



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report December 13, 2022

Permits & Setups:

- **Permit Revenue for November 2022 is ~\$66,526**
 - ~\$45,076 from Facility Rentals
 - ~\$500 from Facility Parking Rental
 - ~\$450 from Banner Rentals
 - ~\$20,500 from Filming
- **Filming in November:**
 - Independent Movie (5-day shoot over Thanksgiving Break)
 - Fitness Product Ad
- **(Potential) Filming for December:**
 - Fitness Product Ad
 - Commercial
 - Pharmacy Commercial
 - Short Film
- **(Secured/Booked) Filming for January:**
 - Uncommon James (apparel photoshoot – Jan 8th)
- **Banners** - Banner demand continues to be strong, lots of new and ongoing interest – fence banner space booked out for the next couple of months with rotating banners.
- **Fall Sports** – All Sports have wrapped up and Winter sports have started their games/matches.
- **Permits** – Club sports are ongoing in full gear. Due to ongoing LAUSD construction, our PCHS Wrestling Team has no practice space, so they are practicing in the Small Gym until further notice taking away 1+ hours a day of available permitting time.
- **December 2022 Set-Ups/Events:**
 - B&F Committee Meeting – December 5
 - Holiday Spirit Week – December 5-9
 - AA Committee Meeting – December 8
 - School Tour – December 9
 - Board Meeting – December 13
 - Last Day of the Semester for Students – December 15
 - Last Day of the Semester for Teachers – December 16
 - Winter Break – December 19-January 9



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MGAC/Pool:

- PCHS Water-Polo and Swim Team support ongoing
- MGAC's "Support Our Local Pool" Campaign is open and active
- Holiday hours starting 12/19: 5:30am-3:00pm
- "211" and "Call if you can, Text if you can't" 911 Awareness Building
- Conducting regular ARC certification trainings and tabletop conversations
- ARC Lifeguarding and FA/CPR/AED Blended Learning classes available on demand
- Annual Preventative Maintenance tasks underway
- 2022-23 Q2 Revenue available in Jan 2023
- Safety committee and school-wide safety drill support ongoing

Transportation/Buses:

- The PCHS School Bus Program & Schedule, as well as Special Ed, Late 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 2023-24 School Year Transportation Registration and Scholarship Application process is scheduled to open in conjunction with the Admission Enrollment process via OLR in early March.

Information Technology:

- 264 tickets were opened in the past month with 238 of them closed or waiting on the end user. Most ticket response times continue to be within 2 hours during the business day. Common ticket trends this period are consumable requests, printers/printing problems, followed by projection issues and tech involved events. The Tech Dept. has distributed 649 devices to date to students for the 2022-23 school year. Checkouts are available daily, taper off mid-semester, and pick back up before finals.
- During a Spectrum caused internet outage that knocked out most campus phones, the team mobilized and reset nearly every phone on campus with minimal impact to instructional time.
- Over Thanksgiving Break, the team resolved an issue caused by the District's construction team, where a network cable that ran the length of the E building had been cut. This caused the loss of a key security camera that has now been restored.
- New laptops for faculty/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. All correct devices have been received and are beginning to be deployed. Once finished, IT will be able to move into the next phase of Apple device replacements.



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Information Technology (Continued):

- Five of our ordered eight new Konica copier/printer machines have arrived. Two faculty/staff production machines in the copy room and three student devices. The two faculty/staff devices already have 145,000 copies made in the 1.5 weeks they have been on campus. Wow! A remote print client should be installed on all faculty/staff devices over Winter Break that will allow printing directly to the machines with secure PIN printing. The copy room layout was also reconfigured by the team to be more efficient and to feel more open. Currently there is no status on the other three Konica machines, which will replace the copiers in the Main, Attendance, and AA offices.
- Continuing to support PRA requests/searches as needed.
- Work with the Deans continues in full swing. IT is supporting the Deans office with Bark reports, camera support, and IC reporting.
- 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 ordered and we are awaiting delivery.
- 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 some 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.
- IT has heard faculty feedback on the Pali Period at the Academic Accountability meeting and made changes to the teacher and student Responsive Offering windows. The teacher window has been shortened by 3 days, which were added to the student window. This change does not affect faculty ability to select students, but the additional student choice days will benefit the student body.
- 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.
- Ongoing facilitation/support of several EdTech digital classroom resources to ensure all applications are accounted for, accessible/usable 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. Work on the Finance server and Permits server is still ongoing.



