



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report October 18, 2022

Permits & Setups:

- **Permit Revenue for September 2022 is ~\$58,071**
 - ~\$44,321 from Facility Rentals
 - ~\$500 from Facility Parking Rental
 - ~\$8,250 from Banner Rentals
 - ~\$1,000 from One-Time Rentals
 - ~\$4,500 from Filming
- **Filming in September:**
 - Music Video
- **(Potential) Filming for October:**
 - Short Film
 - Commercial
 - Music Video
 - Independent Film (more likely in Nov)
- **Banners** - Banner demand continues to be strong, lots of new interest – fence banner space booked out for the next couple of months with rotating banners.
- **Fall Sports** – All Sports in mid-season. Fall Playoffs coming soon, and Winter Sports starting up.
- **Permits** – Club sports are in full swing! We recently recruited two new recurring groups to sell out the Monday through Friday slots in the Gyms.
- **October 2022 Set-Ups/Events:**
 - PTSA Board Meeting – October 6
 - Senior Pool Party – October 7
 - Mamma Mia! Opening Weekend – October 7-9
 - B&F Committee Meeting – October 10
 - Homecoming Spirit Week – October 17-21
 - Board Meeting – October 18
 - Safety Drill (Great Shakeout) – October 20
 - Fall Pep Rally – October 21
 - Homecoming Football Game – October 21
 - Homecoming Dance (@ Pali) – October 22
 - Senior Fall Festival – October 28
 - Halloween Haunted House Event – October 28
 - PCHS Varsity Home Football Game (Senior Night) – October 28



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MGAC/Pool:

- 2022-23 Q1 Revenue = \$129,439
- Recruiting and training new lifeguards for AM/PM shifts
- Pool staff supporting PE swim classes daily
- PCHS water polo/swim activity underway
- ARC Lifeguarding and FA/CPR/AED Blended Learning classes available on demand
- Several modest pool repairs underway

Transportation/Buses:

- The PCHS School Bus Program & Schedule, as well as Special Ed and Competition Buses, are all in-place and operating daily.
- Schedules for many buses have been revised a few times. A few more adjustments may come this month.
- Many buses still have modest wait lists, but wait lists shrinking and things settling into place with more wait list people finding alternatives.
- The Late Bus rightsizing from three buses daily down to one bus daily has been completed. The one Late Bus is recently averaging ~35 riders/day.

Information Technology:

- 373 tickets were opened in the past month with 337 of them having been closed or waiting on the end user or parts. Most common were account issues (likely BTSN), application issues, and printing.
- The Tech Department has distributed 643 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.
- Planned replacement of computer lab computers has been completed.
- 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.
- Continuing to support PRA requests/searches as needed.
- 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 recent changes to Infinite Campus POS 2.0 are being explored.



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Information Technology (Continued):

- The Transportation Late Bus Charge Back system development is going well and we are hoping to have it completed in October.
- 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 worked with Promethean trainers to schedule teacher-training sessions. One was held in September on BTSN with another planned for October 19th.
- 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. October 12th was the first official intervention Pali Period. IT worked with Counseling, the AA Office, and our new Responsive Scheduling Coordinator to ensure all sections were properly programmed and that all student schedules were accounted for. Our hope is to have another intervention Pali Period on 10/26 and begin enrichment offerings in November, which would allow for student choice, if not already enrolled by a teacher in an intervention offering.
- Working separately with HMH, SAVVAS, Quizlet and Pearson support to resolve various licensing, rostering, and access across a number of classroom 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 to ensure all applications are accounted for, accessible, and can be supported by IT.
- 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. Unfortunately, the final cause of the issue is the way Schoology interprets incoming information, ignoring Preferred Last Name when it exists from Infinite Campus. A feature request to support Preferred Last Name has been filed with Schoology.
- The Tech Team is continuing to update and create a number of supplemental training materials that will be beneficial to faculty, staff, students, and parents. The Schoology Palisades Technology Enthusiasts, which all staff are a member of, houses the first of these updates. Many more to come!
- 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.
- IT has finished the installation, configuration, testing, and implementation of some of the CapEx authorized new/replacement security cameras. Although shipping and material delays moved the project from July to October, we are extremely happy with the result.



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Facilities/Projects – HVAC:

- **MERV-13 Filters** ongoing Monthly Inspecting & Replacing
- **Annual A/C Units PM** – All Maintenance Completed and specific called-out repairs made
- **U115 HVAC Unit Replacement** – Waiting for vendor to receive new unit from manufacture
- **J-Bldg. HVAC Unit Repair** - HVACC Compressor replacement

Facilities/Projects – OTHER:

- **Cafeteria:** Two Warmer Ovens repairs completed. Now have three working warmers.
- **Furniture:** A202; A208; C203; C206 & U106 old wooden desks replaced with Furniture Budget Approved new ceramic desks
- **New Furniture Ordered:** 32 Trapezoid Student Desks for U108 (Furniture Budget Approved)
- **Door Replacements:** Two doors at Gilbert Hall replaced due to rotting and water damage
- **Door Replacements:** Two doors of Pali Academy Rooms 1 & 2 replaced due to rotting and water damage. All hardware also replaced with new.
- **Landscaping:** Irrigation System line breaks repaired

Facilities/Projects – OTHER (Ongoing Maintenance):

- **Transporting Nutrition & Lunch** – Facilities delivers meals to Pali Academy twice a day
- **Landscaping:** Ongoing Irrigation System line breaks occur and get repaired
- **Pali Academy** - Basketball court drainage; seepage and sump pump maintenance
- **Stadium Turf** - Weekly field maintenance on going and will continue as normal
- **Baseball Batting Cage & Tennis-Court Drainage Gutter** – Weekly sweeping/cleaning routine
- **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

- **Ticket Booth & Press Box** – Replace/Fix exterior and interior light fixtures
- **Furniture** – C203 old wooden desks replaced with new Furniture Budget Approved student ceramic desks
- **U115 AC Unit Replacement** – Waiting for vendor to receive new unit from manufacture
- **Baseball Clubhouse, Snack Shop & Irrigation Timer** - Electrical wires, conduit and circuit all need to be replaced.
- **Door Replacements:** Stadium home side custodial closet door
- **J-Bldg.:** HVACC Compressor replacement



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Facilities/Projects - Larger Scale Projects:

- **Underground Utilities Piping Replacement Project (LAUSD Bond Funded).**
 - All Major Phases Completed
 - Building cutovers continuing through Oct
 - Project completion expected by end of Oct 2022
- **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.
- **Main Quad Modernization Project (Donation Funded):**
 - This project submitted to LAUSD for M&O/FSD/Board review and approval.
 - Hoping for LAUSD Board Vote in Dec 2022, but may be Jan/Feb 2023.
 - Once project approved by LAUSD Board, and assuming LAUSD does not require us to submit to DSA or CEQA, PCHS can proceed to the Detail Design and then Bidding Phases.
- **Solar Project (LAUSD Bond & Catalyze Funded):**
 - This project has LAUSD-FSD Support and has been cleared to proceed simultaneously with the Campus-Wide Non-Bungalows A/C Project.
 - PCHS waiting for Catalyze to finalize their Detailed Specifications, Schedule and Cost Estimate to submit to LAUSD-FSD for review, followed by LAUSD BOC approval, then LAUSD Board approval, then DSA Submittal/Approval.
 - Project hoped to receive final approvals to be started in Summer 2024.