students, but the bus completely full.
- While the above is good news in general, many parents are unhappy there is not the 8th Bus and the various Stops that had to be consolidated in order to make the 7-Bus Routes work. It is anticipated we may lose a number of the current 389 Riders by the 8/25 Opt-Out Deadline due to this, but that remains to be seen, and we will see if those are on the Routes with Wait List students or not. Therefore, the very high Occupancy Rate of 99% will likely drop slightly, but is anticipated to stay well within the 10% Tolerance built into the budget.
- The Drivers of our buses are conducting the same 3-Part Health Check we use at the campus checkpoints for all Students before they board the bus to help ensure the students health and safety while on the school bus. This process, while new to the drivers and students, has been a little slow at the start, but getting better each day, similar to the at campus checks. The Health Check process is expected to become more efficient and routine over the next week. Bus arrival at stop time, onboarding time, pull times and PCHS Campus arrival times are being tracked for all Routes & Stops and Bus Schedule adjustments will be made this week based on that data to help make sure the buses get the students to PCHS on time.
- The next deadline for finalizing 2021-22 Ridership is the 8/25 at 3:00pm Opt-Out Deadline.

Security/Safety:

- Security staff has been increased to accommodate the start of the school year and the required 3-Part Health Check (Temperature, Symptoms & COVID Test verification) for all Faculty/Staff, Students and Regular Workers. This process requires multiple Check-In Entry/Access Checkpoints in order to efficiently process our 2,600+ students arriving each morning (~400 come by bus pre-checked). So far this process has worked fairly well and is being refined each day and getting better each day as both the Checkpoint personnel and people arriving settle into the routine.



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Security/Safety (Continued):

- Post Campus Entry Security is ongoing as in past years to ensure the safety and well-being of all on campus during the school day. Additionally, the extra security assisting with the Access Checkpoints are helping ensure everyone is adhering to the PCHS Mask Policy as best we can. Security is of course outnumbers dramatically, and people are occasionally not complying with the mask mandate, but the Security Team is doing its best to remind everyone when seen to wear their masks and do so properly.
- PCHS continues to offer covered PCR COVID Testing to Students, Faculty/Staff, Students and Regular Workers via the Hilton Testing Center and Epic Medical Lab. Besides the main Testing Center in the Stadium Parking Lot, additional/satellite testing locations have been added to Main Campus as well to give everyone more convenient locations to test. Testing Center hours were expanded to be Mon-Fri 7:00am-5:00pm at the Stadium (7am-4pm on Main Campus) to help accommodate the larger volume of people now on campus daily.
- Security staff is also on patrol to help make sure all Students & Staff are adhering to mask wearing and physical distancing requirements throughout campus.
- Details on Campus Access Requirements are posted on PCHS's website here: go.palihigh.org/CampusAccess.
- The Campus Aide Team and additional Checkpoint personnel have been doing a tremendous job getting everyone through in the mornings!

Permits & Setups:

- **Permit Revenue for May 2021 was ~\$8,100:**
 - ~\$500 from Facility Rentals (Bay City Trees on Top Tier of Main Campus Lot)
 - ~\$6,600 from Banner Rentals - Banner demand starting to pick up.
 - ~\$1,000 from Filming
- Facilities got welcome news in early June with the go ahead for Iverbe Summer Camp to take place on Campus.
- **Permit Revenue for June 2021 is ~\$35,581.94:**
 - ~\$25,081.94 from Facility Rentals
 - ~\$500.00 from Facility Parking Rental
 - ~\$1,000.00 from Banner Rentals
 - ~\$9,000.00 from Filming
- Permits was given the go ahead by LAUSD to allow youth permit groups to resume actively using our facilities. Slow start due to summer break but they slowly gathered steam and securing their times for fall.
- Shortly later, adult permit users got the full go ahead, most have resumed.



