



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report October 12, 2021

Transportation/Buses:

- A few slight tweaks in the scheduled times have been made in Sep, and one additional Stop at Overland ES added to a 2:06pm Dismissal Route, but other than those changes the Routes and Schedules have stayed fairly stable. The morning schedule changes have increased the buses arrival times to be more consistently in by the 7:35am target range.
- The School Bus Program has maintained a healthy Occupancy rate over 95%. Most Wait Lists students have been accommodated, though we still get the occasional inquiry for new riders. We are cautiously optimistic the Occupancy Rate will stay above the 90% Threshold we have for consideration of a Bus Fleet adjustment.
- However, our bus company (ATS) has invoked a clause in our contract stating when significant industry cost increases occur that they can re-negotiate our rates, and they have requested a 9% increase for the remainder of the school year after October 15th, 2021. Requested implies we can say No, and we can, but on Monday October 18th we will no longer have a bus company. We have called 15+ other bus companies to see if there are any feasible options, and so far most fall into one of two categories:
 - 1) Excessively more expensive than ATS's requested rate hike
 - 2) Not able to service our needs because they do not have Drivers
- The 9/30 deadline for completing the last PCHS School Bus Scholarship Contingency requirement to retain one's scholarship, applying to and being accepted into the Free & Reduced Lunch Program, has passed. Unfortunately 28 Students failed to meet this contingency and have had their Scholarship Offers rescinded for the remainder of their 2021-22 Ridership. There is expected to be some degree of dropout from the PCHS School Bus Program because of this, but the extent of this has not yet been determined.
- 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.
- The PCHS School Buses/Routes in the Morning and at 2:20pm/3:25pm have similar Assigned Seating requirements as 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.



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Transportation/Buses (Continued):

- Our ATS Special Ed wheelchair van has had a few hiccups in terms of Driver turnover and tardiness, but seems to be better settling in now. This van is servicing three Students. YC is servicing our other Students. YC could not service all our students as they have in the past because they could not get enough drivers (and still cannot).
- Athletic Trips, while being serviced fairly well, are a struggle to get them booked well in advance and with confidence. Again, the driver shortage is causing us to have to scramble regularly as ATS and others substitute vendors continue to struggle to have available drivers.
- The vaccination mandate for Adults/Drivers is going to make all the above issues related to driver shortages even worse, so we need to be prepared for more challenges in this area.

Security/Safety:

- Campus Access Checkpoint/Security staffing has continued to be reduced, though modestly, to save on external contract personnel that were hired to help with the multiple Campus Access Checkpoints. There has been a slight increase in PCHS-Internal personnel to help with the morning rush check-in which has enabled us to streamline external staffing a little more. However, current staffing is still not adequate to handle the last 30-Minute "Rush" when a disproportionate percentage of Students come in the 7:25am-7:55am time-period. The Admin Team has been working the front lines from 7am-8am each morning to supplement the needed staffing, in particular when many of the PCHS-Internal personnel need to leave at around 7:30am to go teach and work with their 1v1 Students.
- Additional PCHS Internal Checkpoint Staff are still needed in the 7:25am-7:55am range, and ideally PCHS-Internal or Adult Volunteers that are OK to work that specific time-period each morning. To Date, only one person has volunteered from the outside after three weeks of solicitation for morning assistance, and that one person was invited to come help and never showed up.
- Alternative approaches to help aid in the morning checkpoint process are being pursued, to create further efficiencies to lower costs. These include an option of a mandatory testing at PCHS in-class. Details are being discussed with UTLA Leadership. Additional LAUSD DailyPass-Like options are being pursued as well, but unsure if those will be viable and cost-effective.



