



# PALISADES

## CHARTER HIGH SCHOOL

### Board of Trustees Meeting Operations Report April 19, 2022

#### Transportation/Buses:

- The PCHS School Bus Program & Schedule, as well as Special Ed and Athletic Buses, have continued to operate as expected this Spring Semester, which is similar to Fall Semester.
- Occupancy Rate has remained fairly stable in Spring Semester.
- The 2022-23 PCHS School Bus Program Registration & Scholarship Application Systems opened on 4/4, and will close on 4/26/2022. The 4/26 deadline coincides with the original 2022-23 Transportation Calendar Deadlines, which can be found here:  
[https://www.palihigh.org/apps/pages/index.jsp?uREC\\_ID=411329&type=d&termREC\\_ID=&pREC\\_ID=930821](https://www.palihigh.org/apps/pages/index.jsp?uREC_ID=411329&type=d&termREC_ID=&pREC_ID=930821)
- The Administrative Transportation Committee (ATC) met several times in-person and created a 2022-23 Transportation Budget recommendation for review by the Budget & Finance Committee (B&FC). The ATC recommendation is over \$200,000 less than the projected "Status Quo" Transportation Budget for 2022-23. This was achieved through significant cuts in Bus Scholarships for those Students with Demonstrated Financial Need, as well as implementing a Cost Sharing methodology between PCHS and Students/Families for Late Buses and Competition Buses (Sports, VAPA, Business, etc. Teams). Special Ed Transportation was the only category of PCHS Transportation not significantly changed.
- The Cost Sharing proposal has Late Bus riders that are not already in the Regular To/From School Bus Program paying \$5-\$7 per trip to ride a Late Bus home after participating in a PCHS Sanctioned After-School Activity. The proposal also has Competition Buses being shared for 2022-23 as 90% PCHS and 10% the Team. Competition Buses generally anticipated to cost from \$450-\$700 per Bus per Trip, depending on how many hours the bus/driver are away from the Bus Yard (it is possible for some buses to cost over \$1,000).
- B&FC will discuss the Administrative Transportation Committee's proposal to B&FC for the 2022-23 Transportation Budget, make any desired changes and recommend a Transportation Budget to the Board of Trustees (Board) for their discussion, vote and approval.
- The Board will discuss the B&FC's proposal/recommendation to the Board for the 2022-23 Transportation Budget, make any desired changes, and plan to approve a Transportation Budget for the 2022-23 year. The time-critical component of all this, from the Transportation Dept.'s perspective, is to set the 2022-23 Scholarship Funding so final scholarship offers to students/families can be made as scheduled by early May, in order to finalize Ridership and collecting Down-Payments by 6/1, so that everyone will know their specific transportation situation before the end of this school year.



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### Safety & Security:

- PCHS conducted Safety Training for Faculty/Staff & Students on Wed 3/16 for the Medical/Other HOLD scenario. The revised training materials were well received - Thank you to Brooke, Monica and the Safety Committee! While participation was good, there were some reported concerns in complete engagement and full-compliance from Teachers and Students.
- PCHS will continue with our monthly Safety Drill schedule for all of spring semester. The next Safety Drill is the Great Shakeout Earthquake Drill (with Full Evacuation) scheduled for Tuesday 4/19, and then an Airborne Exposure (Shelter-in-Place) Drill on Fri 5/27.
- The Safety Committee has been meeting regularly to discuss previous and upcoming drills. The revamped/expanded committee includes representatives from multiple Education Collaborator 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
  - 1 Board Member: King (Thank You to Brooke for Chairing the Committee)
- While some student restroom vandalism continues to be a problem (almost all Boys), the volume of graffiti vandal has subsided. Thank you to all involved, but special shout-outs to the Deans, John Achen and the Campus Security Team for their help in these matters.
- Campus Access Checkpoint/Security staffing is continues 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).
- COVID Protocols and Operations are continuing related to Testing Stations, Health Checkpoints, Isolation or Quarantine Waiting Areas, Daily Rapid/Antigen Testing, etc.
- The State of CA, CDPH, LACPDH, LAUSD and PCHS have all aligned their Mask Wearing Policies as of Mid-March 2022, where masks are strongly recommended, but not mandated on campus, both indoors and outside.
- Further relaxing of any COVID-19 Campus Policies is on hold for all of April until we all see if there is any negative impact of Omicron Variant BA.2 and/or Spring Break.
- Details on Campus Access Requirements are posted on PCHS's website here: [go.palihigh.org/CampusAccess](https://go.palihigh.org/CampusAccess).



