



# PALISADES

## CHARTER HIGH SCHOOL

### Board of Trustees Meeting Operations Report May 17, 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, closed on 5/3/2022. The 5/3 deadline is one week later than originally scheduled in order for Admissions to have more time processing OLR/Enrollment Applications. The current 2022-23 Transportation Calendar 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 \$4-\$6 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-\$750 per Team, depending on the team’s utilization of busing. It is possible for some programs to incur costs up to a rough estimate of \$1,300).
- The Board set/passed an overall PCHS Transportation Program 2022-23 budget at \$450,000 and tasked the ATC to work out the details within that amount. The ATC met after the Board Meeting and refined the original framework/budget. The Transportation Dept. has utilized the refined ATC plan and has issued Scholarship offers to 189 Students totaling ~\$150,000.
- The next major deadline for the Transportation Program is the 6/1 down-payment deadline. At this time, 410 students have expressed interest in riding a PCHS School Bus in 2022-23. After the down-payment deadline, we will finalize the ridership and Routes/Stops, which is expected to be seven to/from buses like this year.



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### Safety & Security:

- PCHS conducted Safety Training for Faculty/Staff & Students on Wed 4/19 for the Earthquake Drill (Great Shakeout). Revised training materials were provided to Faculty, Staff & students. Thank you to Brooke and the Safety Committee! While participation was good, there were some reported concerns in complete engagement and full-compliance, but overall went fairly well.
- PCHS will continue with our monthly Safety Drill schedule for spring semester. The next Safety Drill is the Airborne Exposure Drill (Shelter-in-Place) scheduled for Friday 5/27 utilizing the Activity/Drill-Short Bell Schedule.
- The Safety Committee has been meeting regularly to discuss issues and upcoming drills. The committee has met a few times recently on Zoom and In-Person to discuss campus perimeter security and fencing. Results of those meetings and discussions, along with others with LAUSD School Police, LAPD, CalOES, etc., will be part of the Safety Committee's presentation to the Board on this matter.
- Student restroom vandalism is on the rise and has once again become a significant problem (virtually ALL in the Boys Restrooms). Ripped down fire sensors, ripped off the wall urinal dividers, kicked in stall doors, broken or removed stall locks, pulled down paper towel dispensers, purposely clogged toilets stuffed with food, bottles, batches of toilets seat covers, etc.
- 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.
- PCHS, in conjunction with its UTLA Union Representatives, have been monitoring our Local to PCHS Positivity Rate and have determined for a 3<sup>rd</sup> Week in a row that it is above the mutually agreed-upon threshold of 0.5% and therefore Indoor Masking continues to be mandated. The Health Office will continue its week-to-week monitoring/counting of New Cases and will report out this Fri or Sat at the end of the weekly reporting period/week of each Previous Fri to current Thu.
- Further relaxing of any COVID-19 Campus Policies is on hold until our Local Positivity Rate subsides to well below the 0.5% level.
- 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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## CHARTER HIGH SCHOOL

### Permits & Setups:

#### Permit Revenue for April 2022: ~\$63,689

- ~\$35,633 from Facility Rentals
- ~\$500 from Facility Parking Rental
- ~\$5,200 from Banner Rentals
- ~\$2,856 from One-Time Rentals
- ~\$19,500 from Filming

#### • Filming that took place in April:

- "Vans" – shoe commercial
- Urban Outfitters – clothing still shoot
- Music Video

#### • Filming Anticipated for May:

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

- Banner demand continues strong with ongoing new interest.

- PCHS Spring Sports transitioning to Playoffs and wrapping up their seasons (and starting banquets).

- Permits– Club Sports steady for the Spring Season – have been gaining some new interest with our ongoing permit teams.

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

- While some regular adult meetings have returned to in-person, many have remained Online via Zoom, many on-campus student activities during the school day continue to thrive and need setups
- AP Testing (Lots of Setup & Take-Down Daily) – May 2 to/thru May 20
- PTSA Board Meeting – May 5
- B&F Committee Meeting – May 9
- Senior Grad Night (Disneyland) – May 13
- CAASPP Testing – May 16-May 26
- Board Meeting – May 17
- Faculty Meeting – May 24 (Likely Zoom)
- LTSP – May 25 (Likely Zoom)
- AA Committee Meeting – May 26
- Senior Picnic – May 27



# PALISADES

## CHARTER HIGH SCHOOL

### **MGAC/Pool:**

- Continuing with ARC and CERT trainings scheduled for Staff and Community
- PCHS PE swim classes receiving individualized instruction from MGAC Staff Tues-Fri all periods thru Fri 5/27
- Summer pool hours begin 6/1
- Currently hosting USA Olympic Artistic Swimming on Mondays/USAAS
- MGAC hosting/hosted Western & City Finals in May
- MGAC Q4 Revenue will be included for June BoT Report/Meeting
- Currently recruiting student lifeguards for summer season training
- MGAC Closure 5/18 - 5/20 for Main Drain / Autofill / CPVC Flange Repair
- 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 (~\$100k)

### **Information Technology:**

- The IT team has supported 22 scheduled technology setups since the last BoT meeting. Events are down to the minimum due to State and AP testing.
- 203 tickets were opened in the past month with 181 of them having been closed or waiting on the end user or parts. Most ticket response time continues to be within the first 2 hours during the business day. Common ticket trends this period are event related, due to testing setups, followed by consumable requests, projector/projection issues, and printers/printing problems.
- Printing on the main copiers since the last BoT meeting totals 80,801 pages. The lack of printing is largely due to a combination of Spring Break and a consumable supply issue that left the copiers out of commission for nearly 2 weeks.
- The Konica contract was approved by the Board at the Special BoT meeting on 4/28. We are proceeding with the contract and will update as needed.
- A VOIP service provider, Zoom, has been selected and submitted to B&FC with the hopes of approval in the 5/17 BoT meeting. Zoom was recently selected by LACOE for their own VOIP services and is poised to save PCHS \$62,000 over the course of the contract.