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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 reduced from school start, but 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 and Regular Workers via the Hilton Testing Center. Hilton has now fully switched back to their original lab (UDX), and is working with PCHS on how best to try to implement an in-class testing approach for weekly testing.
- Please Note that at this time, should the Fully Vaccinated mandate go into effect as anticipated, that weekly PCR COVID19 Testing will still be required. The Vaccination Mandate, as we currently understand it, does not eliminate or reduce the requirement to PCR COVID19 Test on a weekly basis.
- Besides the main Testing Center in the Stadium Parking Lot, additional/satellite testing locations exist on Main Campus 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. Testing Station hours may be adjusted if we adopt an in-class approach, but the specifics of those time adjustments have not yet been determined.
- 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 few weeks, including 3 broken sinks in Student Restrooms, the last one this past week smashed into 10+ pieces. Some of the perpetrators have been caught for some of the incidents and are being addressed in the Deans Office, but others remain at large. Any assistance in determining who they are is very welcome. Here is a picture of the latest damage:



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Permits & Setups:

- **Permit Revenue for September 2021 is ~\$66,625:**
 - ~\$49,325 from Facility Rentals
 - ~\$500.00 from Facility Parking Rental
 - ~\$1,800.00 from Banner Rentals
 - ~\$15,000.00 from Filming

- Filming that took place in September: Olivia Rodrigo Music Video, Mystery Inc.

- Banner demand continues strong, maxed out for the next couple of months.

- Fall sports/permits going well – Club Sports almost fully back up to normal pace.

- Many requests from new and hopeful permit teams as well as one-off outside groups about renting facilities.

- **Potential Filming:**
 - Disney Anti-Bullying Campaign
 - Episode of “Maggie” new TV series
 - Birkenstock Commercial

- **September 2021 Set-Ups/Events:**
 - PTSA Board Meeting – September 2
 - Board of Trustees Goal Setting Retreat – September 18
 - Board Meeting – September 21
 - Picture Make-Up Day – September 28
 - LTSP – September 29
 - AA Committee Meeting -- September 30
 - Football Games – Barricading Lower Tier lot, Setup for Designated Eating Area, etc.
 - Class meetings in the Large Gym
 - Fuerza Unida Meetings
 - Etc.



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MGAC/Pool:

- PCHS Aquatics Teams (Water Polo & Swim Team) doing their thing and heading toward playoffs
- PCHS PE Swim Classes in full swing now and going well
- Public/Community Lap Swim continuing Mon-Sat as usual
- 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. Q2 results will be reported out in Dec/Jan.
- Currently recruiting lifeguards to replace departed guards
- Several mechanical issues (result of age of equipment):
 - Two recent pool closures quickly mitigated
 - Complex autofill issue and autofill plumbing still 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 continuing to work 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).
- 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 (graffiti, destruction, vaping, etc.).
- 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.
- IT is prepping/planning approved budget purchases and projects for the 2021-22 school year.
- 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.
- Event Setup season has once again hit full stride, and IT supported 28 technology setups since the last BoT meeting.
- Printing on the main copiers since the last BoT meeting totals 143,645 pages, with another 80,338 coming out of the Duplo’s. This does not include classroom or other office printing! To contrast the same period of time in 2019, pre-pandemic, we printed 177,900 pages on the copiers and 76,862 on the Dulpo’s. As we have seen a steep increase in classroom paper and toner cartridges, it is possible that less staff are relying on the copiers and copy clerk and more on their classroom printers.
- Work continues on a new copier contract. A proposal is expected to be brought to Budget & Finance and the Board in November.
- IT worked with Operations again to diagnose issues the PA system. A significant time investment is required to map out all the existing faults. It is recommended that a specialist firm or LAUSD perform this statement of work.
- Many hours continue to be spent on PRA requests/searches.
- Continuing to support Attendance Office with high-use of Swipe-K12 carts, which help to process late students in the mornings, getting them into the classroom faster.
- Continuing to assist the Attendance Office and Security Teams in setting up and providing training/support for PCHS ID Scanners for Morning Campus Access Tardy Sweeps.



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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
- 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.

- **PPE/Supplies:**

- PPE Stock remains in good 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, Guard Kits and Bus Kits replenished per email request and/or Operations personnel 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.
- 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.