## Permits & Setups:

### Permit Revenue for March 2022: ~\$50,757

- ~\$40,477 from Facility Rentals
- ~\$500 from Facility Parking Rental
- ~\$1,000 from Banner Rentals
- ~\$280 from One-Time Rentals
- ~\$8,500 from Filming

### • Filming that took place in March:

- North Six Productions
- Athleisure Brand (still photography).

### • Filming Anticipated for April:

- Vans Shoes (still photography)
- Urban Outfitters Promo (still photography)
- Potential: Walmart Commercial
- Potential: Spec Commercial

### • Banner demand continues strong, lots of new interest.

### • PCHS Winter Sports have fully ended and PCHS Spring Sports in full swing – slightly less conflicts now due to less PCHS teams simultaneously in season.

### • Permits– Club Sports steady for the Spring Season – have been gaining some new interest with recurring permit teams, one began the month of April.

### • Planned April 2022 Set-Ups/Events:

- While many regular adult meetings have remained Online via Zoom, many on-campus student activities during the school day continue to thrive and need setups
- PCHS Spirit Week (Various/Many Setups) – April 4-8
- VAPA Showcase (Large Scale Setup and Take-Down) – April 7
- PCHS Spring Pep Rally – April 8
- B&F Committee Meeting (In-Person) – April 18
- Board Meeting (In-Person) – April 19
- PTSA Parent Education Meeting – April 21
- Earth Day Climate Summit – April 22
- LTSP – April 27
- AA Committee Meeting – April 28



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### MGAC/Pool:

- Upcoming ARC and CERT trainings scheduled for Staff and Community
- PCHS PE swim classes receiving individualized instruction from MGAC Staff Tues-Fri all periods
- Currently hosting USA Olympic Artistic Swimming on Mondays/USAAS
- MGAC hosting Western League Swim Finals and City Section Dive Finals (upcoming-May)
- Fiscal Status – Q3 Revenue \$128,000
- Recent repairs have impacted some day to day programming, but generally conducted within a 24-Hour timeframe
- Currently recruiting student lifeguards for summer season training
- 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)-\*could become urgent prior to next year
  - 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 90 scheduled technology setups since the last BoT meeting.
- 263 tickets were opened in the past month with 250 of them having been closed or waiting on the end user or parts. Ticket response time is generally under 2 hours during the business day. The Apple MacBook Pro battery failure trend continues to be a common occurrence with more than 15 laptops being sent out for repair in March. More than just failure, battery swelling has been significant and in some cases created screen or hard drive failures. Common ticket trends this period are application/software issues followed by projector issues, student device related tickets, and printer problems. Many solutions relate to an increased need for student and staff professional development.
- Printing on the main copiers since the last BoT meeting totals 185,575 pages, with a notably unusual number of scanning 412,750 pages. While scanning does not have a direct cost, it does create wear and tear and fills mailboxes, which increases support time. This does not include classroom or other office printing but does show a moderate drop from the same pre-pandemic period.
- The Konica contract is being submitted to B&FC with hopes of passing it on for approval in the 4/19 BoT meeting. The new proposal will provide for replacing the five primary copiers on campus with new machines, including three additional devices for exclusive student use. The student solution will be paid for by ELO grant funds.



### Information Technology (Continued):

- Finalization of the EdTech JPA membership has concluded. We have already identified multiple contracts with vendors we currently use, including one with PowerSchool, that should reduce our existing contracts total cost by multiple thousands of dollars.
- Charter/Spectrum was awarded the bid as our Internet Service Provider based e-Rate services. They are our current ISP and the new agreement is expected to start July 2022 for 36-Months, so through the 2024-25 school year.
- A VOIP service provider, Zoom, has been selected and submitted to B&FC with the hopes of approval in the 4/19 BoT meeting. Zoom was also recently selected by LACOE for their own VOIP services and is poised to save PCHS \$62,000 over the course of the contract.
- 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.
- 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 continues to work 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.).
- 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 post all fines online. Additionally, notices were sent out last month to all current 12<sup>th</sup> grade students, this month to *all* students, and a mailer is being prepared to send notices home to all parents and guardians. Additional notices and aggressive campaigns to collect outstanding items and fines are planned for after the return from Spring Break. Seniors are the priority so hopefully none of them will be impacted by consequences related to Senior Events, but we also have some significant catching up to do with all Sophomores & Juniors from the Pandemic Period.



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### Information Technology (Continued):

- 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.

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

- **Pandemic Related PPE/Supplies:**
  - KN95/N95 Masks are fully stocked for Faculty/Staff. These will continue to primarily be distributed out of the Counseling Office (as a help to the Health Office), and if they are unavailable at Counseling Office, there are smaller supplies of such in HR & Main Offices.
  - PPE Stock overall remains in good 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, and 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.

