



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report September 20, 2022

Safety & Security:

- All Safety & Security management and reporting has been transitioned to Deans/Discipline Admin Brian Banducci

Permits & Setups:

- **Permit Revenue for August 2022 is ~\$40,750**
 - ~\$26,680 from Facility Rentals
 - ~\$500 from Facility Parking Rental
 - ~\$6,700 from Banner Rentals
 - ~\$870 from One-Time Rentals
 - ~\$6,000 from Filming
- **Filming in August:**
 - Commercial (Cologuard)
- **(Potential) Filming for September:**
 - Still Photo Shoot
 - Commercial
 - USA Women's Soccer Ad
- **Banners** - Demand continues strong, lots of new interest. Fence banner spaces booked out for the next couple of months with rotating banners.
- **Fall Sports** – All Sports well underway
- **Permits** – With Both the Large and Small Gym finally open permits were able to resume. The steady use of our outdoor facilities (Stadium Field, Baseball Field, and Tennis Courts) continues as Club sports are back in full swing.
- **September 2022 Set-Ups/Events:**
 - PTSA Board Meeting – September 1
 - Board of Trustees Goal Setting Retreat – September 10
 - B&F Committee Meeting – September 12
 - Safety Drill – September 14
 - Board of Trustees Meeting – September 20
 - Back to School Night – September 29



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Information Technology:

- 658 tickets were opened in the past month with 633 of them having been closed or waiting on the end user or parts. Common ticket trends this period are printing, user account issues, and equipment requests.
- The Tech Department has distributed 615 devices to date to students for the 2022-23 school year. Checkouts continue daily and frequently taper off in October before picking back up before finals.
- The Konica contract was approved by the Board at the Special BoT meeting on 4/28. The devices were ordered as soon as possible, we are hopeful that they arrive soon and we can cut over to the new machines. We know the old/outgoing ones are barely holding on.
- Replacement of Computer Lab computers has nearly completed. E101, E203, G104, J108, J109, U101, Library, and Art classrooms have all been completed. J101 should be completed before the BoT meeting. This is a fantastic accomplishment given how old the labs were and how quickly the Team worked to get everything in place during the demands of the opening month of school!
- New laptops for Faculty and Staff arrived the day before school started. Unfortunately, a processing error resulted in the shipment being the incorrect models and we have been in the process of RMA and reorder.
- With teachers and devices back on campus, the IT Team has been able to finish their inventory of classroom equipment.
- Continuing to support PRA requests/searches as needed.
- 43 Promethean panels were deployed around campus. IT has attended an admin's training and is now working with the company to resolve various issues. So far, the response to the panels is overwhelmingly positive from both faculty and students. Ms. Iannessa is working with a Promethean trainer to schedule multiple teacher training sessions in the very near future.
- 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. New devices that are compatible with the recent changes to Infinite Campus POS 2.0 are being explored.
- In response to the news of the cyberattack of the LAUSD, IT began an out-of-cycle security audit and review process. A statement was published to our website here <https://www.palihigh.org/ourpages/auto/2022/9/8/58032683/Newsletter%20Response%2009072022%20LAUSD%20Cyberattack.pdf>.
- We have been working with an external provider for a programmatic solution to the Transportation Late Bus Charge Back system.
- Attended multiple training sessions with Infinite Campus and are working with the Counseling Office on the development and implementation of the Responsive Scheduler to support the Pali Period.



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Information Technology (Continued):

- Working with HMM support to resolve various licensing, rostering, and access across a number of their products. These include access to online materials, textbooks, testing platforms, and other materials.
- Working with data vendor on the creation of a number of needed recurring reports from Infinite Campus. Additionally, supporting needed updates to the website with data vendor.
- Facilitating the purchase and licensing of several EdTech digital classroom resources that were not well documented by the previous EdTech Coordinator.
- An issue with a very small number of students has been identified where there exists a name mismatch between Infinite Campus and Schoology. IT has been actively pursuing a fix to this issue with both vendors trying to identify the cause of the error.
- The Tech Team is working on updating and creating a number of supplemental training materials that will be beneficial to faculty, staff, students, and parents.
- A network outage occurred in the early hours of 9/9 and was resolved around 10:15AM that morning. A routing failure prevented DHCP address being leased to clients. Without an IP address, any network device such as a computer, phone, printer, or tablet, is unable to communicate with the network. Once resolved, the Team continued to address individual fallout from user devices that did not gracefully resume network connection.
- As part of the server refresh, multiple servers were migrated to a new host, upgraded, and had additional resources applied to the machines. Of the servers that remain, one is awaiting a Finance Department migration of QuickBooks licensing and data, one is awaiting Konica Minolta copiers, and the final servers are waiting on aged-out Permits Dept. Facilities Scheduling System to be decommissioned.
- Ongoing configuration refinements and support of two new services, e-Hallpass and STOPit! Anonymous Reporting continues as the Deans/Security/Safety Office refines needs and usage.