Facilities/Projects (Continued):

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.

- LAUSD cost proposal is \$300,000. We are bidding out the project specifications and requirements imposed by LAUSD to our vendors to hopefully get a significant reduction in cost to replace these.

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 HVACC controller system. It only covers the underground piping to/from the Boiler Room.

- **Bldg. Mechanical Rooms:**

- **J-Bldg. J120** HVAC Controller Box replaced
- **MERV-13 Filters** ongoing Monthly Inspecting & Replacing

- **Other HVACC related Items:**

- **Installing (4) Reversible Window Fans**, all set to exhaust, for **Library** as was done campus wide in classrooms as an added supplement to our MERV13 Filtered Central Ventilation Systems.

Facilities/Projects (Continued):

- **Other:**

- **Safety:** Major trip hazard re concrete in A-Bldg. walkway fixed.
- **G106** - 82" T.V. installed for teaching curriculum.
- **Furniture for J108:** Received, assembled and delivered/setup the new 8' and 6' computer tables.
- **Cafeteria:** NEW Serving Glass counter sneeze guard installed to deter students from reaching in and touching food vs. getting it served and received from top of new sneeze guard.



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Facilities/Projects (Continued):

Other (Continued):

- **Cafeteria:** New Freezer received, assembled and installed.
- **Cafeteria Preventative Maintenance Completed for:** Freezer, walk in fridge and reach in fridge
- **Additional Trash Bins** ordered to help minimizing students from carelessly leave on floor campus wide. They do not seem to want to walk a little to throw things out.
- **IPM Pest Management** – Significant degree of baiting exterior of Bldgs. for ants and roaches using *LAUSD approved products only*.
- **PE Dept.** - Retrieved various balls from Gym roof
- **Water Fountain Filters:** Backordered filters arrived allowing us to replace and turn on additional fountains for students at start of school year
- **Pali Academy** - Basketball court drainage; seepage and sump pump maintenance
- **Transporting Nutrition and lunch** – Facilities delivers Meals to Pali Academy twice a day
- **Baseball Batting Cage & 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.
- **Hallway & PE Locker Maintenance** – Continue to support/resolve several locker maintenance requests a day.
- **Hazardous Waste/E-Waste Management** – E-Waste from Spring Semester 2020-21 and Summer 2021 was picked up by our specialty vendor.

Facilities/Projects – Other (Continued):

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

- **Hallway Locker Combo Changes** – Make combination changes to all the donated Hallway Lockers to be able to provide to those Students, primarily Freshman, without Hallway Lockers due to our Annual Shortage of available lockers (3,000 Students and 2,700 Lockers).
- **Gio Stewart A-Bldg. Project** - Install vertically (3) 8x4 corkboards for him to use with various student groups he works with.



Facilities/Projects – Other (Continued):

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

- **Gio Stewart A-Bldg. Project** - Install/mount ceiling projector to project onto hallway wall.
- **Title & Name Plates** - Ordered for new Faculty & Staff.
- **J110B** – Replace broken office door and lockset.
- **Hazardous Waste/E-Waste Management** – E-Waste from Fall 2021 scheduled to be picked up by our specialty vendor.
- **G106** –Soundbar Install
- **J108A** – Soundbar for T.V install
- **HVACC:** J101 and J123 Automatic controller upgrade
- **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

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
 - LAUSD cost proposal is \$300,000. We are bidding out the project specifications and requirements imposed by LAUSD to our vendors to hopefully get a significant reduction in cost to replace these.
- **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. Meeting planned with LAUSD for Mid-Oct to review latest planning timelines.
- **Gym A/C Project (LAUSD Bond Funded):**
 - Now expected to start Nov or Dec 2021 and last 20-22 Months, in conjunction with the Underground Utilities project.
 - Issues raised about plan to close the Large Gym for up to 6-Months, starting June 2022, which will affect the Girls VB Season, start of the Boys & Girls Basketball Season, as well as Permits usage/revenue.
 - 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.