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

- **Bldg. Mechanical Rooms:**
  - **MERV-13 Filters** ongoing Monthly Inspecting & Replacing
  - **Various** – Regularly recurring 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.
- **Other HVACC related Items:**
  - **A-Bldg.** - Supply fan motor replaced with new. Motor and fan working normal.
  - **G-Bldg.** - Further assessment needed after recent findings indicate low warm-air flow.



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### Facilities/Projects – OTHER:

- **200+ Clocks Adjusted** – Semi-Annual change for daylight saving time done in early March
- **Safety/Pali Academy** - Exterior Main Office Bldg. had a faulty (no longer working) LED light fixture replaced. All other (3) Pali Academy exterior bldg. light fixtures working normal.
- **E-Waste Pick Up** - Completed
- **Cafeteria water faucet handle repair** – Leak in cold-water handle addressed. Due to age of the faucet, we decided to replace entire faucet with new. Performing now as desired and without any leaks.
- **Gilbert Hall & Mercer Hall Faucets** – Push-Top faucet replaced in each restroom (boys and girls) due to vandalism
- **Painting:** J109 (Study Center) being painted over Spring Break to further enhance this space along with the new furniture recently installed.
- **MGAC/Pool:** Old diving board replaced with new. Adjust Gate that was not closing properly.
- **Signs** - Installed nameplates for two new counselors' individual offices.
- **A-Bldg. Canopy Speaker** - Broken Bracket replaced. Speaker reinstalled & working normally.
- **U115 & U116 Lighting** – Fix light fixture issues from a leak after heavy rains. Leak addressed as well.
- **W121, U116 & U116 Leaks** – Addressed roof leaks after last heavy rain.
- **Baseball Stadium Batting Cages** - Corroded broken pole replaced with new.
- **Portable Restrooms Trailer** – Additional higher-end portable restrooms provided for additional student use have repeatedly had waste lines clogged due to student vandalism and abuse by overstuffing toilets with paper, bottles, food (apples, oranges, sandwiches, etc.) and other misc. items. Waste lines separated to three independent waste lines and still repeatedly having to be unclogged several times a week to help keep functional for student use.

### Facilities/Projects – OTHER (Ongoing Maintenance):

- **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



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### Facilities/Projects – OTHER (Ongoing Maintenance):

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

- **Water Fountains & Ice machines** – Ongoing filter replacements
- **Mercer** - VAPA Outside working area clean up
- **Pali Academy** - Basketball Rim Replacement (old one rusty)
- **Paint/Safety/Tile Replacement:** Study Center Re-Fresh Project
- **E-1-B:** (2) Urinal dividers need to be replaced due to vandalism
- **G-1-B:** (1) Urinal dividers need to be replaced due to vandalism
- **Hazardous Waste** – Scheduled pick up
- **J-Bldg. HVACC Compressor replacement**
- **Faculty Lot Light fixture replacement**

### Facilities/Projects - Larger Scale Projects:

- **Underground Utilities Piping Replacement Project (LAUSD Bond Funded).**
  - Phases 1 to 4 – Completed
  - Phase 5a – Started Mid-March Finance Bldg & G-Bldg, and wrapping around behind the Finance Bldg.
  - Phase 5b – Connect previous phase main lines into the Classroom Buildings Mechanical Rooms during Spring Break.
  - Additional Phases will continue and require barricading-off of various campus areas as ongoing part of the project over the course of this school year.
  - Project progressing well and on-schedule for a late Summer 2022 completion





## **Facilities/Projects - Larger Scale Projects (Continued):**

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

- This project being done in conjunction with the Underground Utilities Piping project. The Gym Project is anticipated to last ~20 Months.
- General Contractor started on Fri 12/17/2021. Initial work was completed over 2020-21 Winter Break 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 until late spring.
- Phase 2 in the Main Gyms anticipated to start in June 2022
- Phase 3 in the Girls Locker Room side of the Gym Complex to begin in Fall 2022. At that time, the Boys Side personnel will move back into their regular locations and the Girls Side personnel will be 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.

### **• Campus-Wide Non-Bungalows A/C Project (LAUSD Bond Funded):**

- This project being proposed to LAUSD Board for approval. It has already been ASB Approved and BOC Approved.
- LAUSD Superintendent moved the project proposal/determination to the Charter Board meeting on 4/26/2022.
- If approved by LAUSD Board, the project will then move into the Architecture & Engineering phase to design the Campus-Wide Non-Bungalows A/C Project, which could take at least 12-18 Months to get CA-DSA Approved.
- Once DSA Approval received, the project will be Bid & Awarded, which could take another 3-4 Months.