



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report September 21, 2021

Transportation/Buses:

- The 2021-22 PCHS School Bus Program has operated for Five Weeks now. After the typical first 8 Days of operation, we adjusted the Schedule to better reflect the reality of Stop times for most Routes. Whenever PCHS has to create new Routes, when number of buses we use changes, there is always a real-world adjustment that is needed after the first two weeks, which we did. We have made one more schedule adjustment to one Route since then and the arrival times of buses are general back in target range.
- The School Bus Program has maintained a very healthy Occupancy rate and still has a ~98% Occupancy. Most Wait Lists have been worked through, and we are still getting the occasional inquiry for new riders, so we are hopeful the Occupancy Rate will stay well above the 90% Threshold we have for consideration of a Bus Fleet adjustment.
- While the above is good news in general, some parents still rather unhappy there is not the 8th Bus and the loss of some Stops that had to be consolidated in order to make the 7-Bus Routes work.
- 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 has certainly improved and everyone is now used to it.
- We have recently implemented Assigned Seats on all Morning, 2:20pm and 3:25pm Bus Routes. Similar to the Assigned Seating requirement in all Classrooms, this has been done to aid in minimizing the number of Students that may need to Quarantine if anyone on a School Bus turns out to be COVID Positive. The assigned seating process has added another Boarding Procedure on top of the 3-Part Health Check, so another period of adjustment and time consumption for the Loading/Boarding process.
- The next deadline for finalizing 2021-22 Ridership is the End of September requirement for all Scholarship Recipients to apply for the Free & reduced Lunch Program.
- A Special Ed wheelchair van was recently contracted to help bring one of our wheelchair-bound students to PCHS. Two additional Students needing rides are being added to that van as well to help defray some of those costs. This also helped free up a vehicle and driver for another student that we needed to provide transportation.



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Security/Safety:

- Security Staff was initially been sized 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.
- Security staffing was recently reduced to try to save on external contract personnel that were hired to help with the multiple Checkpoints for Health Checks. Current staffing is not adequate to handle the last 30-Minute “Rush” when a disproportionate percentage of Students come in the 7:25am-7:55am time period, when many of the PCHS Internal personnel need to leave at around 7:30am to go Teach and work with their 1v1 Students.
- Additional Checkpoint Staff are needed in the 7:25am-7:55am range, and ideally PCHS Internal or Adult Volunteers that are OK to work only for 30-60 Minutes each morning.
- 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 too frequently 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. Hilton recently switched back to their original lab (UDX) without notice to PCHS or Students/Families. The switch back has been fairly smooth, so some issues have occurred.
- Besides the main Testing Center in the Stadium Parking Lot, additional/satellite testing locations exist on Main Campus as well to give everyone more convenient locations to test. All the testing stations seem to be utilized fairly well. Testing Center hours have been maintained as 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.
- Details on Campus Access Requirements are posted on PCHS’s website here: go.palihigh.org/CampusAccess.
- PCHS has been experiencing a significant degree of graffiti and vandalism in Student Restrooms over the last two weeks. One of the perpetrators has been caught and is being addressed in the Deans Office, but others remain at large. Any assistance in determining who they are is very welcome.



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Permits & Setups:

- **Permit Revenue for August 2021 was ~\$35,800:**
 - \$24,150 from Facility Rentals
 - \$7,150 from Banner Rentals - Banner demand starting to pick up.
 - \$4,000 from Filming
 - \$500 from Parking Rental (Bay Cities Tree Service)
- Fall sports/permits going well – Club Sports steadily picking back up to normal pace.
- Banner demand continues strong, maxed out for the next couple of months.
- Filming that took place in August: YouTube Series, Mystery Inc.
- **Potential Filming:** All American: Homecoming - Slated for filming last week in September and first week in October to shoot the pilot. They are hoping to be a new series considering PCHS as their recurring location throughout the season.
- 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 affecting in-person/on-campus school.
- Many requests from new and hopeful permit teams as well as one-off outside groups about renting facilities.
- August 2021 Set-Ups/Events:
 - Senior Orientation – August 5
 - Junior Orientation – August 4
 - Sophomore Orientation – August 9-10
 - Freshman Orientation – August 11-12
 - Make-Up Orientation – August 13
 - PD Day – August 16-17
 - First Day of School – August 18
 - PTSA – August 19
 - Board Meeting – August 24
 - LTSP – August 25
 - Back-to-School Spirit Week – August 30-September 3
- September 2021 Set-Ups/Events:
 - College Center Senior Meetings
 - Spirit Week Activities and ASB Club Week
 - B&FC Meeting in Staff cafeteria
 - Board Goal Setting Meeting in Mercer
 - 2 Home Football Games – Eating Area in Stadium Parking Lot
 - Fuerza Unida Assemblies



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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 Well Underway: Water Polo & Swim Team
- PCHS PE Swim Classes kick off 9/20/2021
- Public/Community Lap Swim continuing Mon-Sat
- American Red Cross Trainings - FA/CPR/AED being conducted for Staff and Coaches
- Fiscal Status – Q1 revenue @\$135,000+ public/permit, expect 15% reduction for Q2 and Q3 due to PCHS-PE and PCHS-Athletics competitions
- Honorable Mention: Jamal Hill (Team USA) trained at MGAC 2020-21 during COVID and won Bronze at Tokyo Paralympics (50 Free)
- Currently recruiting lifeguards
- Several mechanical issues (result of age of equipment):
 - Two recent pool closures quickly mitigated
 - Complex autofill issue and autofill plumbing 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)