Permits & Setups (Continued):

- **Permit Revenue for July 2021 is ~\$45,140.00:**
 - ~\$34,990.00 from Facility Rentals
 - ~\$500.00 from Facility Parking Rental
 - ~\$1,650.00 from Banner Rentals
 - ~\$8,000.00 from Filming

- **Total Permit Revenue for May, June and July 2021 is ~\$88,821.94**
- Quite a few inquiries in the upcoming weeks for filming...but with students coming back we are presented with new challenges on how to accommodate filming without impacting in-person/on-campus school.
- **Potential Filming** – New TV series, Bel Air, looking for a permanent home for filming. This would be recurring from early next month (Sept) to the very earliest February.
- Banner demand increased 10x, all spots are maxed for the next 3 months.
- Significant setups occurred and scheduled for Outdoor Classrooms and Student activities/events is ongoing as school starts.
- May 2021 Set-Ups/Events:
 - B&F Committee Meeting – May 3
 - PTSA Meeting – May 13
 - Senior Picnic – May 14
 - Board Meeting – May 18
 - LTSP – May 19
 - Lifetime Health Benefits – May 21
 - Special B&F Committee Meeting – May 24
 - Special B&F Committee Meeting – May 27
 - Special B&F Committee Meeting – May 28
- June 2021 Set-Ups/Events:
 - Special B&F Committee Meeting – June 1
 - Special B&F Committee Meeting – June 2
 - Prom – June 4
 - Last Day of School – June 9
 - Graduation – June 10
 - B&F Committee Meeting – June 11
 - Notice of Public Hearing – June 21
 - Board Meeting – June 22
- July 2021 Set-Ups/Events:
 - Summer Break



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MGAC/Pool:

- Currently operating per current LACDPH Protocol for Reopening Public Swimming Pools with restrictions of 2 swimmers per lane for community reservation lap swim, and up to 4 swimmers per lane for permit (when entire pool is permitted)
- PCHS Aquatics Teams Back to School – Water Polo started 8/2, Swim Team Tryouts 8/20
- Public/Community Lap Swim continuing Mon-Sat
- American Red Cross Trainings - FA/CPR/AED being conducted for 30+ Staff
- Fiscal Status – Q1 revenue anticipated @\$130,000+ public/permit
- Several mechanical issues (result of age of equipment):
 - Complex autofill issue being investigated
 - Filters undergoing Preventative Maintenance
 - Various pump system parts replaced, and rebuild kits purchased to have on hand in anticipation of future issues
- 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)

Information Technology:

- In-Person Graduation! Technology assisted with setups, device support, and system builds to allow our Pali Film Team and Audio Crew with a fantastic in-person event, streamed live to YouTube.
- Support of and participation in final Budget and Finance meetings.
- Summer school device support, including drive thru distributions.
- Support of summer school via remote support, and student 1:1 sessions via Zoom, and other campus programs throughout summer
- Device collection drive thru, to include physical cleaning, repairs where possible, and wiping of OS to prep devices for August rollouts.
- Preparation of all classrooms and offices for the Fall start of classes – Always a significant effort
- Worked with multiple vendors on device research and testing for teacher devices, A/V equipment, and other infrastructure needs that were budget approved.



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Information Technology (Continued):

- Orientation support, including 5 days of Technology Orientation for students (multiple sessions each day), which included information about accounts, passwords, various PCHS systems such as IC and Schoology, BYOD vs. borrowing devices, Lock Down Browser, and where to get Tech Help throughout the year.
- Student Device distribution is currently underway daily, before and after school, at lunch and at nutrition.
- IT is also planning for approved budget purchases and projects for the 2021-22 school year.
- IT re-starting its 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 and physical classrooms.
- Working with the Library this fall semester to continue reporting and recovery efforts related to Pandemic timeframe fine/delinquency collections for Textbooks, Library Books and Tech Devices.
- The IT Department continues to exhibit tremendous dedication to us all – Thank You!

