



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report December 14, 2021

Transportation/Buses:

- The School Bus Program has maintained a healthy Occupancy Rate at least 94% this semester. Virtually all Wait List students have been accommodated, though we still get the occasional inquiry for new riders or changing buses. We are fairly optimistic the Occupancy Rate will stay above the 90% Threshold we have for consideration of a Bus Fleet adjustment.
- No schedule adjustments were made in November, and most days buses ran on schedule and have been fairly consistent timeliness wise.
- The Drivers of our buses have been continually instructed to conduct the same 2-Part Health Check we use at the campus checkpoints (Symptoms and PCR COVID Test) for all Students before they board the bus to help ensure the students health and safety while on the school bus.
- Our Special Ed transportation via YC and ATS has stabilized since October and is running well.
- Athletic Trips, while being serviced fairly well, are still a struggle at times to get them booked in advance and with confidence. Again, the driver shortage is causing us to have to scramble regularly as ATS and others sub- vendors continue to struggle to have available drivers.

Security/Safety:

- PCHS on Monday 12/6 in the 9am-Noon timeframe experienced a significant degree of social media flamed concern over a rumored Active Intruder threat to the school. Review by PCHS Administration, LAUSD School Police and LAPD, including discussions with the students and their parents involved, yielded a determination of the rumors to not be credible. The student who initiated the rumors confessed to doing so with no justification for doing so. Many parents and students were concerned because of the rumors and social media spread of many additional and false rumors, which led to a large number of checkouts requested and processed.
- PCHS also on Monday 12/6 in the 9:30pm-10:30pm experienced a significant degree of graffiti on classroom buildings (primarily the 2nd Floor). Two students were seen on security cameras, but no facial recognition was possible because they wore ski masks the entire time. Nonetheless, a person of interest has been identified and LAPD is investigating this as a Hate/Threat Crime due to the egregious nature of the graffiti/tagging. PCHS filed a Police Report and has met with the Detective assigned to the case. We are awaiting updates from LAPD.



Security/Safety (Continued):

- Student restroom vandalism continues to be a problem (almost 100% Boys). Things like kicking in stall doors (bending and breaking the doors and locks), breaking off the wall soap, paper towel and TP dispensers, ripping off faucet push-tops, stuffing things in toilets and then flushing numerous times, and lighting fires of piled up toilet paper in the sink. This is in addition to the ongoing vaping (vaping is an issue with Boys & Girls, but vandalism is virtually 100% Boys). To assist in the prevention of such Student Restroom vandalism and other inappropriate activity, PCHS implemented Restroom Monitors for Nutrition & Lunch periods (adults at each Student Restroom), so that as orderly and efficient usage by students is available to serve students more effectively. This has worked fairly well, but now most of the vandalism and vaping in restrooms is occurring during class time. The cost of having full-time (all school day) Student Restroom Monitors would be ~\$2,400 per school day and therefore we have not implemented such measures, which leaves us subject to what we are experiencing. Cost of repairs of the vandalism is so far much less than the cost of full-time monitoring would be, but the closure of bathrooms for repairs on a recurring basis is the real “cost” to students/PCHS of these events.
- Campus Access Checkpoint/Security staffing in November, like in second half of October, has been operating without extra 3rd-Party security staffing above the same levels as Pre-Pandemic. Only PCHS-Internal personnel for 1-Hour are being used with the morning check-in (7am-8am). Additional security has been retained in the 12/6 – 12/16 timeframe due to the concerns related to the social media rumors and graffiti.
- Without the Admin Team also working the front lines from 7:30am-8:00am each morning, the standard November Access Checkpoint/Security staffing level is still not adequate to handle the last 30-Minute “Rush”, when a disproportionate percentage of Students come in the last 15-20 minutes.
- Post School Start & Campus Entry Security is ongoing at Pre-Pandemic staffing levels as in past years to help with the safety and well-being of all on campus during the school day. Campus Aides & Security Guards are helping to remind everyone adhering to the PCHS Mask Policy. Additional security has been retained in the 12/6 – 12/16 timeframe due to the concerns related to the social media rumors and graffiti.
- 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 (7:15am-3:45pm on Main Campus) to help accommodate the larger volume of people now on campus daily.



PALISADES

CHARTER HIGH SCHOOL

Security/Safety (Continued):

- The Failed Health Check Students are managed in the Health Check Waiting Area in front of Mercer Hall where we have a PCR and Rapid/Antigen Testing Center, and track each Student each day in terms of if they need a print-out of the existing Test Result, or need to take a Rapid/Antigen Test to go to class that day (assuming that Test Result is Negative, and they take a PCR Test too so they can go to school the next day/week), or if they actually have Symptoms and they're then connected to the School Nurse.
- PCHS continues to offer covered PCR COVID Testing to Students, Faculty/Staff and Regular Workers via the Hilton Testing Center. David Amini from Hilton is working with PCHS on how best to try to implement a System for assisting with Campus Access/Entry. The System is currently being tested and is targeted for a January rollout.
- Please Note that at this time, whether the Student to be Fully Vaccinated mandate goes into effect as of Jan 2022 or Aug 2022, at least for the initial 1-2 months of the Spring Semester of 2021-22, that weekly PCR COVID19 Testing and current PCHS Mask Policy will still be required for being on campus as of the start of the Spring Semester.
- Details on Campus Access Requirements are posted on PCHS's website here: go.palihigh.org/CampusAccess.

