



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report November 15, 2022

Permits & Setups:

- **Permit Revenue for October 2022 is ~\$50,579**
 - ~\$45,179 from Facility Rentals
 - ~\$500 from Facility Parking Rental
 - ~\$1,600 from Banner Rentals
 - ~\$3,300 from One-Time Rentals
 - None from Filming
- **Filming in October:**
 - None – All pushed to Nov or Later
- **(Secured/Booked) Filming for November:**
 - Independent Movie
- **(Potential) Filming for November:**
 - Short Film
 - Commercial
 - Music Video
 - Production Parking for neighborhood filming
- **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 ongoing in full gear. Due to ongoing LAUSD construction, our PCHS Wrestling Team has no practice space, so they will be practicing in the Small Gym until further notice taking away 1-2 hours a day of available permitting time.
- **November 2022 Set-Ups/Events:**
 - PTSA: Board Mtg Nov 3rd, Regular Mtg Nov 10th
 - PCHS Fall Play “These Shining Lives” – November 3-November 12
 - B&F Committee Meeting – November 7
 - School Tours – November 3, 10, 18, 30
 - Football Playoffs – November 4 & 10
 - Board Meeting – November 15
 - Safety Drill – November 16



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MGAC/Pool:

- PCHS PE “Learn to Swim” (LTS) is conducted Mon/Tue/Thu/Fri, with focus on introduction to Freestyle stroke, body position, and kick dynamics, while emphasizing water safety
- PCHS Water-Polo Playoffs and Swim Team Practices support ongoing
- Conducting daily swim coach ARC certification trainings and tabletop conversations
- Recruiting, training and orienting new lifeguards for PM shifts-emphasis on the “Power of Hello”
- ARC Lifeguarding and FA/CPR/AED Blended Learning classes available on demand
- Annual Preventative Maintenance tasks underway
- 2022-23 Q2 Revenue available in Jan or Feb 2023
- Safety committee and school-wide safety drill support ongoing

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 and seem to have settled into where they will likely be all year.
- The Late Bus rightsizing from three buses daily down to one bus daily is adequately servicing the ridership. The one Late Bus is averaging ~27 riders/day, with a peak of 48 Riders (on a 56 Passenger Bus), and only 6 of the 28 days (21%) have even had 40+ riders.

Information Technology:

- 270 tickets were opened in the past month with 249 of them having been closed or waiting on the end user or parts. Trends this period were consumable requests, printing issues, and A/V requests or application and software issues.
- The Tech Department has distributed 649 devices to date to students for the 2022-23 school year. Checkouts are available daily, frequently taper off mid-semester, and pick back up before finals.
- The Konica contract was approved by the Board at the Special Board Meeting on 4/28/2022. We’ve received shipping info on 2 of 8 machines and are hopeful that they will be received and usable soon.
- 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 & Re-Order. A partial shipment has been received and laptops are being configured to update employee devices.
- Continuing to support PRA requests/searches as needed.



PALISADES

CHARTER HIGH SCHOOL

Information Technology (Continued):

- Working with cafeteria vendor Chartwells and the CBO, we are planning a much-needed uplift of the cafeteria Point-of-Sale (POS) devices. The current devices are aged beyond support and have swollen batteries, screen breakage, or other issues that prevent them from being usable for service. New devices have been selected and we are working with vendors on pricing.
- Infinite Campus POS 2.0 has been released. We have been working with the cafeteria to develop new menus for use with the new system and hope to implement shortly after the new POS Devices arrive.
- 45 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. We are now working with individual classroom teachers on mounting potential, locations, and one-on-one training sessions with IT.
- The October and November Pali Periods went well. We are working with Counseling and soliciting teacher feedback on potential improvements.
- Working with data vendor on the creation of a few 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.
- The Tech Team is continuing to update and create several 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 (EMS) to be decommissioned and replaced with the cloud-based system FMX.
- 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. With real-world proof of these cameras, we plan to order the CapEx approved additional replacement cameras soon.
- Assisted Library with ASB Works import of student fines and notification to parents/students.
- Working with vendor on Infinite Campus upgrade. Currently exploring staging environment to ensure there are no issues presented with current data or processes before going live. Planned live date will be over Thanksgiving Break.
- Installation and update of new PaperCut print server for student and staff print solution is in progress. New system will replace all staff to MFP printing and add a student centric print solution for three new student devices.
- Ongoing facilitation/support of several EdTech digital classroom resources to ensure all applications are accounted for, accessible, and usable.
- Work with the Deans has resumed in full. IT is supporting the Deans office with Bark reports, camera support, and IC reporting.



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CHARTER HIGH SCHOOL

Facilities/Projects – HVAC:

- **Central Heating System** – System to be restored and working as of Nov Board Meeting
- **Portable Space Heaters** - Provided campus wide for temporary heat while waiting for LAUSD to restore Central Heating System
- **MERV-13 Filters** ongoing Monthly Inspecting & Replacing
- **Annual Individual A/C Units Preventative Maintenance** – Waiting on specifically identified repairs/replacement work to be completed
- **U115 HVAC Unit Replacement** – Waiting for vendor to receive new unit from manufacture
- **J109** - Air handler leak repaired
- **J123** - Air handler leak 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** – Regular 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 Pali Academy 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 – OTHER:

- **Stadium Press Box** - Installed outdoor vinyl banner made for the fascia along the top of the Stadium Press Box for dedication ceremony for the Joe Spector
- **Daylight Savings Time** - Adjusted times and replaced batteries for 200+ clocks campus wide
- **Lockers** - In addition to the daily locker maintenance issues, rotated combo sequences for 250+ campus wide hallway lockers for redistribution 2022-23 New/Incoming Students
 - Note - PCHS need 300 additional Hallway Lockers for its student body
- **Furniture** - C204 old wooden desks replaced with new Furniture-Budget approved student ceramic desks. One more classroom to go for new student desks – U108
- **Door Replacements:** Several doors at Gilbert Hall replaced due to rotting and water damage. Two more remaining to do
- **Student Restroom Destruction & Graffiti** - Restroom vandalism on the rise again. Pulling/Kicking off various dispensers and graffiti in particular. Exclusively in Boys Restrooms.



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Facilities/Projects - Items set to begin and/or in progress with expected completion soon

- **U-Bungalows & J-Bldg. Roof leaks** – After heavy rainstorm multiple roof leaks revealed themselves and need to be addressed prior to next rainstorm. Good news is that multiple leaks from last rainy season that were repaired previously did not leak again!
- **Cafeteria:** Oven skillet gas regulator needs to be replaced.
- **New Furniture Received & will be assembled and replace graffiti laced tables:** 32 Trapezoid Student Desks for U108 (Furniture Budget Approved)
- **Ticket Booth & Press Box** – Replace/Fix exterior and interior light fixtures
- **U115 AC Unit Replacement** – Waiting for vendor to receive new unit from manufacture
- **Baseball Clubhouse, Snack Shop & Irrigation Timer** - Electrical conduit, wires and circuit all need to be replaced. This is almost done, just finishing last portion of this
- **Door Replacements** – Two additional doors (Stadium home-side custodial and PA Classroom)
- **J-Bldg. - HVAC 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 Mid-Nov 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 Jan 2023, but may be 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.