### Information Technology (Continued):

- 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. Ongoing developer issues have delayed the implementation of this system significantly.
- IT continues to prep/plan-out our approved budget purchases and projects for the 2021-22 school year.
- IT continues to work with the Deans and other groups 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/pursued. 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. The drive for Seniors to clear fines and absences for Prom eligibility was very helpful; however, there are still many pages of unreturned items owed by Seniors. Packets are being printed and put together for distribution to classrooms the week of 5/16, with notification letters due to go out shortly thereafter. Focus will be for immediate clearance of Seniors, with returning underclassmen to clear prior to the start of the 2022-23SY.
- 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. Solutions for attendance taking, digital ID's, and hall pass monitoring are also being explored for the 2022-23SY.
- Continuing to support PRA requests/searches as needed.
- IT working with the AA Team & Tech Coaches on the EdTech Plan re purchase/roll-out of Promethean Interactive Displays. We are hoping to receive/install the first round of devices this summer.
- The IT Team have been supporting the College Center and AP Testing with devices and supporting the AA Team with planning for the upcoming round of CAASPP testing, occurring 5/16-5/27.



# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology (Continued):

- Working with cafeteria vendor Chartwells and the CBO, we are planning a much-needed uplift of the cafeteria Point-of-Sale (POS) systems. The current systems are aged beyond support and have swollen batteries, screen breakage, or other issues that prevent them from being usable for service.
- A solution is needed for the unmanageable amount of email support requests that come in to Attendance, Counseling, Payroll, and Special Ed. IT is looking into various issue tracking systems to see what may be a cost effective system that meets the needs of each department.

### 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:**
  - **G-Bldg.** - Further assessment needed after recent findings indicate low warm-air flow.



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### Facilities/Projects – OTHER:

- **E-1-B:** (2) Urinal dividers replaced & then damaged within same week due to continuous vandalism that has occurred for most of the school year. By far the worst in the last decade. Awaiting new hardware to reinstall for added privacy.
- **G-1-B:** (3) Urinal dividers replaced & then damaged within 2 days due to continuous vandalism in all boys restroom for the majority of school year by far the worst in the last decade. Awaiting new hardware to reinstall for added privacy. Several partition doors have been kicked in multiple times. Will need to replace both doors. We have replaced stall lock sets for 4 stalls 2x each already this semester and are currently awaiting to receive order placed for additional lock sets. Yesterday the metallic hand paper/trash receptacle combo dispenser was ripped off the wall; thankfully, we have hand dryers available. Restroom open all day.
- **G-2-B:** Smoke sensor had to be replaced after being ripped off ceiling and damaged by throwing sensor into toilet water. This is the second incident involving vandalism regarding smoke sensor after initial attempt to set sensor on fire by stuffing hand paper towels in and around smoke sensor. Multiple stall doors have been kicked in multiple times. Doors will need to be replaced. All stall locks broken and currently awaiting to receive order placed for additional lock sets. Hand paper dispenser was also replaced due to being ripped off wall due to more vandalism. Restroom currently closed.
- **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 keep functional for student use.
- **Restrooms:** Due to LAUSD underground utilities project and Gym A/C project the main water to campus had to be shut off multiple times during off-hours, which caused a number of toilets and urinals to have continuous flushes. All have been addressed and parts readily available for any future issues with continuous flushes to avoid waste of water.
- **Landscaping:** Re-seeded Main Quad, Outdoor Stage area and Gilbert Hall Quad in preparation for Graduation.
- **Paint/Safety/Tile Replacement:** Study Center Re-Fresh Project completed. New furniture. Fresh new color scheme. Please visit the refreshed Study Center!
- **Cafeteria Ice Machine Repair:** Ice machine was not producing ice. PVC drain line was clogged and had to be replaced with larger PVC line to help prevent future clogs.
- **Water Fountains:** Annual filter replacements completed.
- **Mercer:** VAPA Workshop area clean up completed. Area has been shop vacc'd, disinfected and reorganized. VAPA Dept. can now go about simply discarding whatever is not needed.
- **Pali Academy:** Basketball Rim Replaced.



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### 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
- **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

- **Cafeteria:** Food Prep sink faucet replacement
- **E-Bldg. Mechanical Room:** Return fan motor replacement
- **Hazardous Waste Pick Up:** Scheduled
- **Water Fountains & Ice Machines:** Ongoing filter replacements
- **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 5 – Completed
  - Phase 6 – Started Early May to tie major piping into various Classroom Buildings
  - 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 early fall 2022.
- 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 recently received LAUSD Board approval!!!
- The project can now 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.