



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report January 24, 2023

Permits & Setups:

- **Permit Revenue for December 2022 is ~\$~\$41,204**
 - ~\$32,104 from Facility Rentals. Note – Rentals down due to annual maintenance Closures
 - ~\$500.00 from Facility Parking Rental
 - ~\$600.00 from Banner Rentals
 - ~\$8,000.00 from Filming
- **Filming in December:**
 - Lifestyle Brand Ad (JoJa Life)
 - Apparel Ad (Shein)
 - *Note - Hollywood goes on hiatus December through January so filming will be limited during this time. Will pick up again in February.
- **(Potential) Filming for January:** One Commercial
- **(Secured/Booked) Filming for January:**
 - Uncommon James (apparel photoshoot)
 - Women in STEM
- **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 are mid-season and playoffs around the corner. Spring sports have all started their pre-season activities.
- **Permits** – Club sports are ongoing in full swing. Due to ongoing LAUSD construction, our PCHS Wrestling Team had no practice space for a while, so they were practicing in the Small Gym, which took away 1-2 hours a day of available permitting time. Wrestling Team back in their regular practice space, but annual Gym Floor Maintenance also reduced available Permit hours.
- **January 2023 Set-Ups/Events:**
 - First Day of Semester for Teachers (PD Day) – January 9th
 - First Day of Semester for Students – January 10th
 - PTSA Board Meeting – January 12th
 - Safety Training – Earthquake – January 19th
 - PCHS School Tour – January 20th
 - B&F Committee Meeting – January 23rd
 - Board Meeting – January 24th
 - Booster Club meeting – January 24th
 - PCHS School Tour – January 31st



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MGAC/Pool:

- Thank you to our lap swim community! Our “Support our Local Pool” Campaign raised ~\$10k and will be applied to pool repairs. Thank you all!
- Fiscal Status – Q2 Revenue was \$121,000
- PCHS Water-Polo and Swim Team support ongoing
- 7 ARC FA/CPR/AED Classes Delivered Dec-Jan
- MGAC is conducting an ARC Lifeguard Certification in March. Contact bking@palihigh.org if interested.
- Safety Coordination provided for 1/18/22 Earthquake Evacuation Drill - Thank you to the Los Angeles Department of Transportation (Special Events Unit) and LAPD SLO Espin for the additional support.
- MGAC is entering into our 14th year of operations and anticipate a major repair at our 15th year mark. We project this repair will require a 4 week closure (August month identified as target month).
 - 1. Re-Plaster Both Pools (~\$300k)
 - 2. Replace cantilever concrete, which is showing signs of deterioration (~\$450k)

Transportation/Buses:

- The PCHS School Bus Program & Schedule, as well as Special Ed, Late and Competition Buses, are all operating normally.
- 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:

- 219 tickets were opened in the past month with 201 of them closed or waiting. Most ticket response times continue to be within 2 hours during the business day. Common ticket trends this period are printers/printing problems, consumable requests, followed by application/software issues and finally projection problems. The Tech Dept. has 664 devices currently checked out to students for the 2022-23 school year.
- Data synchronization between Infinite Campus and ParentSquare, a communication platform, was configured during the Winter Break. After training, a pilot group will be setup so the system can be tested and measured against PCHS’s needs. If the pilot is deemed successful, ParentSquare could replace all methods currently used and centralize communication for all stakeholders.
- Round 1 of replacement staff laptops continue to be distributed while we wait for the Round 2 laptops to arrive. If everything continues as planned and arrives/is distributed this year, the 2023-24 SY staff device order will be 30-35 devices (final numbers will depend on not yet finalized staffing and any future breakdowns this semester).



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Information Technology (Continued):

- Five of our ordered Eight Konica copier/printer machines have arrived. Two faculty/staff production machines in the copy room and three student devices are in place and in use. Currently there is no status on the other Three Konica machines, which will replace the copiers in the Main, Attendance, and AA offices. PIN code requirement has been reinstituted on the faculty/staff devices. The student devices are nearly ready to be rolled out, along with a remote print client for both staff and students.
- 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 arrived and been configured. We are waiting on mounting and security hardware before the devices can be put into production.
- Infinite Campus POS 2.0 has been released. We've been working with the cafeteria team to develop new menus for use with the new system and are planning to implement on the new POS hardware.
- 45 Promethean panels were deployed around campus. IT has attended an admin training and continues to work with the company to resolve 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 expected funding availability for a Round 2 of orders is being discussed and planned.
- Working with data vendor on the creation of needed recurring reports from Infinite Campus.
- 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 training materials for faculty and staff. 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 and consolidated on a new host, upgraded, and had additional resources applied to the machines. Of the servers that remain, one is still awaiting a Finance Department migration of QuickBooks licensing and data and the final server is waiting on an aged-out Permits Dept. Facilities Scheduling System (EMS) to be decommissioned and replaced with the cloud-based system FMX. The newly implemented "PCHS Calendar" (powered by FMX) is in use, and once utilized and vetted for another month, will enable EMS to be retired.
- IT spent over 100 hours during Winter Break to resolve gradebook issues in Infinite Campus after the Semester 1 grading window closed. A significant number of grades were not posted by teachers, which required IT to manually transfer grades, if available, from Schoology to Infinite Campus.



