



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report April 30, 2019

Security/Safety:

- The next scheduled Safety Drill is the Tue 5/21 Fire Drill.
- PCHS is being more diligent on ensuring adults are visibly wearing their PCHS IDs/Badges during school days/hours. A reminder that all adults should be wearing PCHS IDs or a Visitors Badge at all times.
- PCHS fundraising for Safety & Security needed to build up the necessary funds to implement the #1 Safety Priority as determined via a multiple Stakeholder & 3rd-Party expert process – Fencing. Other Unfunded and Currently Not Being Pursued, but Desired:
 - Additional Security Cameras
 - Additional Emergency Exit Gates
 - Fence Breach Detection/Alerting System
 - Contracting with a locally patrolling security company for on-call emergency support
 - Intrusion Detection System
- Additional safety/security measures to increase campus safety have been compiled and prioritized by National Education on Safety & Security Institute (NESSI) and PCHS personnel working together.
- New Security Guard contract for 2019-20 being presented to board for a vote

Transportation:

- The 2019-20 PCHS School Bus Program Registration and Financial Assistance Applications time periods opened March 1, 2019 and were scheduled to be open for 2+ weeks (closing March 17th) in correlation with PCHS Student Enrollment for 2019-20. The Registration/Application window was extended through Sun April 7th.
- Unless the Board decides to subsidize all bus riders for the 2019-20 school year, bus costs for next year for students without a scholarship and without donations have gone up to \$225/mo./student for an annual cost/student of \$2,250/year.



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Transportation (Continued):

- The Transportation Dept., Administration, Budget & Finance Committee and the Board need to determine the funding for 2019-20 PCHS School Bus Scholarships in order to let students and their families know what their net total cost per bus riding student will be so they can make their decisions on how to best get their students to/from PCHS every day. timeline for this is ideally in early May (before the next Board Meeting), so the appeals process can be concluded in May, so all families can make their decisions in June to assist PCHS in knowing it's enrollment and bus ridership to ensure budget rightsized busing for 2019-20.
- ~200 PCHS School Bus financial aid requests have been received representing ~225 students (some families have multiple students), and more requests are anticipated during the finalization of the enrollment process. The process of determining financial need based awards is well underway, but School Bus Scholarship funding determination is needed to finalize scholarship awards for families.
- As reported previously, PCHS has worked with Metro LA and the Big Blue Bus (BBB) company to add additional public transportation buses, and create a Pali Express bus. All seems to be working well with those changes and have been well received by PCHS students.
- The Metro LA Mobile Customer Center (MCC) has been to PCHS's campus twice (March & April) and has been well utilized. The MCC representatives are pleased with their customer volume and are looking forward to being on-campus throughout our 2019-20 Orientation Week and monthly throughout the 2019-20 school year. The MCC will enable students and Faculty/Staff to apply for Tap Cards and the Re-Load TAP Cards for use on Metro Bus and Rail lines.

Information Technology:

- The IT Team supported the Round 1 of CAASPP testing and is now working through Round 2 while also prepping for the extensive AP Testing support requirements coming in May.
- Jeff Roepel attended the BEST training for the new hosted HRIS, ERP, Financial, and Payroll applications at LACOE, of which Pali will be using the Financial portion. Go-Live date is late May 2019 but it is undetermined at this point when PCHS will be required to fully transition to the new system.
- Meetings being held with Adobe re upcoming licensing changes that will affect pricing and how we license devices in the 2019-20 school year. This is the third year their licensing model has changed and increased price. A large portion of our student and faculty population rely on one or more Adobe products.



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Information Technology (Continued):