MGAC/Pool:

- Summer public lap swim hours will run through 9/19
- Typical school startup activities ongoing
- Schedule has been adjusted in accordance with SB328 and the later start for schools
- PE swim classes begin 9/20
- PCHS water polo/swim activity underway
- ARC Lifeguarding and FA/CPR/AED Blended Learning classes continue to be available on demand
- Several modest pool repairs completed



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Transportation/Buses:

- The PCHS School Bus Program & Schedule, as well as Special Ed and Competition Buses, are all well underway. Schedules posted and almost all To/From School buses full.
- Many buses still have modest wait lists, but wait lists shrinking and things settling into place with some wait list people finding alternatives.
- New traffic patterns due to new school start timing has required a few schedule/timing adjustments over the first few weeks, with another 1-2 refinements expected in October.
- The Cost Sharing adjustments in the Late Bus and Competition Bus Programs are in place. Finance primarily handling the charge-back of Comp Buses to Teams, and Transportation managing the Late Bus charge-back to students/families.

Facilities/Projects:

HVAC: Continued Evaluation of HVAC & Ventilation Systems

- **Other HVAC related Items:**
 - **MERV-13 Filters** ongoing Monthly Inspecting & Replacing
 - **A-Bldg.** – Air compressor capacitor replacement completed.
 - **Annual A/C Units PM** – PM Completed and specific called-out repairs made
 - **Heat Wave** – Significant Portable A/C Unit deployment, venting, fixes, adjustments, as many fans deployed as we could get, ice water stations, etc.
 - **NOTE:** Thank You to the Facilities Team for all the hustle during the Heat Wave!!!

Facilities/Projects – OTHER:

- **E106** - New Washer/Dryer replacement completed (old ones died)
- **Baseball Batting Cages** - New Cage Netting replacement completed
- **Compost/Organics Bins** - Received
- **Stadium & Gym** - Ice Machines repaired
- **Nameplates** – New Personnel nameplates installed for: HR Director Martha Monahan; Dean Brian Banducci; Counselor Ms. B. Hutchinson and two Booster Auction winners Van Wagenen Family and Zwart Family.
- **Painting:** Bowdoin red curb completed.
- **D101** – Whiteboard install completed. Patched and painted where old boards uninstalled.
- **J120** – Corkboards installed
- **J110** – Divider partition installed to help with the virtual splitting of room
- **Landscaping:** Ongoing Irrigation System line breaks occur and get repaired



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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** – Weekly 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** – Support/resolve daily locker maintenance requests
- **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

- **Baseball clubhouse, snack shop and irrigation timer box** - Electrical wires, conduit and circuit all need to be replaced. All power lost due to cut and corrected existing wires and conduit
- **Door Replacements:** 2 back doors of Gilbert Hall and Stadium home side custodial closet
- **Cafeteria:** 2 Warmer Ovens repair job
- **New Furniture Ordered:** Student Desk Assembly & Deployment once arrived
- **J-Bldg.:** HVACC Compressor replacement

Facilities/Projects - Larger Scale Projects:

- **Underground Utilities Piping Replacement Project (LAUSD Bond Funded).**
 - All Major Phases Completed
 - Building cutovers continuing through Sep
 - Project completion expected by end of Sep 2022 or early Oct
- **Gym A/C Project (LAUSD Bond Funded):**
 - Phase 1 started on Fri 12/17/2021. The Boys side of the Gym Complex is underway and anticipated to last until Nov 2022.
 - Phase 2 in the Main Gyms is virtually completed. A few isolated days at various points in time to tie into the main systems.
 - Phase 3 in the Girls Locker Room side of the Gym Complex to begin in Dec 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.
- **Campus-Wide Non-Bungalows A/C Project (LAUSD Bond Funded):**
 - This project LAUSD Board approval. The project now moving into the Architecture & Engineering phase to design. LAUSD is in the Contract phase with the selected A&E firm.
 - Once DSA Approval received, the project will be Bid & Awarded, which could take another 3-4 Months. Project not expected to start until Summer 2024 at the earliest.