Facilities/Projects - Ongoing Day-to-Day Operations/Facilities Support:

- **General Related to COVID:**
 - Regular Cleaning/Disinfecting of All Multi-Person 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 per set schedule. Pool hours expanded with the re-introduction of Permit Groups, YMCA and now PCHS Teams, so added Janitorial scheduled times to Disinfecting Schedule.
 - Custodial staff cleaning/disinfecting throughout the day for all commonly used areas such as: tables, chairs, tents, barricades, rooms, etc. with nightly cleaning/disinfecting completed in PM prior to next day use. Notable areas in regular usage but not limited to the below:
 - A-Bldg. 1st floor Offices, Library, AA Office, Loading Dock, Tech Office, Classrooms, Athletic Facilities, MGAC, Cafeteria, Finance Office, Teachers' Lounge, Copy Room, Gym Coach Offices/AD Office, School Psychologist
 - Regular School year started with all classrooms and spaces being fully used - Custodial staff cleaning/disinfecting rooms each day/night after usage is completed. In addition custodial staff is cleaning/disinfecting all areas in use, tables, chairs, tents, barricades, rooms, etc. corresponding to the various stations set up for cafeteria grab n go, transportation, security check points, etc. prior to Permits Dept. breaking down nightly in PM prior to next day use.



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Facilities/Projects (Continued):

- **PPE/Supplies:**

- PPE Stock remains in great shape with plenty of but not limited to: Face Masks, Face Shields, Gloves, Gowns, Hand-Sanitizer Bottles, Hand-Sanitizer Refills, Disinfecting Wipes, Disinfecting Spray, Paper Supplies, Soap, Chemicals for Electrostatic Sprayers and Disinfecting Spray Bottles, etc.
- Recently Ordered and received additional KN95 Masks, hand held thermometers and freestanding thermometers for additional entry/access points for full PCHS Health Checks as campus access for students starting the 2021-22 School year.
- After having Provided 120+ “Teacher Kits” for school startup in Spring those that had used PPE items had them replenished for start of school year and will remain available as needed and upon requested. Kits include but are not limited to the following: Surgical/Medical Masks, Face Shields, Gloves, Packages of Disinfecting Wipes, Hand-Sanitizer bottles, Bottle of Disinfectant/Purple Spray, Boxes of Paper Towels, Facial Tissue
 - Available upon request are disposable gowns.
- Provided “Bus Kits” for Buses for new school year. Kits include but are not limited to the following: Hand-Held Thermometers, Boxes of Batteries for Hand-Held Thermometers, Surgical/Medical Masks (for Student use if/as needed), and Disinfecting Wipes. Available upon request are disposable Gowns and Driver Face Shield.
- After having provided “Office Kits” for 1-2 person offices those that had used PPE items had them replenished for start of school year and will remain available as needed and upon requested Provided Kits include but not limited to the following: Surgical/Medical Masks, Packages of Disinfecting Wipes, Hand-Sanitizer bottles, Rubber Gloves, Facial Tissue. Available upon request are Face shields
- Maintain all Public Area touch-less hand-sanitizer dispensers to: Baseball Field; A-Bldg. by staircase to 2nd floor, on 1st/2nd Floors for Elevator entrances bringing overall total to 25+ around campus.

HVAC: Continued Evaluation of HVAC & Ventilation Systems

- **Boiler Room:**

2 of the 3 boilers that supply the heating system campus-wide are broken and need of significant repair or replacement. We are awaiting proposals from LAUSD and 2 other vendors for repair and replacement estimates. It is recommended we replace the two boilers completely to ensure last life/use instead of another major repair of the already old existing boilers.

Unfortunately, the current bond-funded Underground Piping Project currently in phase 1 of 3 does not cover anything to do with the central system Boiler Room including all piping, water pumps, boilers and automatic HVAC controller system. It only covers the underground piping to/from the Boiler Room.



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Facilities/Projects – HVAC (Continued):

- **Bldg. Mechanical Rooms:**

- **D-Bldg. Return Fan motor** scheduled to be replaced this coming Monday 08/23/2021. J-Bldg. New air compressor purchased to replace very old (original/broken) air compressor.
- **F-Bldg. - Replacement of Return Fan bearings & shaft** scheduled for 08/27/2021
- **J-Bldg. New Air Compressor** replacement pending backorder.
- **MERV-13 Filters** ongoing Monthly Inspecting & Replacing

- **Other HVACC related Items:**

- **Annual HVAC Preventative Maintenance** completed for all 37 units. Recommended repairs needed minimal this year due to previous work done in prior years.
- **Annual Bldg. HVAC Duct Cleaning** completed per 5-year rotation plan.
- **Pali Academy AC Replacement(s)** - Aging and failing units for all 3 classrooms replaced as well as 1 unit for Main Office
- **Installed 2 Reversible Window Fans**, both set to exhaust, campus wide in classrooms as an added supplement to our MERV13 Filtered Central Ventilation Systems.

