



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report May 21, 2019

Security/Safety:

- There are no more scheduled Safety Drills for 2018-19. The last one was today (Tue 5/21) – a Fire Drill.
- PCHS school safety training by third-party professional being considered for 2019-20. Presentations and proposals to be made to the Administration and any appropriate recommendations for the Board will be agendaized/presented if/as needed.
- 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 during the school day.
- 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.

Transportation:

- The 2019-20 PCHS School Bus Program Registration and Financial Assistance Applications processes have been completed (3/1 – 4/7/2019). Scholarship requests have been assessed/evaluated and awards recommendations determined. A Demonstrated Financial Need of ~\$260,000 was determined to cover current requested assistance. An additional \$40,000 of need anticipated (for an estimated 2019-20 total of \$300,000) based on expected Appeals, Wait List requests, change of circumstances, etc. additional financial



PALISADES

CHARTER HIGH SCHOOL

Transportation (Continued):

- ~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 PCHS Admissions/Enrollment process. The Board needs finalize 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, so the appeals process can be concluded in May, so all families can make their decisions in June to assist PCHS in knowing its enrollment and bus ridership to ensure budget rightsized busing for 2019-20.
- The Budget & Finance Committee has spent considerable time reviewing the options and details for the 2019-20 PCHS School Bus Scholarship funding and is recommending an option yielding scholarship funding of \$240,000. Details of the selected option can be found in the materials provided, and a vote is requested for approval.
- 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 once a month since March and was on-campus just this morning (Tue 5/21). The MCC representatives have been pleased with customer volume and are looking forward to being on-campus throughout our 2019-20 Orientation Week in early August and monthly throughout the 2019-20 school year. The MCC enables 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:

- LAUSD Conversion Charter HS Technology Leader Meeting:
 - Met with three other Charters, El Camino Real, Birmingham, and Granada. Topics discussed included participating in regional CETPA meetings, the dangers of wireless study conducted by Glendale USD, Microsoft K-12 Voucher program status, raising additional funding for tech programs, what models the other schools use, and the role and implementation of Ed Tech in secondary education.
 - Vendors present were STS Education, Robo + MyStemKits.com, and Hayes software, who each demonstrated various technology tools and services aimed at the Education space.
- FACTOR support July 13 - August 3rd
 - FACTOR will be holding their annual parent meetings each Saturday beginning 7/13 – 8/3 and require technical support. Since this is not a funded overtime event, Jeff Roepel is working with the IT Team to volunteer for various days during the critical end-of-summer prep time.



PALISADES

CHARTER HIGH SCHOOL

Information Technology (Continued):

- STS Education
 - STS offers better pricing on digital whiteboards than we were receiving from the LACOE piggyback contract. They also have some interesting service and deployment models that aid in “predictable and fixed cost IT” that PCHS’s is seeking additional information. Jeff Roepel and John Vieira traveled to their Simi Valley headquarters to view their demo room, which allowed us to work with and evaluate multiple devices we normally do not have access to, in a controlled classroom setting.
- Brightbytes Survey Data and Tech Plan
 - The Parent, Student, and Faculty stakeholder surveys have been closed and the data compiled. John Vieira and Jeff Roepel are working with Brightbytes to review and analyze the results, including how to best utilize the data and integrate it into the 2019 – 2023 school wide Technology Plan.
- Tech Table Support in Library, Beginning 5/24
 - A Student loaner device return table will be setup in the Library from 5/23 – 6/5 to accept devices. It is critical that we receive and evaluate senior borrowed devices before 5/29 to ensure that students have time to clear fines before they receive their cap and gowns. All other devices will be inspected within two weeks so the parent letters can be sent home.
- Lightwerks Monday 5/20 & New Quad Audio System
 - Lightwerks will be onsite Monday, 5/20, to adjust the newly installed Quad Audio system. Additionally, two small form factor speakers will be installed to add moderate volume and a new sound zone between the A and Mercer entrances. Thank you again Boosters and American Legion!!!
- Respondus License Pilot
 - Teachers in our Respondus pilot were very interested in the tool, which allows for a secure testing environment within Schoology. A prorated license was purchased to extend the pilot program through finals and year-end.
- Laura Bachrach was awarded a \$5,000 grant for the purchase of a SMART Board.
 - Utilizing the new LACOE piggyback contract, and thanks to Laura’s efforts and the grant, PCHS is procuring/installing the new device in her classroom in the coming weeks.
 - The order via the piggyback contract was halted in favor of better pricing through an alternate vendor. We are looking forward to receiving the device the week of 5/20. During this time, we will also have an onsite trainer available to work with Laura and any other teacher interested in learning about the technology.
- AP Testing Support
 - The IT Team supported two solid weeks of AP Testing to assist students and the College Center as needed.