- Signed new agreement with Worth Avenue Group for parent funded group insurance for 2019-20 school year for PCHS owned student devices. Worth Avenue Group provides very comprehensive coverage for some of the lowest rates. Currently a family may be liable for device damages of anywhere from \$50 - \$350. Enrollment in the program will cover a school owned student device for only \$32, which covers loss, theft, and breakage, with no additional deductible.
- George worked with Assistive Technology support to resolve device access issues for some of our high needs students.
- The IT Team provided setup and technical support for the Senior Class Meeting with LAPD guests who spoke about the dangers of drugs, alcohol, and driving with emphasis on Prom night.
- Finalized bid for eRate services for Internet Service. The award went to Spectrum for 7/1/2019 – 6/30/2021 resulting in a savings of \$15,000 each year of the contract. Given the competitive nature of the internet market, we will likely re-bid the services for the 2021-22 year.
- Jeff/IT collaborated with John Vieira and Brightbytes, a data analytics as a service company. Met with the vendor to define needs, scope, and rollout of information gathering survey of stakeholder input, which will feed directly into and largely drive the direction of the forthcoming Tech Plan. To date 75/129 teachers, 1857/2982 students, and 326 parents have taken the survey.
- Manny met and worked with one of the contractors that will be performing an electrical statement of work for our eRate C2 project. Measurements taken for load, space, and location of power distribution and backup equipment covered by the project. While we are still in a holding pattern awaiting Federal funding, this completes the last of the background work that could be done without committing funds.
- Thank You to PCHS Boosters & American Legion for the funding for the major renovation of the Main Quad audio system. The system was installed over Spring Break and is currently being fine-tuned and tested live during student lunches. Student feedback has been overwhelmingly positive.
- Jeff met with the Tech Committee whose charge it is to determine the SIS, LMS, and AMP needs of the school, weigh them against our current systems (SIS-Infinite Campus, LMS-Schoology, and Amp - Mastery Manager) and compare them to available systems on the market to see if we are using the systems that are the best affordable fit for PCHS. The group will continue to meet every Thursday for the next 5 weeks.



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Information Technology (Continued):

- The IT Team supported the PCHS “New Pali Families Night” for incoming freshman parents for 2019-20. Spoke to parents about school owned and personal student devices, purchase vs. borrow pros and cons, and device insurance plans.
- Manny has been working with AkinsIT to support a new infrastructure issue at Pali Academy. One of their network switches is experiencing intermittent issues causing connectivity problems. It is likely the switch will need to be replaced.
- Reviewing school wide departmental InfoTech budget requests to determine if requests align with school standards and can be approved for the Budget Committee cycle.
- During spring break, the team performed their annual asset inventory of classrooms and offices, while also replacing four (4) failed projectors.
- Laura Bachrach was awarded a \$5,000 grant for the purchase of a SMART Board. Utilizing the new LACOE piggyback contract, we are excited to procure and install the new device in her classroom in the coming weeks.
- The migration of all 2018-19SY Chromebook checkouts from our old asset management system into the Destiny system has been completed. This is a significant milestone and the new system will reduce the amount of time spent checking devices in and out and has far superior reporting, tracking, and management capabilities.
- Library Projector RMA – We are still waiting for a part to replace one of the failed library projectors. There is still one of two projectors functional.
- The IT Team is preparing for the annual year-end Chromebook rush. This is a two part event where we have a very high spike in device borrows before finals, and then we setup a booth in the library that needs to be staffed full-time to accept returns before the year-end.
- First Charter Schools Instructional and Information Technology Leaders meetup is being held on May 10th. Palisades, Granada, Birmingham, Larchmont, and High Tech Los Angeles will be meeting at the hosting El Camino Real Charter School to discuss and collaborate on a number of ET and IT topics.
- The IT Team is also working with the Ed Tech Team with all the various departments on their technology budgeting for 2019-20. IT Management also continued to collaborate with Ed Tech Management in preparation of PCHS’s long-term Tech Plan.



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Information Technology (Continued):

- A new faculty device assignment model is being developed – Utilizing a desktop computer in every classroom for teacher/substitute use, while also issuing a Chromebook to each teacher for the frequently asked for teacher mobility within the classroom and device availability outside the classroom for meetings and professional development. This model could also reduce cost as the two items together typically cost less than the average faculty laptop purchase.
- Continuing to work with Impero, our classroom device management tool, for increased utilization. The software is working well with school owned devices but there are a few issues overall that still need to be ironed out. InfoTech and EdTech continuing to collaborate to help increase adoption/utilization.
- Copy Center Repairs – The two Duplo devices we own have reached practical end-of-life. Manufactured in 2003, the machines have lost the ability to print lengthwise along the first few inches of the left hand side of paper. Unfortunately, this is not a repairable problem and the machines will need to be replaced. We are hopeful that the issue does not progress further before the end of the year. As we approach the start of our budget planning cycle, we will be submitting different models from multiple vendors to replace or augment both the Duplo and Konica printing devices
- The E-Rate infrastructure project (still awaiting Federal approval/funding) – The company that was awarded the contract reached out to us and said that their eRate consultants said that we can proceed with our portion of the funding, allowing them to perform a percentage of the work until the Federal portion of the funding becomes available. We will be sending this information with our eRate consultants and if correct, work with the Administrative Team to determine the best course of action. Project highlights are:
 - Replace aged and failing core network infrastructure
 - Replace aged and/or failing classroom lab networks
 - Supplement wireless access points in classrooms with insufficient infrastructure
 - Grow physical network in insufficient, non-existent, or otherwise problematic areas
 - Provide for, repair, or replace the battery backup to each network IDF
 - Repair/Replace fiber runs that have stopped working
 - Run new fiber runs to new classroom labs and new IDF's
 - Add new Ethernet capacity where exhausted in lower A, B101, AA office, H, E, G, J, Mercer Hall, Cafeteria/Staff Cafeteria