- **Other:**

- **Water Fountains:** Per LAUSD, we were allowed to turn the water back on to fountains as of two weeks ago. Before doing so we completed Water Filter Replacements, with a few backordered filters having those fountains stay shut off with “DO NOT USE” signs staying posted until we complete which is pending arrival of backordered replacement filters.
- **Annual Fire Extinguisher Service** - Completed.
- **J108 Refresh Project** completed. Old computer cabinet counters removed, black floor tile replaced where needed, new tables to maximize space ordered, room fully painted black to create “Black Theater Box” effect. Old 12’ projector screen removed and replaced with flat screen T.V. mounted onto wall. New data and power installed at front of room for additional work spaces created.
- **New Counseling Office** created by relocating counseling Cume Room and redoing flooring, painting, installed new outlets, and provided data hookups as well for both computer and phone access.
- **J101, J109C & J109D Wood Floor PM** - Completed
- **Stadium Visitors-Side Bleacher Repairs completed** - Walking planks were replaced, new nuts, bolts, and washers were also used to replace the old to properly secure each.



Facilities/Projects – Other (Continued):

- **Large Gym Light Fixtures:** New electronic ballast and new light bulbs installed due to Sourcing New Manufacture for replacement lightbulbs as previous manufacture went out of business. Electronic ballast and light bulbs pulled from Large Gym will be used to supplement Small Gym for current needed replacements and/or stock for future needs.
- **Safety:** Replaced (2) broken full length 4' x 10' mirrors and reinstalled (2) loose unsecured mirrors of the same size as new mirrors installed
- **Safety:** Replaced (7) individual class windows in 7 different classes.
- **Baseball/Tennis-Court Drainage Gutter** – Maintaining sweeping/cleaning routine
- **Stadium Turf** - Weekly field maintenance on going and will continue as normal
- **Set Ups** - Security stations and COVID Testing in campus locations
- **Set Ups in Athletic Facilities:** Setups for start of Athletic Teams conditioning/practicing including indoor Volleyball Games & Football Games.
- **Safety:** Checking that all spaces have properly working Secure-the-Door Kits (ropes, cleats, rings), help with verification of emergency escape maps and emergency food and water supplies

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

- **HVACC:** J101; J120 and J123 Automatic controller upgrade
- **U107 AC** – Repair/Replace Motor
- **Football Office Bungalow** – Thermostat replacement
- **Cafeteria PM for:** Freezer, walk in fridge and reach in fridge
- **Cafeteria Serving Counter** replacement
- **Boosters Water Fountain Project** – Install Elkay Fountains with Bottle Fillers. Awaiting Proposal from LAUSD for ADA compliance Drawings.
- **Mercer Hall** – Replace constantly breaking Pocket Doors to A/V Closet with Standard Swing Doors. Paint Stage Floor. Black out shades to be installed for Main Entrance Windows
- **Painting:** F107



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Facilities/Projects - Larger Scale Projects:

- **HVAC/Boiler Upgrades** – As indicated above, significant Boiler Investment needed:
 - Replacement of Down Boiler #2
 - Replacement of Down Boiler #3

- **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 Nov 2021 in conjunction with the Gym HVAC Project
 - LAUSD had a moratorium on new construction/projects on campuses until April 2021. Even so, this project not expected to re-start until Late Fall 2021.

- **Gym A/C Project (LAUSD Bond Funded):**
 - Now expected to start Nov 2021 and last 18-20 Months.
 - Issues raised about plan to close the Large Gym for up to 6-Months, starting June 2022, which will affect the Girls VB Season, and start of the Boys & Girls Basketball Season.
 - Requests made for assistance in not having the Large Gym closed for Aug-Dec 2022, and if necessary for LAUSD to find/provide Gym Space for the PCHS Teams impacted.