



# PALISADES

## CHARTER HIGH SCHOOL

### **Board of Trustees Meeting Operations Report February 8, 2022**

#### **Transportation/Buses:**

- The PCHS School Bus Program & Schedule is operating as it did in Fall Semester. No schedule adjustments have been made since October 2021.
- Occupancy Rate has remained ~95% so far in Spring Semester.
- The Drivers of our school buses have been continually instructed to conduct the same 2-Part Health Check we use at the campus checkpoints (Weekly COVID Tests and Symptoms) for all Students & Drivers before they board the bus to help ensure the health and safety of all on the school bus. This has been re-emphasized throughout the COVID Omicron surge.
- Our Special Ed transportation via YC and ATS has also been running the same as it did in Fall Semester. Cheaper alternatives to the ATS Special Ed Wheelchair Lift vehicle have been researched and to date ATS still appears to be our most cost-effective option.
- Athletic Trips, while being serviced fairly well, are still occasionally a struggle with the driver shortage causing us to have to scramble from time-to-time. This challenge is expected to continue all semester due to low driver supply/availability.
- At this time, there is no LACDPH or LAUSD requirements to have Bus Capacity Limits, but if the surge were to get significantly worse, or a new surge occur, that is a possibility. However, mask wearing during all bus rides remains as a PCHS requirement.
- The 2022-23 PCHS School Bus Program is set to open Registration & Scholarship Applications for next year on 3/4/2022. This will coincide with the PCHS Admission/Enrollment process via the Online Registration Process (OLR).
- Budget & Finance and the Board of Trustees ideally to start discussing the Scholarship Funding for 2022-23 in hopes for a March final determination in order to Award Scholarships as usual in April, so families have all of May before school is out to decide on their attendance to PCHS.

#### **Safety & Security:**

- PCHS conducted Safety Training for Faculty/Staff & Students the first week of spring semester, with Activity/Drill Bell Schedules each day Tue-Fri to inform/educate and drill/train Faculty/Staff & Students on our Safety Protocols, and almost 3-Hours of Faculty/Staff Training on Mon 1/10 during PD Day.
- PCHS will continue with our monthly Safety Drill schedule for all of spring semester. The 1/14 Fire & Evacuation Drill was successfully completed. The next Safety Drill is an Active Intruder Drill scheduled for Wednesday 2/16.



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### Safety & Security (Continued):

- The Safety Committee has been broadened to 20 people to include representatives from more Stakeholder Groups, with currently the following representation:
  - 3 Teachers: Jimenez, Buckman, Mashbaum
  - 3 Classified Non-Operations: Leifer, Ross, Moo
  - 3 Classified Operations: Park, Roepel, Cabrera
  - 2 Students: Chris Clausen, Shaya Keyvanfar
  - 2 Parents: Bridget Guy & Mandana Hedayat
  - 3 Admins: Magee, Howard, Parcell
  - 1 School Police Officer: Officer Johnson
  - 1 School Nurse: Boyd
  - 2 Board Members: King, Paris
- Student restroom vandalism continues to be a problem (almost 100% Boys). Multiple incidents of graffiti and damage have occurred in January and first week of February. This is a continuation of the same from last semester. These incidents are primarily happening during class time or before school starts. Excessive vaping continues this semester as well.
- PCHS has secured extra portable restrooms to help with student restroom access. Unfortunately every few days they are being clogged up and temporarily shut-down as students are stuffing oranges, apples, sandwiches, bottles, paper towels, etc. into the toilets on a regular basis.
- Campus Access Checkpoint/Security staffing is continuing to operate without extra 3<sup>rd</sup>-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).
- Without the Admin Team also working the front lines from 7:30am-8:00am each morning, the standard 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.
- COVID Protocols and Operations are continuing related to Testing Stations, Health Checkpoints, Positive Waiting Areas, Isolation Areas, Daily Rapid/Antigen Testing, etc.
- LACPDH has emphasized (as recently as 2/3) that approved surgical/medical grade or better masks being properly worn snugly over the nose and mouth is required on school campus both Indoors and Outdoors at all times. Outdoor masking may be relaxed once Hospitalizations are < 2,500 for 7 Consecutive days and Indoor masking may be relaxed once the Case Rate drops below 50 per 100,000 people, which for LA County means we're averaging ~700 New Cases per Day (currently LA County's 7-Day Avg. is over 15,000 Cases per Day, so this is a ways off).
- Details on Campus Access Requirements are posted on PCHS's website here:  
[go.palihigh.org/CampusAccess](https://go.palihigh.org/CampusAccess).



