



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report June 21, 2022

Safety & Security:

- The following groups or individuals have recommended PCHS keep up the front of school perimeter fencing in answering this question:

In the absence of a Fence Upgrade (Quality or Aesthetics) in the Near-Term - Do you think the existing fencing in the front of the school should stay in place?					
Group Recommendation	Yes Keep Up As Is	No Take Down			
PCHS Safety Committee	X				
PCHS Security Guards/Aides	X				
PCHS Administration	X				
LAUSD Police Officer Earl Johnson	X				
LAPD SLO Officer Brian Espin	X				
Cal Office of Emergency Services BJ Jones	X				
Dept. Homeland Security Andrew Carlson	X				

- Campus Access COVID-19 Campus Access Health Checks still need to be conducted regarding COVID-19 Status, Exposure or Symptoms.
- COVID Protocols and Operations are continuing related to Health Checkpoints, Isolation or Quarantine Waiting Areas and Reactive Testing.
- The Safety Committee met in May and June discuss perimeter security and fencing. Results of those meetings and discussions, along with others with LAUSD School Police, LAPD, CalOES, DHS, etc., will be part of the Safety Committee's presentation to the Board on this matter.
- PCHS conducted Safety Training for Faculty/Staff & Students on Fri 5/27 for the Shelter-in-Place Drill (Airborne Exposure). Revised training materials were provided to Faculty, Staff & students.
- Thank you to Brooke King for her efforts with the Spring Semester's Safety Drills!
- Boys Restroom vandalism continued in May/June to be very problematic. It has been an all too frequent occurrence in Spring Semester.



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Transportation/Buses:

- The PCHS School Bus Program & Schedule, as well as Special Ed and Athletic Buses, completed the Spring Semester as planned. Occupancy Rate remained acceptable and stable.
- The 2022-23 PCHS School Bus Program Registration & Scholarship Application processing continued with the 6/1/2022 Down-Payment Deadline with the anticipation of 7-Buses as budgeted. The Cost Sharing adjustments in the Late Bus and Competition Bus Programs are being planned for school start implementation in August.
- The next major deadline for the Transportation Program is the 8/1 Free & Reduced Lunch Program application deadline for Scholarship Riders. After this deadline, we will finalize the Ridership and Routes/Stops.

Permits & Setups:

Permit Revenue for May 2022: ~\$74,003

- ~\$38,378 from Facility Rentals
- ~\$500 from Facility Parking Rental
- ~\$1,400 from Banner Rentals
- ~\$450 from One-Time Rentals
- ~\$12,000 from Filming
- ~\$21,275 from Upcoming Summer Rental
- **Filming that took place in May:**
 - “Walmart” – Still Photography Shoot
- **Filming Anticipated for June:**
 - Spec Commercial – Still Photography Shoot
- **Banner Demand** - Continues strong with ongoing new interest.
- **PCHS Spring Sports** – Ended as of Memorial Day weekend. Also, wrapped up banquet season.
- **Permits**– Club Sports steady but winding down toward summer – have been gaining some new interest with recurring permit teams.
- **Upcoming Permits Facility Closure:** Both the Large & Small Gym will be completely out of commission due to LAUSD Construction from June 13 - July 5. We will lose 3 full weeks of permit revenue. Due to this, the overall month of June’s Total Revenue will be impacted.
- **June 2022 Set-Ups/Events:**
 - Graduation – June 9
 - Summer School – June 21 -July 21



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MGAC/Pool:

- Continuing with ARC trainings
- Completed CERT training for Staff and Community on June 6th
- PCHS PE swim classes concluded as of early June
- Summer pool hours began on 6/1
- Currently hosting USA Olympic Artistic Swimming on Mondays/USAAS
- MGAC Q4 Revenue \$[Brooke should have Revenue Amount by Meeting]
- Currently recruiting student lifeguards for summer season training
- MGAC Closure 6/18-19 Due to LAUSD Gym Construction
- 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 67 scheduled technology setups since the last BoT meeting.
- 177 tickets were opened in the past month with 151 of them having been closed or waiting on either end user or parts. Response time for most tickets continues to be within the first 2 hours during the business day. Common ticket trends this period are event related, due to state testing setups, followed by printer issues, equipment requests, and hardware failure. Hardware failure trends in batter life/performance continue to be a major issue with Apple products at this time.
- Printing on the main copiers since the last BoT meeting totals 91,705 pages.
- 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. At this time, the solution is expected to be implemented in December.
- A VOIP service provider, Zoom, has been selected and submitted to B&FC with the hopes of approval in the 6/21 BoT meeting. Zoom was recently selected by LACOE for their own VOIP services and is poised to save PCHS over \$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 have been 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. Current estimates for most computer technology is between August and December, depending on the manufacturer.