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Information Technology:

- IT is prepping/planning approved budget purchases and projects for the 2021-22 school year.
- Worked with multiple vendors on device research and testing for teacher devices, A/V equipment, and other infrastructure needs that were budget approved. Ordering for some projects has begun and we are awaiting delivery (1–4 months depending on item).
- Additional planning is occurring for budget-approved projects overdue from the 2020-21 school year, which were unable to be completed due to COVID related circumstances.
- Student Device distribution is well underway and occurring daily - before and after school, at lunch and at nutrition.
- IT in full swing working 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.
- IT also has also been working with the Dean's Office and Security to review many hours of video footage in response to student behavior incidents on campus.
- 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. 142 technology items are unreturned and 160 technology related fines are unpaid.
- The search for the IT Team Lead and a replacement for the recently vacated Tech I person have successfully completed, with new incumbents starting in early and mid-October. While we are always saddened for team members to move on, we are happy for their successes and future opportunities and are excited to onboard new members.
- Many hours have been lost in support of recent PRA requests/searches. While IT fully supports the California Constitution and civil liberties, student and staff IT services and support suffer due to the lack of IT resources and support available while a search is being conducted.
- Thanks to the initiative of our new EdTech Coordinator, Dina Salama, and the support of IT, all teachers and students now have access to Canva through their Pali SSO account. Canva has also been integrated into Schoology, allowing teachers to create assignments or students to submit presentations and work directly through the Schoology Canva LTI.
- Event Setup season has once again hit full stride, and IT supported 14 technology setups this month.
- The physical paper printing age has returned in full force at Pali. Suffering a little from eLearning fatigue, 323 reams of paper have been consumed since the last BoT meeting, with 196,838 pages coming out of the two main copy room copiers (they do work!).
- To aid teachers that requested assistance with amplifying their voices, we purchased and deployed a number of personal PA systems for teachers and have received positive feedback about their use.



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Information Technology (Continued):

- Supported the Attendance Office to redeploy the Swipe-K12 carts, which help to process late students in the mornings, getting them into the classroom faster. IT is investigating some of the Swipe features, which may be usable in other spaces to aid in tracking student occupancy for contact tracing when a seating chart is impractical.
- Assisted the Attendance Office and Security Teams in setting up and providing training/support for PCHS ID Scanners for Morning Campus Access Tardy Sweeps.
- Working with Operations, IT assisted in diagnosing and circumventing an issue with the main PA and Bell system. As the system is many years past its useful, expected life, IT is helping to obtain quotes for potential replacement systems.

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, PCHS Teams and now PE Classes, 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.



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.
- “Teacher Kits” & “Office Kits” replenished per email request and/or PM Janitorial observation and will remain available as needed. 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.
- PCHS Provided “Bus Kits” for Buses refreshed as needed. 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.



Facilities/Projects – HVAC (Continued):

- **Bldg. Mechanical Rooms:**

- **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:**

- **Hallway Locker Combination Changes** - Combos have been changed for 2020-21 departed seniors to reallocate to the incoming freshman class. If the locker issue was so bad that we should not assign this locker to anyone, we skip that one when doing the assignments.
- **IPM Pest Management** – Significant degree of baiting exterior of Bldgs. for ants and roaches using *LAUSD approved products only*.
- **Furniture New Teacher/Office Chairs** – (9) chairs pre-approved by Dept. Chairs and/or B&FC received, assembled, and delivered.
- **Girls PE Locker Room:** Rogue blinking LED light fixture replaced
- **Cafeteria Door:** Nearest Outside freezer Not latching repaired
- **Counseling Office:** Request was for something to prop up printer off the floor to avoid struggle to bend down regularly
- **Water Fountains:** Backordered filters arrived allowing us to replace and turn on additional fountains for students at start of school year
- **Football Office Bungalow** - Thermostat replaced. Capacitor needs replacement as well (unit very old and has not run in years).
- **U107 A/C Unit** - Repaired.
- **D207** - (3) New Whiteboards installed replacing aged whiteboards and chalkboards.



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Facilities/Projects – Other (Continued):

- **Furniture** - Lots of requests 1st week of school to add or subtract student desks/work spaces. Due to Furniture Budget constraints the past couple years we have/had very little stock. We will need to expand the Furniture Budget next year.
- **Nurse Office** – Extra Work space provided for new assistant.
- **Hazardous Waste/E-Waste Management** – E-Waste from Spring Semester 2020-21 and Summer 2021 was picked up by our specialty vendor.
- **Pali Academy** - Basketball court drainage; seepage and sump pump maintenance
- **Transporting Nutrition and lunch** – Facilities delivers Meals to Pali Academy twice a day
- **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, Basketball & 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

- **G106** – T.V. & Soundbar Install
- **J108A** – Soundbar for T.V install
- **Furniture:** 40 combo ceramic desk replacements for C203 to be deployed
- **Furniture:** 8’ and 6’ computer tables for J108
- **HVACC:** J101; J120 and J123 Automatic controller upgrade
- **Cafeteria PM for:** Freezer, walk in fridge and reach in fridge
- **Cafeteria Serving Counter:** Replacement Counter to be installed shortly
- **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
- **Football Office Bungalow** – Capacitor replacement



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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 or Dec 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 or Dec 2021 and last 20-22 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.