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### Permits & Setups:

- **Permit Revenue for January 2022 is \$40,290**
  - ~\$21,990 from Facility Rentals
  - ~\$500 from Facility Parking Rental
  - ~\$5,800 from Banner Rentals
  - ~\$12,000 from Filming
  
- **Filming that took place in January:**
  - Concept Studios (still photography)
  - Sunnyside LLC (athletic sportswear still photography)
  - “Dog” Draft Kings Promo.
  
- **Filming Anticipated for February:**
  - Music video
  - Toms (still photography)
  - Birkenstock (still photography)
  - Disney+ series (potential for February into March)
  
- Banner demand continues strong, lots of new interest — the time has come for previous early banner users to renew, which is in process.
  
- Spring Permit Sports – COVID has continued to cause PCHS Athletics to have schedule adjustments and elongated seasons - with the extension of winter sports and push up start date of spring sports, facility usage for Permits has been squeezed, and causing lost revenue due to cancellation of permit teams to make room for PCHS Practices. Demand for Permit facility usage is still very healthy, and Club Sports continued to utilize our facilities when available.
  
- Annual Baseball Field Reseeding/Maintenance and Basketball Court Resurfacing completed as scheduled and both facilities being utilized by PCHS Athletics and Permits.
  
- Quite a few one-off rentals from outside groups this month, hoping to make them regulars.
  
- January 2022 Set-Ups/Events:
  - While many regular adult meetings have moved Online via Zoom, many on-campus student activities during the school day continue to thrive and need setups



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### **MGAC/Pool:**

- Extended lap swim offered to community during Winter Break and continued through Mid-Feb
- PCHS PE Swim Classes begin 2/14 – Proud to be only public school in city offering comprehensive Swim program
- Upcoming ARC and Stop the Bleed trainings scheduled for Staff and Community
- Currently hosting USA Olympic Artistic Swimming on Mondays/USAAS
- Small pool controller went down for several days-will need replaced.
- Fiscal Status – Q3 Revenue to be Reported in April
- New autofill system install scheduled
- Currently recruiting lifeguards to replace departed guards
- 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 10+ years.
  - 1. Replace Small Pool Controller (~\$27K)
  - 2. Re-Plaster Both Pools (~\$250k)
  - 3. Replacement/Backup Competition Pool Pump (~\$35-\$50k)
  - 4. Small Pool Coping Repair and Concrete Deck Repair (~\$25k)



### Information Technology:

- The IT team has supported 21 scheduled technology setups since the last BoT meeting.
- 206 tickets were opened in the past month with 179 of them having been closed. The Apple MacBook Pro battery failure trend continues to be a common occurrence. Teachers with older workstation devices (2013-14) have put in a number of tickets requested upgrades due to slow or unusable response times from their devices, which directly affects the classroom-learning environment. Extra monitor requests are trending up, along with laptop requests for new staff and contractors, which we simply do not have.
- Printing on the main copiers since the last BoT meeting totals 147,613 pages, 80,593 less than the same period, pre-pandemic. Additionally, 51,167 pages were printed from the Duplo's. This does not include classroom or other office printing but does show a moderate drop from the same pre-pandemic period.
- Work continues on a new copier contract. 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 regularly 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 with installation in the Main Office, Copy Room, and MGAC Office. IT just needs the go-ahead from HR and Finance to remove the ADP devices and replace them with the Paycom devices.
- Work with our COVID-19 Lab continues on a system that is designed to facilitate an enhanced entry to campus process, and reduced forgery of test results, for all school faculty, staff and students.
- IT continues to prep/plan-out approved budget purchases and projects for the 2021-22 school year.
- IT continues to work 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 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, theft, etc.).



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### Information Technology (Continued):

- 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. We have also improved the Tardy Sweep process using the Swipe carts, including working with the vendor to improve the capabilities of the product to reduce the amount of labor that has shifted to the Deans office.
- Continuing to support PRA requests/searches as needed.
- IT continues to prep/plan-out approved budget purchases and projects for the 2021-22 school year.
  - 48 projectors ordered in August have finally arrived and been deployed out to classrooms that desperately needed them.

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

- **PPE/Supplies:**
  - KN95 Masks for Faculty/Staff are primarily being distributed out of the Counseling Office (as a help to the Health Office), and if they are unavailable, there are smaller supplies of such in the HR and Main Offices.
  - With the LACDPH continued emphasis on mask wearing both Indoors & Outdoors, and upgraded masks to the medical/surgical level, PCHS secured additional masks for the spring semester.
  - PPE Stock overall remains in great shape with stock of: 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 as needed per email request to [FacilitiesHelp@palihigh.org](mailto:FacilitiesHelp@palihigh.org). 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.