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Information Technology (Continued):

- 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. The eRate portion of this funding is ~\$250,000.
- The amazing Pali Booster Club has generously provided for a mobile audio and video system that will enhance the quality of audio and provide for the addition of video, for our large format meetings, such as the Board of Trustees meeting. Once we receive a key component, we will implement and schedule the system for use as requested by school wide meeting organizers. Thank you, Boosters!
- Preliminary feedback on our recently hired Copy Clerk has been extraordinarily positive. As you know, a good Copy Clerk on campus often achieves rock-star status. Thank you HR for working so long to find a quality person for this critical role!
- As an FYI – PCHS currently has ~\$8,500 in outstanding fees/fines for seniors that are related to Tech Devices, Textbooks and Library Books as recorded in the Destiny Tracking System. There is much more outstanding related to Freshman thru Junior students as well, but with seniors graduating this semester, the ~\$8,500 is at greater risk of being lost without extra effort collection efforts.

Facilities/Projects – HVAC:

- **Central Heating System** - System operational, though certain rooms being troubleshot.
- **MERV-13 Filters** ongoing Monthly Inspecting & Replacing
- **U115 HVAC Unit** - Fan blow motor and transformer replaced. Unit working normal.
- **J-Bldg. Mechanical Room**- HVAC Compressor replaced.

Facilities/Projects – OTHER (Ongoing Maintenance):

- **Transporting Nutrition & Lunch** – Facilities delivers meals to Pali Academy twice a day
- **Tent Set-Ups** - Security Stations and Pali Academy Stations after wind-related take-downs
- **Hallway & PE Locker Maintenance** – Support/Resolve ongoing locker maintenance requests
- **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
- **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:

- **Pali Academy** – PA Main Office restroom toilet seal that was root cause of leak and damage to subfloor and tile was replaced. Due to water and termite damage, the subfloor was replaced and new VCT floor tile installed.
- **Pali Academy Room 3 Door** - Replaced with new due to wear and tear.
- **Gym Resurfacing** - Floors in Large & Small Gyms annual resurfacing completed during winter break.
- **Stadium Infill** - Stadium turf maintenance and re-infill project completed during winter break.
- **Baseball Field Seeding** – Baseball Field annual maintenance (thatch, seed, mulch, fertilizer) completed in December – Jan field is off-limits for grass growth.
- **Cafeteria** - Oven skillet gas regulator needs to be replaced.
- **HR Office** - File cabinets re-keyed to secure confidential documents.
- **G106** - Whiteboard relocated.
- **E202A** - Used whiteboard in great working condition installed to replace old board that no longer could be properly erased therefore making it difficult for teacher use.
- **Sub Coordinator** - WhiteBoard Added to BulletinBoard.
- **Library** - Security mirror installed on back wall so that librarian can see group of tables behind column pole.
- **Boys PE Office Side Door** - Replaced with new due to wear and tear.
- **Student Restroom Destruction & Graffiti** - Restroom vandalism has continued. Graffiti & Vandalism continue and exclusively in Boys Restrooms.
- **Heavy Rain Leaks** – Heavy rains in early Jan revealed a few leaks in places. All mitigated and patched/repared.
- **F-1st Floor Women's Restroom** – A damaged and concrete patched section of the floor was re-tiled

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

- **Door Replacements** - Two additional doors (Stadium home-side custodial and U107)
- **Door Repairs** - U109A and U107 due to water damage
- **Stadium Field Turf Maintenance** - Sweeper currently has damaged tires. Tire replacements ordered and awaiting to receive.
- **J108** - Wall shelf needed for T.V. Soundbar
- **Hazardous Waste Pickup** – Need to schedule another pickup
- **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.
- **Baseball Field Maintenance** - 1st high cut complete and pending weather field scheduled to reopen at the end of this month.



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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 began Dec 19th 2022.
- Boys Side personnel have moved back into their regular locations and the Girls' Side personnel have moved into the Trailers.
- Project expected to finish around Nov 2023

Facilities/Projects - Larger Scale Projects (Continued):

- **Campus-Wide Non-Bungalows A/C Project (LAUSD Bond Funded):**

- This project is LAUSD Board approved. The project now moving into the Architecture & Engineering Design phase. LAUSD is in the Contracting phase with an A&E firm.
- Once LAUSD and DSA approvals 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/Feb 2023, but has been pushed to March 2023.
- Once project approved by LAUSD Board, and submitted/approved by DSA, PCHS can proceed to the Detail Design, Bidding and Installation Phases.
- Project hoped to be able to start in Summer 2023, but that is dependent on many factors.

- **Solar Project (LAUSD Bond & Catalyze Funded):**

- This project has LAUSD-FSD Support and has been cleared to proceed independently (and could be simultaneously) with the Campus-Wide Non-Bungalows A/C Project.
- Catalyze has finalized their Detailed Specifications and Conceptual Design, Schedule and Cost Estimate, which has been submitted to LAUSD-FSD for review. Once Catalyze and LAUSD can reach agreement on terms and conditions of a long-term contract, they will start getting into Detail Architectural & Engineering Construction Design, submit for LAUSD BOC approval, LAUSD Board approval, and DSA Submittal/Approval.
- Project hoped to receive final approvals in time to be started by Summer 2024.

- **Underground Utilities Piping Replacement Project (LAUSD Bond Funded).**

- Project Completed re major milestones
- Punch List items being addressed