MGAC/Pool:

- Congratulations PCHS Boys' Water Polo! CA Regionals Southern Section Division 3 Champions
- PCHS PE Swim Classes 1st Semester have wrapped
- Public Lap Swim continuing Mon-Sat, with extended lap swim offered Winter Break
- American Red Cross Trainings - FA/CPR/AED being conducted for Staff and Coaches
- Currently recruiting lifeguards to replace departed guards
- 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 Jan.
- Several mechanical issues (result of age of equipment):
 - New autofill system install scheduled
 - Enzyme pump on order-small pool upgrade-install Dec
- 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)



PALISADES

CHARTER HIGH SCHOOL

Permits & Setups:

- **Permit Revenue for November 2021 is ~\$57,798:**
 - \$46,448 from Facility Rentals
 - \$500 from Facility Parking Rental
 - \$600 from Banner Rentals
 - \$10,250 from Filming

- **Filming that took place in November:**
 - Sports Wear Still Photography
 - Birkenstock Commercial

- **Filming Anticipated for December:**
 - Sports Wear Commercial
 - Music Video
 - Production Parking

- Hollywood & Filming will be taking their usual holiday hiatus shortly that will last through the new year. Filming will be limited until then.

- Banner demand continues strong, maxed out for the next couple of months – most on the fence now have front loaded expense and bought for the year in the earlier months.

- Fall Sports/Permits going well – Club Sports steadily back up to normal pace, starting to go on hiatus for holidays.

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

- **November 2021 Set-Ups/Events:**
 - Lifetime Health Benefits Committee Meeting – Nov 3
 - PTSA Meeting – Nov 4
 - AA Committee Meeting – Nov 4
 - Fall Play (Opening Weekend) – Nov 4-6
 - B&F Committee Meeting – Nov 8
 - Veteran’s Day – PCHS CLOSED – Nov 11
 - Progress Report #2 – Nov 12
 - Board Meeting – Nov 16
 - Coffee House Concert – Nov 16
 - LTSP – Nov 17
 - THANKSGIVING BREAK – PCHS CLOSED – Nov 22-26



Information Technology:

- The IT team has supported 13 scheduled technology setups since the last BoT meeting. Due to Thanksgiving Break and Quiet Week, there have been less setups than usual.
- 126 tickets were opened in the past month with 117 of them having been closed. The largest trend is currently printer issues. Unfortunately, funding was denied for replacement printers for the 2021-22SY and there is little that we can do to support most of these tickets. Other major issues have been accidental staff device damage and Apple MacBook Pro battery failures.
- Printing on the main copiers since the last BoT meeting totals a monumental 343,280 pages, 139,909 more than last month, with an additional 37,225 coming out of the Duplo's. This does not include classroom or other office printing. Compounding usage concerns at this time is a major paper shortage across all suppliers. Point is that printing is almost back to Pre-Pandemic levels (90% of Pre-Pandemic), so the hoped for paper savings from our 2020-21 significantly Remote Learning period seems very unlikely in the long run. Compounding usage concerns at this time is a major paper shortage across all suppliers at this time.
- Work continues on a new copier contract. Some personnel changes created more of a delay than desired in getting the licensing issues and questions that came up with the last proposal resolved. The Konica Team is working to resolve all current issues before presenting an updated proposal. The new proposal will provide for replacing the five primary copiers on campus with brand new machines, including three additional devices for exclusive student use. The student solution will be paid for by ELO grant funds.
- 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. Other items are still being discussed with EdTech and LTSP to ensure appropriate devices and ongoing support for staff will be available. Ordering for some projects has begun and we are awaiting delivery (1–7 months depending on item). Due to the pandemic and supply chain related delays, it is unknown how long it will take to receive any equipment once orders are placed.
- Working with HR and Finance, IT has prepared the new Paycom time clocks for installation and is ready to move forward, likely during Winter Break, with installation in the Main Office, Copy Room, and MGAC Office.
- Work with our COVID-19 Lab continues on a System that is designed to facilitate faster entry to campus for all school faculty, staff and students.
- IT continues to prep/plan-out approved budget purchases and projects for the 2021-22 school year.
- Planning for Winter Break IT projects are ongoing and include inventory, cart build-outs, server migrations, and general housekeeping. No activities planned at this time will affect any on or off campus activities.



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CHARTER HIGH SCHOOL

Information Technology (Continued):

- IT in full swing working with the Deans and other stakeholders on Student Code of Conduct and Responsible Use Policy violations that often lead to disruption of Student Learning and physical classroom issues.
- IT also has also been working with the Dean's Office and Security to frequently review video footage in response to student behavior incidents on campus (graffiti, destruction, vaping, etc.).
- Working with the Library to continue reporting and recovery efforts related to Pandemic timeframe fine/delinquency collections for Textbooks, Library Books and Tech Devices. During the 2020-21SY only fines for Seniors were posted online. We have now notified all classes over a multiple week period to return items that are outstanding and overdue before we posted all fines online.
- 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.
- Continuing to support PRA requests/searches as needed.