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Permits & Setups:

- Permit Revenue for Mar 2019 was ~\$85,300:
 - ~\$33,100 from Facility Rentals
 - ~\$1,000 from Banner Rentals
 - ~\$50,500 from Filming
 - ~\$700 from Misc. Events
- Mar 2019 Revenue very robust due to several solid film shoots - Thank You Kalei! Shoots included heavyweights Modern Family and Sephora. Permit Revenue for Apr 2019 will be available at the next board meeting
- Many filming requests coming for April & May, including but not limited to: Hyundai, a Music Video, Old Navy, Oshkosh, American Eagle, etc.
- Banner demand continues strong.
- Spring sports/permits going well – Club Sports revenues are strong.
- Mar 2019 Set-Ups/Events:
 - CAASPP/CAST Testing – 3/1-3/8
 - Immigration Exhibit (Human Rights Watch) – 3/1
 - Gift of Light Benefit Concert – 3/2
 - FNL Performances – 3/8
 - 2019 VAPA Showcases Week – 3/8 to 3/15
 - Ambassadors – March Madness Basketball Tournament – 3/11 to 3/15
 - AP Info Week – 3/12 to 3/15
 - Pali Admissions Lottery – 3/13
 - 2019 VAPA Showcase Night – 3/14
 - VAPA Orchestra – 3/15
 - MomsLA Event – 3/16
 - Rev Prep/SAT Bootcamp – 3/16
 - CAASPP Testing – 3/18-3/22
 - JSA – one day convention – 3/23
 - Rev Prep/SAT Bootcamp – 3/23
 - Pali Symphony – 3/24
 - Spring Musical Performance – 3/28 to 3/30



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Permits & Setups - Continued:

- Apr 2019 Coming Soon Set-Ups/Events:
 - CAASPP/CAST Make Up Testing – 4/1- 4/30
 - Incoming 9th Grade Family Night – 4/2
 - Spring Musical Performance – 4/4-4/6
 - Spring Spirit Week – 4/8- 4/12
 - Coffeehouse Concert – 4/10
 - Mr./Mrs. Palisades Contest – 4/12
 - Spring Break – 4/15-4/19
 - After Spring Break Spirit Week – 4/22-4/26
 - Career Day Fair – 4/24
 - Earth Day Celebration – 4/25
 - QB Club Mattress Sale – 4/28
 - Usual Monthly Meetings for Board, Budget & Finance Committee, PTSA, Faculty, Boosters, LTSP, etc.

MGAC/Pool:

- PE Classes continue to finish up their swimming and water safety training
- 180 PCHS PE students certified in ARC First Aid and CPR for Students
- ARC Lifeguard certification training will be held 5/18-19 at MGAC
- Regular PCHS Team and Club Team Activities Continuing
- Swim Meet Season - Hosted New Roads League Final, CIF Western League Final, CIF City Section Finals
- Q3 Revenue for Pool - \$109,000
- Summer Season permits finalized-IVERBE (4th year), YMCA, Village School, Chabad, Gerry Blanck camps (9th year)
- Permit rate increases being evaluated for roll out 7/1/2019
- Public rates to be streamlined for 2019-20 fiscal year (effective 7/1/19)
- MGAC Policies Updated and can be found here:
 - Permit: <https://4.files.edl.io/b357/04/06/19/014743-705073de-5da5-492a-bf86-582a0d697a3e.pdf>
 - Pool: <https://4.files.edl.io/3c7b/04/06/19/015837-a0c813c0-9ce3-44a8-a6fc-03af2df03f91.pdf>
- Frequency of miscellaneous repairs continues as Pool Equipment ages
- PCHS should continue accruing/saving for major repairs in the 3-5 year timeframe as major pool components start to reach their useful life of 8-10 years.
 1. Replace Lochinvar High Efficiency Heaters (2) that serve all pools (~\$40-\$50k)
 2. Re-Plaster All Pools (~\$160-\$200k)
 3. Replacement Competition Pool Pump (~\$25-\$35k)