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### Facilities/Projects (Continued):

#### HVAC: Continued Evaluation of HVAC & Ventilation Systems

- **Bldg. Mechanical Rooms:**
  - **E-Bldg.** – Had been experience Low-to-No heat. Frozen/Stuck Mechanical room dampers were opened and now functioning properly. Replaced pneumatic t-stats where needed. There is now heat flowing into the building.
  - **Various** – Continuous day to day assessments/repairs ongoing for and items such as: Compressors, Supply/Return Fan Motors, Fan Belts, Fans/Drive-Shafts & Pullies, Strainers, Coils, Shut-Off Valves, etc. for proactive replacement via ESSER Fund Allocation.
  - **MERV-13 Filters** ongoing Monthly Inspecting & Replacing
- **Other HVACC related Items:**
  - **J101, J120 & J123 HVAC Units** – Mega star Automatic controller repairs for heating units complete.

### Facilities/Projects (Continued):

#### OTHER:

- **Boys PE Dept.** – Relocated furniture and personal belongings for PE Teachers, Athletic Director & Security Lead into portable trailers out in front of MGAC Pool Office to make way for Gym A/C project demo to take place in and around their offices. All PE Equipment and less-needed office items stored into storage container located in between the gym complex and Trailers for easy access.
- **Girls PE Lockers** - Due to ongoing Gym A/C Project the need for the back double doors, originally designed by LAUSD to be emergency exit doors only, were needed to be converted to key-based entry and exit doors. Doors continue to maintain its emergency exit door functions. Doors were equipped with new lock, new handle, new door closers and new push bars, all needed per code.
- **Portable Restrooms Trailer** – Additional higher-end portable Restrooms provided for additional student use have repeatedly had waste lines clogged due to student vandalism by overstuffing toilets with paper, food and misc. items. Waste lines separated to three independent waste lines and repeatedly unclogged to help keep functional for student use.
- **J-Bldg. Snack & Beverage Machines** – Per Academic Admins and Special Ed, Vending Machines by J-Bldg relocated to Finance Bldg. due to excessive gathering around them was too disruptive to classes going on in J-Bldg.



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### Facilities/Projects (Continued):

#### OTHER (Continued):

- **Gym Lobby Boys Restroom** - (2) hand paper towel dispensers replaced due to vandalism.
- **G-2-B Restroom** - (3) water faucet push tops replaced due to vandalism
- **Tile Flooring Replaced in U101 and U104:** Few broken tiles near door entrances replaced.
- **Electronic Ballast Replacement** - Pool trailer lights
- **Pali Academy** - Basketball court drainage; seepage and sump pump maintenance
- **Transporting Nutrition & 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
- **Tent Set-Ups** - Security Stations and COVID Testing Stations after wind-related take-downs
- **Set Ups in Athletic Facilities:** Setups for start of Athletic Teams practice/games for Boys & Girls Basketball & Soccer 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 (Continued):

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

- **Paint:** Copy Room Woman's & Men's Restrooms, Gym Lobby Girls Restroom
- **Gym Lobby:** Due to the Gym lobby entrance being taken out of commission, the exit double doors to the left will need to be converted into Entry & Exit Door with new lock and new handle to provide access to gyms.
- **Teacher Winter Survey** – Still completing some requests for various trades such as, but not limited to: Plumbing; Electrical; Locksmith; Paint; Projector Screens, Furniture Moves, etc.
- **Pool Trailers:** Install window blinds for occupants
- **Cafeteria Ovens:** Finish installation of new replacement oven





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### **Facilities/Projects - Larger Scale Projects:**

- **Long-Term Underground Utilities Piping Replacement Project (LAUSD Bond Funded).**

- Phase 1 – Completed
- Phase 2 – Completed over Winter Break
- Phase 3a – Started 1/15 and expected to be completed by 2/7
- Phase 3b – Starting week of 2/7 with smaller areas by E-Bldg & Main Quad, and one by E-Bldg & U101/U103
- Phase 4 – Anticipated to start Late Feb and be between the F/G-Bldgs. & Covered Eating Area
- Additional Phases will continue and require barricading-off of various campus areas as an ongoing part of the project over the course of a year.

- **Gym A/C Project (LAUSD Bond Funded):**

- This project will be done in conjunction with the Underground Utilities project. The Gym Project is anticipated to last ~20 Months.
- General Contractor started on Fri 12/17. Initial work was completed that included trenching and conduit installation to connect the Gym Boiler Room to the LADWP Bldg. and to prepare Locker Rooms for the upcoming work to start later in January.
- Phase 1 in the Boys Locker Room side of the Gym Complex is underway and anticipated to last several months
- Boys Side of Gym Complex occupants (Boys PE Teachers, Athletic Director and Security Team Lead) have been relocated to the Trailers by the Pool.
- 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. PCHS is 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.