Information Technology (Continued):

- IT is finalizing approved budget purchases and projects for the 2021-22 school year. Project planning is beginning for summer and 2022-23 budget purchases, however, due to the lateness of the budget cycle this year, and Tech Equipment supply-Chain delays, no equipment or materials are expected to arrive before school starts, highlighting some of the issues we encounter annually due to how we budget and when funds become restricted or available.
- The Director of Operations and Director of IT recommend that the annual PCHS Budget Cycle take into consideration implementing a January discussion/planning via B&FC and a February refinement/vote by B&FC and the BoT in order for Feb/Mar ordering of Faculty/Staff and Student Tech Devices. This will help ensure we receive these devices in time for start of next school year.
- IT continued 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, senior pranks, 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. There are still 22 outstanding items from 22 class of 2022 Seniors. Additionally, there are 675 students that have not returned 1,486 items, a total value of \$122,152.33.
- 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 in August.
- The IT Team supported CAASPP testing, occurring 5/16-6/8. Throughout the testing period the team moved from room to room-supporting teachers and students. Additionally, multiple hours of virtual support sessions were held with Virtual Academy students, in order to get their personally owned devices ready to test.
- EdTech recommends to IT for PCHS purchase ~750 additional Student Tech Devices (One Grade's worth), in addition to the replacement of the obsolescence of Student Issued Tech Devices, in order to appropriately provide devices for the annual state testing that occurs every Spring Semester.
- 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.
- IT continued supporting Attendance Office with use of Swipe-K12 carts to process late students



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

- **Pandemic Related PPE/Supplies:**
 - Same as was every other month in Spring Semester

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.** – Air compressor capacitor needs to be replaced. Capacitor ordered and currently awaiting its arrival to replace.
 - **F-Bldg.** – Return Fan motor needs to be replaced. Motor ordered and currently awaiting its arrival to replace.

Facilities/Projects – OTHER:

- **Boys Restrooms Vandalism:** Many ongoing Graffiti and Damage to Boys Restrooms continued in May/June. Vandalism in all boys restroom for the majority of school year by far the worst in the last decade.
- **Hazardous Waste Pick Up:** End of year Scheduled for last week of this month June
- **Cafeteria:** Food Prep sink faucet replacement
- **Home & Visiting Bleacher Repairs** - In preparation for Graduation 2022, we upgraded a number of bleacher issues.
- **Landscaping:** Added bark to elm tree on visiting side; Cut/Trimmed Palm Trees in and around stadium and front of campus in preparation for Graduation
- **Painting:** Home & Visiting side restrooms interior/exterior; Visiting side bleacher step aisles; Home side entrance upper walkway walls and track level lower walls; Benches in front of Mercer Hall
- **Teacher Desk** – Replaced old desk with last new teacher’s desk from stock.
- **Benches:** Moved, Fixed, Painted a number of Main Quad benches in preparation for Graduation



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Facilities/Projects – OTHER:

- **Water Fountains:** LAUSD finally inspected a number of installation rough-ins to allow this project to re-start.
- **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
- **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

- **Operations Summer Break Survey** – Review and address requests
- **CapEx Projects** – Get started on Summer 2022 Scheduled Cap Ex Projects
- **New Furniture Orders** - Student & Teacher Desks, Student Tables, Teacher Chairs, etc. as per Approved Budgets
- **Annual Building Maintenance** - Air Duct Cleaning
- **Annual A/C Unit Preventative Maintenance** – PM and Assessment/Repair of all 40 independent A/C Units across campus
- **U-Bungalows:** Roof Repairs
- **Cafeteria:** Oven skillet transformer replacement
- **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 in May 2022 to tie major piping into various Classroom Buildings. This phase will continue throughout the summer and anticipated to complete by September.

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 ~20-22 Months.
 - Initial prep 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.
 - Phase 1 started on Fri 12/17/2021. The Boys side of the Gym Complex is underway and anticipated to last until Mid-Fall 2022.
 - Phase 2 in the Main Gyms is underway and anticipated to complete by end of first week of July 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 in the Gym Complex 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, have been resolved and it is anticipated both gyms will be available for the start of the Fall 2022 PCHS Sports seasons.
- **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.
 - Project not expected to start until 2024