PALISADES

CHARTER HIGH SCHOOL

Information Technology (Continued):

- Schoolwide Information Systems - Jeff Roepel continuing to meet and collaborate 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. Final recommendations coming soon.
- Reviewing school wide departmental InfoTech budget requests to determine if requests align with school standards and can be approved for the Budget Committee cycle.
- 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.
- 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. 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, and are not repairable and need to be replaced. IT will be evaluating different models from multiple vendors to replace these.
- 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



PALISADES

CHARTER HIGH SCHOOL

MGAC/Pool:

- Currently seeking proposals for MGAC Proactive & Reactive Maintenance vendors to ensure quality and cost-effective servicing is available. Current vendor Knorr still involved. Just really testing the waters for cost-effectiveness.
- Chlorine Pump Motor required replacement this month. Other minor issues addressed as needed.
- Friday 5/17 hosting our first “Parents Night Out” event in partnership with Westside Aquatics.
- American Red Cross (ARC) Lifeguard training for current and prospective staff/lifeguards and students conducted.
- Summer MGAC hours slated to begin 6/3.
- PCHS Swim and Dive Teams won City Section Finals (Boys and Girls). Congrats to all!
- MGAC welcoming two new programs: Aqua Circuit and Polyendurance Sports.
- 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)

Permits & Setups:

- Permit Revenue for Apr 2019 was ~\$51,700:
 - ~\$27,300 from Facility Rentals
 - ~\$4,100 from Banner Rentals
 - ~\$8,400 from Filming
 - ~\$11,900 from Misc. Events/One Time Permitters
- Many filming requests coming May/June (two of which have already happened): Hyundai and Old Navy. Upcoming in May and June: Justice (clothing brand) Oshkosh, American Eagle, etc.
- Banner demand continues strong, especially this month with many buying for cyclical postings.
- Spring sports/permits going well – Club Sports revenues are strong.



PALISADES

CHARTER HIGH SCHOOL

Permits & Setups (Continued):

• Apr 2019 Set-Ups/Events:

- Caesar Chavez Day – 4/1 – SCHOOL CLOSED
- CAASPP/CAST Make Up Testing – 4/1- 4/30
- Incoming 9th Grade Meeting – 4/2
- Spring Musical Performance – 4/4-4/6
- Budget and Finance Committee – 4/8
- Spring Spirit Week – 4/8- 4/12
- PTSA – 4/9
- Faculty Meeting – 4/9
- Coffeehouse Concert – 4/10
- Finance Meeting – 4/12
- Mr./Mrs. Palisades Contest – 4/12
- Spring Break – 4/15-4/19
- After Spring Break Spirit Week – 4/22-4/26
- Booster Club Meeting – 4/23
- Career Day Fair – 4/24
- LTSP – 4/24
- PTSA – 4/25
- Earth Day Celebration – 4/25
- QB Club Mattress Sale – 4/28
- Board Meeting – 4/30

• May/June 2019 Coming Soon Set-Ups/Events:

- CAASPP/CAST Make Up Testing – 5/1- 5/31
- Advanced Drama Spring Show – 5/2- 5/5
- SATs – 5/4
- PCHS Cheer Banquet – 5/4
- AP Testing – 5/6 – 5/17
- PTSA Appreciation Week – 5/6 - 5/10
- Faculty Meeting – 5/7
- LAUSD Charter Visit – 5/9
- PTSA Appreciation Week – 5/6 - 5/10
- Sunset Concert – 4/10
- East and West Tennis Courts Closed – Until Further Notice
- PTSA Meeting – 5/14
- Budget and Finance – 5/15
- FNL Performance – 5/17
- 2019 Senior Class Meetings – 5/22
- LTSP – 5/22
- PTSA – 5/23
- VAPA Show – Jazz Band – 5/23
- VAPA Show – Symphony – 5/28
- VAPA Show – Choral – 5/29
- VAPA Show – Dance – 5/30
- 2019 Senior Trip – Disneyland – 5/31
- PTV Showcase – 5/31



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects:

- Finished off Spring Break Survey items. Getting ready for Summer Break Survey and Summer Projects
- Continued efforts on proactive closing/sealing of small entry points in the Music, Mercer, Cafeteria Complex
- Installed anti – bird security above our emergency exit gates behind gym and El Medio/Sunset
- Replaced rotted walking sections of stadium visiting side bleachers.
- Campus-wide Safety Emergency Supply Containers – Conducted inventory, refreshed/replaced any outdated products, cleaned container, ordered some additional supplies, etc.
- Completed a Faculty/Staff-Self-Reporting inventory of all classroom/room Safety Supplies
- Boiler Room Cleared for LAUSD to start loading in material for the Long-Term Temporary Heating System repair
- Repaired/Replaced Aging Exit Signs for Large & Small Gyms
- Assisted in Many Set-Ups related to AP Testing, Budget & Finance Meetings, Earth Day Celebration, Career Day Fair, and Spring Musical Performance
- Student Restroom Renovation: Installed New BOYS/GIRLS and CUSTODIAL signs in finishing off the exterior phase of this project, and developing detailed work scopes for each restroom being renovated this summer.
- 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 Well Underway: 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

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 & Spring Breaks. 4-5 restrooms planned to be renovated this summer.
- **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 progressing as planned. Project seems to be on target for completion before Graduation with the exception of the benches which have a longer delivery time than the vendor expected (those should be in place by the end of June).



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects (Continued):

- **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 was recently targeted for Oct/Nov 2019.