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Facilities/Projects:

- In early April conducted Spring Break Survey of all Faculty & Staff for a variety of indoor and outdoor needs. The majority of accomplishable items were successfully completed. Follow-up of feasible items is continuing in April. Many areas covered, including but not limited to: plumbing, electrical, lighting, HVAC, locksmith, cleaning, etc. while also gathering information/requests for future consideration.
- Upgraded lighting in Nurse's office boys/girls waiting rooms, boys/girls restroom and office storage room to LED fixtures
- Finalized J-Bldg LED Lighting project by completing J122 & J123 overhead lighting
- Stadium light fixture replacement on Visitors side – Replaced under warranty
- Various Building Mechanical Rooms cleaned/cleared
- Continued efforts on proactive closing/sealing of small entry points in the Music, Mercer, Cafeteria Complex
- Service Cart Maintenance & Repairs
- Removal of 2 old/unusable cars left on campus
- Cleaning out under Mercer Stage to create additional storage space
- Making Room for LAUSD to start loading in material for the Long-Term Temporary Heating System repair
- Student Restroom Renovation: Installed New BOYS/GIRLS and CUSTODIAL signs in finishing off the exterior phase of this project
- Prepping for Annual LAUSD Charter School Division (CSD) oversight/compliance visit
- Prepping for Annual LAUSD School Accountability Report Card (SARC) Facilities compliance visit
- Graduation Preparations/Planning Starting: Re-Seed/Fertilize Main Quad & Gilbert Quad Areas, Touch-Up Painting Main Quad, Tunnel & Stadium Areas, Landscaping Tune-Ups, etc.
- Ongoing Day-to-Day Operations/Facilities Support as usual
- Beginning Summer Break Project Planning

Larger Scale Projects:

- **Security Fencing (Unfunded)** – LAUSD mandated Architectural & Structural Engineering plans created by Breen Engineering Inc. - Funding needed for fence purchase/installation.
- **Student Restroom Renovation Project (Donor Funded)** – Project planning underway for interiors remodel summer 2019. Exterior Entrance improvements completed over Winter Break. Restroom planned to be remodeled over Spring Break was not due to contractor inability to complete in one week. Delayed until summer.



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Facilities/Projects (Continued):

- **Garden Gateway Phase 3 (Fully Boosters Funded)** – Project is underway. MOU between Boosters and PCHS was signed on April 4th. Contract between Boosters and American Heritage signed soon after. Projected started on April 13th. Broken irrigation line to supply water to the area has been repaired, demolition of the asphalt is completed, fence being moved the weekend before this board meeting, and finalization of the benches underway. Project seems to be on target for completion before Graduation.
- **Long-Term Temporary Heating System Repair (Primarily LAUSD Funded)** – Project re-design believed to be completed by LAUSD. Phase 1 was anticipated to be done over Thanksgiving through Winter Breaks, was then postponed until Late Spring 2019, and is now targeted for Summer 2019. Funding expected to be provided by LAUSD - Any cost to PCHS still TBD.
- **Long-Term Heating System Infrastructure Replacement Project (LAUSD Funded)** – Project design phase still ongoing. Estimated start date Summer/Fall 2021 and completion Spring/Summer 2022 (anticipated as a 10-12 month project). Many milestones still to be cleared before confidence in project being started at all becomes high. Temporary heating solution still be analyzed and planned by LAUSD.
- **Gym A/C Project (LAUSD Funded)** – Project has been DSA Approved. LAUSD prepared bid packages for General Contractor bidding/selection. Projected estimates came in much higher than anticipated. Project now being reviewed for cost reduction via Value Engineering, reduction in scope, or both. New target start date is TBD, but will likely not be Mid-June. Earliest estimated start date pushed back to Mid-Summer 2019, but further start date delays are likely.