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

- **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.
 - The California Department of Education secured a large donation of disinfecting supplies and made them available to all schools. Supplies only ordered by the pallet and were on a first come first serve basis. Both wipes and hand sanitizer were available, which we further stocked up on as those can and will be used even after the Pandemic is over. . The below is what Operations/PCHS secured and was delivered:
 - Teacher Kits, Office Kits, Guard Kits and Bus Kits replenished per email request to FacilitiesHelp 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.



PALISADES

CHARTER HIGH SCHOOL

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

PPE/Supplies:

- 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:**
 - New Boilers installations are complete and running. System operating as normal.
- **Bldg. Mechanical Rooms:**
 - **E-Bldg. Mechanical Room** – Sprung an HVAC water leak line within the Mechanical Room ducting and underground. Extensive demo will be needed to get to the repair site, and then fix and put everything back together. Awaiting 3rd Proposal/Estimate before scheduling repair of this HVAC leaking coil during winter break. Cost anticipated being over \$20k.
 - **E-Bldg.** Mechanical room compressor motor needs to be replaced. Awaiting competitive bids to schedule replacement.
 - **Various** – Assessments being done for several Compressors, Fan Motors and Fans/Drive-Shafts for proactive replacement via ESSER Fund Allocation.
 - **MERV-13 Filters** ongoing Monthly Inspecting & Replacing
- **Other HVACC related Items:**
 - **J101 & J123** - Automatic controller upgrade. Delay due to manufacture backlog.
 - **Replace Faulty Thermostats:** F101

Facilities/Projects (Continued):

- **Other:**
 - **SAFETY - Cafeteria Front Door not Locking** - Lockset taking apart and repaired. Door now locks normally.
 - **Dr. Magee's Office** – Loose Ceiling Tiles Secured
 - **Library:** Cut (8) 2x4 pieces of wood to fit in the existing bookcases where missing.
 - **G-2-G Restroom** - (2) water faucets repaired. All 3-faucet working normal.



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CHARTER HIGH SCHOOL

Facilities/Projects (Continued):

- **Other (Continued):**

- **G-1-B Restroom** - Due to ongoing vandalism multiple dispensers replaced, stall doors fixed/replaced and (2) lock sets for toilet partition stalls replaced.
- **E106 water leaks** - Supply line to abandoned leaking washer machine capped; Washer machine hot/cold leaking water connections replaced and dryer machine vent replaced with proper venting to prevent further water damage within existing wall as old vent was allowing steam to penetrate with wall.
- **Office Relocation** – Team assisted Joe Ramirez of Payroll move belongings from Old Copy Room Business Office to his current A-Bldg. office in order to move in the new Teacher/Substitute Coordinator Marvin **Lemus**. Minor accommodations were made to Copy Room Office such as ceiling tile repair, hanging a new clock and bringing in furniture such (desk and chair).
- **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.
- **IPM Pest Management** – Significant degree of baiting exterior of Bldgs. for ants and roaches using *LAUSD approved products only*.

Facilities/Projects – Other (Continued):

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

- **Fix/Replace leaking water spigot next to outside freezer** - Need to turn off water to Bldg. so scheduled to do so next week in PM with minimum day schedule for no impact
- **Replace Electronic Ballast for:** D107; G202 & Nurse office faulty light fixtures
- **T-Joint sprinkler line pipe to be replaced**
- **Gio Stewart A-Bldg. Project** - Install/mount ceiling projector to project onto hallway wall.
- **Title & Name Plates** - Ordered for new Faculty & Staff. Due in shortly and will be installed.



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects – Other (Continued):

- **Items set to begin and/or in progress with expected completion soon (Continued)**
 - **J110B** – Replace broken office door and lockset.
 - **J108A** – Install Soundbar for T.V
 - **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** – HVAC Unit Capacitor Replacement

Facilities/Projects - Larger Scale Projects:

- **Long-Term Underground Utilities Infrastructure Replacement Project (LAUSD Bond Funded).**
 - Phase 1 – Completed
 - Phase 2 of 4 being planned by LAUSD now. Meet with LAUSD twice over last few weeks. LAUSD saying Mobilization will start in Late December and work starting in January in conjunction with the Gym HVAC Project. Two segments of the digging up of walkways will try to be done over Winter Break to lesson some of the campus disruption anticipated. Additional barricading of campus areas will be an ongoing part of the project over the course of a year.
- **Gym A/C Project (LAUSD Bond Funded):**
 - General Contractor has been chosen and will start Mobilization right after finals this week, and start work Jan 2022 and lasting 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 and start of the Boys & Girls Basketball Season, as well as Permits usage/revenue. Working with Contractor to try to get the Gym work staggered so we will always have one of the two gyms available to us. Final determination on that is still TBD.
 - Boys Side of Gym Complex occupants (Boys PE Teachers, Athletic Director and Security Coordinator) will be relocated to the Trailers by the Pool. Storage of affected area things being worked out with Facilities and Contractor.