



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report February 28, 2023

Permits & Setups:

- **Permit Revenue for January 2022 is ~\$~\$42,296**
 - ~\$31,446 from Facility Rentals. Note – Rentals down due to annual maintenance Closures
 - ~\$500 from Facility Parking Rental
 - ~\$5,200 from Banner Rentals
 - ~\$5,150 from Filming
- **Winter Sports Impact to Permits:** Club sports are ongoing full time - All venues back in regular use now. With all levels of our Boys & Girls Winter Sports teams (Frosh/Soph, JV and Varsity) in playoffs, some of our Permits venues are hosting more PCHS games than usual and therefore there is less Permits time available, so some impact to Permits Revenue this month.
- **Filming in January:**
 - Uncommon James – Apparel Photoshoot
 - Women in STEM
 - *Note - Hollywood slows down Dec & Jan filming will be limited during this time.
- **Filming for February/March:**
 - **(Occurred) Filming for February:**
 - NCAA Promo (Feb 4th)
 - Verizon Commercial (Feb 11th)
 - Zara Kids Photoshoot (Feb 14th)
 - FIDM Photoshoot (Feb 20th)
 - **(Secured) Filming for March:** Daily Drills Campaign (Mar 2nd)
 - **(Potential) Filming for March:** Commercial and Print AD for Sports Wear
- **Banners** - Banner demand continues to be strong, lots of new interest – fence booked out for the next few months with rotating banners – many of our yearly users are renewing.
- **PCHS Sports** – Many Winter Sports wrapping up their seasons and playoff runs. Spring sports have all just started their season activities.
- **February 2023 Set-Ups/Events:**
 - Black History Month – Multiple Events during Feb
 - School Tours – Feb 2, 9 & 24
 - PTSA Board Meeting – Feb 2
 - Faculty Meeting – Feb 7
 - B&F Committee Meeting – Feb 13
 - Special Board Meeting – Feb 14
 - Safety Drill – Feb 15
 - Board Meeting – Feb 28



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MGAC/Pool:

- PCHS Water-Polo and Swim Team support ongoing
- PCHS PE Classes participating in swimming lessons in an ongoing basis
- American Red Cross (ARC) FA/CPR/AED Classes Delivered regularly
- MGAC is conducting an ARC Lifeguard Certification in March. Contact bking@palihigh.org if interested.
- Safety Coordination provided for 2/15/22 Active Assailant Safety Drill - Thank you to the LAPD Senior Lead Officer Espin for additional support.
- MGAC is entering into our 14th year of operations and anticipate a major repair to be expected over the next few years. We project this repair will require a 4 week closure (August month identified as target month in the year we implement this repair).
 - 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.
- As discussed with and approved by the B&FC, the following are planned re Transportation for 2023-24:
 - Annual cost per student for the To/From PCHS School Bus Program to be \$2,850 (\$285/Mo. for 10-Months), with the possibility of that being reduced if the April 2023 City of LA Transportation Index is lower than anticipated as it drives the pricing of our school buses via our busing contract with ATS
 - The scholarship funding/pool to be \$171,000
 - The Late Buses to be \$6/Ride for students not in the PCHS School Bus Program and to remain Free (Pre-Paid) for students that are in the PCHS School Bus Program
 - Competition Buses to remain as they were for 2022-23, with a shared cost between PCHS and the Competition Teams under the same rules as in 2022-23



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Information Technology:

- 275 tickets were opened in the past month with 254 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 A/V Events. The Tech Dept. has 665 devices currently checked out to students for the 2022-23 school year.
- Working with Testing Coordinator Lisa Saxon, we are preparing for the start of testing season. Large-scale student-body Testing is scheduled to begin Monday, March 6th, and last until May 26th.
- Data synchronization between Infinite Campus and the communication platform ParentSquare was configured during Winter Break. After some training, a pilot group is being setup so the system can be tested and measured against PCHS's needs. If the pilot is deemed successful, ParentSquare could replace most communication systems/methods currently used at PCHS and centralize communication for all stakeholders. The Pilot began after training on 2/22 and will be evaluated in the near future.
- All new staff laptops continue to be distributed as teachers and Tech are available. 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).
- All eight Konica copier/printer machines have arrived. Two faculty/staff production machines in the copy room, three (one each) in the AA Office, Attendance Office, and Main Office, and three student devices are in place. PIN code requirement has been reinstituted on the copy room and AA Office devices, with the Attendance and Main Office to follow shortly. The student devices are nearly ready to be rolled out, along with a remote print client for faculty, staff and students.
- Continuing to support PRA requests/searches as needed.
- Work with the Deans continues daily. 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. Some devices are currently in use to test the POS 2.0 software.
- 45 Promethean panels were deployed around campus. IT has attended an admin training and continues to work with the company to resolve any minor 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. Amir Osterweil has been of tremendous help in reporting issues to Promethean and IT, and working directly with Teachers on additional trainings. 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.



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Information Technology (Continued):

- 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, only a Finance Department migration of QuickBooks licensing and data needs to occur before the project can be closed out.
- 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 \$950,000. 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. 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!
- PCHS currently has ~\$13,000 in outstanding fees/fines for seniors that are related to Tech Devices, Textbooks, Library Books, Cafeteria & Transportation. There is much more outstanding related to Freshman thru Junior students as well, but with seniors graduating this semester, the ~\$13,000 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
- **Mechanical Rooms**- All Compressors in Classroom Buildings had preventative maintenance performed - Oil was checked and/or added, belts replaced, pulley's replaced, gauges were replaced and motor for G-bldg. was replaced and all in working normal.



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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*.

Facilities/Projects – OTHER:

- **Door Replacements** - Two additional doors replaced (Stadium home-side custodial and U107)
- **Door Repairs** - U109A and U107 had significant repairs due to water damage
- **Overdose Emergency (NARCAN) Kits** - Installed in multiple offices around campus
- **J108** - Wall shelf T.V. Soundbar installed.
- **Stadium Field Turf Maintenance** - Sweeper tires replaced.
- **Baseball Field Seeding** - Field reopened for baseball season.
- **Student Restroom Destruction & Graffiti** - Restroom vandalism has minimized since last report.

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

- **Hazardous Waste Pickup** – On the pickup schedule
- **Faculty Lot Light Fixture** – Fixture received from vendor however bracket was not sent so awaiting bracket to complete install.
- **3-Way Crosswalk Light Fixture** – Fixture by 3-Way Crosswalk by Gilbert needs to be replaced.
- **Golf Cart Repairs** – Older flatbed and smaller compact cart scheduled to be picked up, serviced, and repaired.
- **Finance Office Safe lock** – Needs to be serviced and combo lock replaced
- **Cafeteria Sink Faucet** – Replace with new faucet that includes flex hose
- **Cafeteria Warmer-Plug** – Faulty and needs to be replaced. Needs to be ordered.
- **New/Used Flatbed** – Sourcing and receiving quote to purchase per approved budget
- **Scissor Lift** – Sourcing and receiving quote to purchase per approved budget



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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.
- 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.
- Once LAUSD and DSA approvals received, which could take quite some time, the project will be Bid & Awarded, which will add 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.
- The project is on the agenda for LAUSD Board Vote in 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