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Information Technology (Continued):

- IT has finished the installation, configuration, testing, and implementation of a few 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.
- Worked with vendor on Infinite Campus upgrades. Currently exploring staging environment to ensure there are no issues presented with current data or processes before going live. Jul-Oct releases were completed over Thanksgiving Break. To maintain a better update posture, we are adopting a staggered monthly update plan to allow us more frequent access to new features and bug fixes.
- IT has spent a significant amount of time looking into and resolving gradebook issues in Schoology and/or Infinite Campus. A major issue of note is the resolution of a problem that has existed for a couple years that affects cross-listed courses.
- Planning for an eRate supplemented update to the wireless network has nearly concluded. Next steps will be working with our eRate vendor on a bid and securing funding through the available grants and 2023-24 PCHS budget process to move forward with a hopeful Summer 2023 installation. The estimated cost at this time is between \$750,000 and \$1,000,000.

Facilities/Projects – HVAC:

- **Central Heating System** – System restored and working.
- **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
- **A-bldg. Mechanical Room** - Air compressor motor replaced. Now working normal.
- **J-Bldg.** - HVAC Compressor needs replacement

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 ongoing
- **Baseball Batting Cage & Tennis-Court Drainage Gutter** – Periodic sweeping/cleaning
- **Tent Set-Ups** - Security Stations and Pali Academy Stations after wind-related take-downs
- **Hallway & PE Locker Maintenance** – Support/Resolve ongoing locker maintenance requests
- **IPM Pest Management** – Significant degree of baiting exterior of Bldgs. for ants and roaches using *LAUSD approved products only*.



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Facilities/Projects – OTHER:

- **Stadium Ticket Booth** – Pass through gate repaired to prevent unauthorized entrance.
- **Stadium Ticket Booth & Press Box** – Installed new exterior light fixture under stadium press box entrance for more visibility; Fixed interior & exterior light fixtures for ticket booth
- **HR Office** - Installed New Whiteboard
- **Baseball Clubhouse, Snack Shop & Irrigation Timer** - Electrical conduit, wires and circuit all replaced. Power restored.
- **U-Bungalows** – All roofs patched along seams to prevent/minimize leaks
- **Furniture** – 32 New Trapezoid Student Desks replaced old/aged tables in U108.
- **G-2nd Floor Boys Restroom** - Full paint refresh completed due to vandalism and graffiti
- **E-Waste** - First pickup of the school year completed.
- **Student Restroom Destruction & Graffiti** - Restroom vandalism has continued, but slowed down slightly. Graffiti & Vandalism continue and exclusively in Boys Restrooms.

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

- **Hazardous Waste Pickup** – Need to schedule another pickup
- **Cafeteria:** Oven skillet gas regulator needs to be replaced.
- **Faculty Lot Light Fixture** – Fixture behind trash bins needs to be replaced.
- **3-Way Crosswalk Light Fixture** – Fixture by 3-Way Crosswalk by Gilbert needs to be replaced.
- **U115 AC Unit Replacement** – Waiting for vendor to receive new unit from manufacture
- **Door Replacements** – Two additional doors (Stadium home-side custodial and PA Classroom)
- **J-Bldg.** - HVAC Compressor replacement
- **Stadium Infill** – A Stadium turf maintenance and re-infill project is planned for Winter Break
- **Baseball Seeding** – The Baseball Field annual re-seeding has occurred and is off-limits for germination and growth
- **Gym Resurfacing** – Floors in Large & Small Gyms due for annual resurfacing over Winter Break

Facilities/Projects - Larger Scale Projects:

- **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 Dec 19th 2022.
 - Currently the Boys Side personnel are moving back into their regular locations in the Gym Complex and the Girls' Side personnel are starting their relocation to the Trailers.



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Facilities/Projects - Larger Scale Projects (Continued):

- **Underground Utilities Piping Replacement Project (LAUSD Bond Funded).**
 - All Major Phases Completed
 - Building cutovers completed in early Nov
 - Project completion as of late Nov 2022
- **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 an 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 submitted/approved by DSA, PCHS can proceed to the Detail Design, Bidding and Installation Phases.
 - Project ground level aspects hoped to be able to start in Summer 2023, but Cornerstone Main Quad mural project hoping to be started over Winter Break.
- **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.
 - Catalyze just finalized 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 in time to be started by Summer 2024.

Break-In:

- PCHS had a break-in on Sun 12/5 at 2:00am
- Multiple perpetrators broke into multiple places
- Vandalism and theft occurred
- A police report was filed