



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report March 21, 2023

Permits & Setups:

- **Permit Revenue for February 2023 is ~\$68,661**
 - ~\$34,761 from Facility Rentals. Note – Rentals down due to annual maintenance Closures
 - ~\$500 from Facility Parking Rental
 - ~\$2,750 from One-Time Rentals
 - ~10,800 from Banner Rentals
 - ~\$19,850 from Filming
- **Spring Sports Impact to Permits:** With PCHS Boys Volleyball in full swing and impending home/playoff games, our gym time for permits must cater to those games. There are and will continue to be Permits cancellations to accommodate; this will slightly affect revenue for permits.
- **Important Update** – The Baseball field re-opened, permitting resumed and teams picked up where they left off, however, the unusual rainy weather has cancelled quite a few days so revenue impacted, but holding fairly steadily.
- **Filming in February:**
 - NCAA Promo (Feb 4th)
 - Verizon Commercial (Feb 11th)
 - Zara Kids Photoshoot (Feb 14th)
 - FIDM Photoshoot (Feb 20th).
- **Filming for March/April:**
 - **(Occurred) Filming for March:** Daily Drills Campaign (March 2nd)
 - **(Secured) Filming for March:** Sling TV Commercial (March 17th or 18th)
 - **(Potential) Filming for March:** Commercial and Print ADs
- **Banners** - Banner demand continues to be strong, lots of new interest – Fence booked for the next few months with rotating banners – Many users are renewing.
- **PCHS Sports** –Spring sports in mid-season and going strong.
- **March 2023 Set-Ups/Events:**
 - PTSA Board Meeting – March 2
 - Special B&FC and Board Meetings – March 7 and 9
 - Election Committee Meetings – March 9 & 13
 - B&FC and Board Regular Meetings – March 13 and 21
 - Spring Show Weekends – March 16-18 and March 23-25
 - Pali Booster Club Meeting – March 28
 - College Center Parents Meeting – March 29
 - School Tour and AA Meeting – March 30



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MGAC/Pool:

- PCHS Swim/Dive Team support ongoing. MGAC looking forward to tradition of hosting annual Western League Meet and CIF City Section Dive Championships.
- PCHS PE Classes participating in lifeguard assisted swimming lessons (Learn to Swim and Levels 1-2 MGAC Curriculum) – ongoing.
- American Red Cross (ARC) FA/CPR/AED and Safety Training for Swim Coaches Classes Delivered regularly.
- MGAC Lifeguards just completed their team training and FA for Professional Rescuers certification update. Congratulations to the MGAC team!
- MGAC is conducting an ARC Lifeguard Certification April 22nd. Contact bking@palihigh.org if interested. 2 spots left!
- New program added! Girl's 18U Westside club water polo and YMCA evening lap swimming added, extending MGAC Tues-Thurs operating hours.
- Q2 results to be reported at April BoT Mtg.
- Safety Coordination provided for 3/15/23 HOLD Safety Exercise. Thank you to ASB for their collaboration on a safety recap video for the Safety Schoology Course.
- Annual preventative maintenance addressing our multiple chemical pumps, filtration system, SPCS controller for energy efficiency, and interlock system is underway.
- 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 underway in conjunction with the Admission Enrollment process via OLR.
- Thank you to the Board for their review and vote related to the 2023-24 PCHS School Bus Program scholarship funding and pricing.



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Information Technology:

- 180 tickets were opened in the past 15 days with 158 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, A/V Events, followed by Account Issues and Hardware Error/Failure. The Tech Dept. has 667 devices currently checked out to students for the 2022-23 school year.
- Testing season has begun! Large-scale student-body Testing is scheduled from Monday, March 6th, and lasts until May 26th. The Team has been working with Lisa Saxon, Testing Coordinator, to ensure support and devices are available in all testing locations throughout all scheduled days. Testing season does consume a significant amount of the Tech Dept. personnel's time so response times may be impacted during this last portion of the year.
- Data synchronization between Infinite Campus and the communication platform ParentSquare was configured during Winter Break. After some training, a pilot group has been 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 requirements have 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. Additionally the large capacity paper trays for the main copiers should be arriving soon, as well as codes that we were missing to enable PIN usage on the Attendance and Main Office copiers.
- 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.



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Information Technology (Continued):

- 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. Some initial reports for Counseling and Intervention have finally been delivered. Errors in some of the delivered reports for Grade Reports have been discovered and we are waiting to have these addressed prior to the next grading window.
- 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. This continues to be a concern that we hope to have addressed soon.
- A site walkthrough for the eRate Category 2 bid occurred on Wednesday, 3/8. Once the bids are received, evaluated and awarded, we will begin the process of securing funding through available grants and 2023-24 PCHS budget process. Our goal is to move forward with a 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, which is a ~30% discount of a critical and overdue refresh.
- Feedback on our recently hired Copy Clerk continues to be 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 ~\$14,700 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 ~\$14,700 is at greater risk of being lost without extra effort collection efforts.
- IT has been working with the CollegeBoard to prepare for the 2023 Digital AP exams. This year the English AP exams will be taken digitally.
- 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!



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Information Technology (Continued):

- An extensive amount of time was spent for 7 straight days, Friday night 3/3, through Friday morning 3/10, supporting teachers with grade submission issues or no grades submitted at all, with over 2,500 grades being submitted late. IT recommends a mandatory series of PD's be created to help inform and support teachers in order to prevent these issues from recurring every grade window.
- With the 2023-2024 OnLine Registration (OLR) window open for Admissions, IT has been working with Counseling and the Attendance/Admissions Office to support reporting, Household Notifications, and various issues that occur.

Facilities/Projects – HVAC:

- **Central Heating System** - System operational, though certain rooms being troubleshot.
- **MERV-13 Filters** ongoing Monthly Inspecting & Replacing

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:

- **Hazardous waste pickup** - Completed.
- **SpEd Restroom** – New door hardware installed as old hardware and lock broke.
- **Cafeteria Sink Faucet** – Replaced with new faucet that includes flex hose
- **Cafeteria Window Shutters** - After being out of commission for the better part of last decade we were able to get 1 cylinder for each shutter to close/lock in order to better secure serving windows.
- **Smaller compact cart** - Older Non-EZ golf cart had the charger receptacle repaired so cart can be charged and back in use.
- **Tech Office** – New lighting fixtures with dimmer installed to provide better visibility when working on devices.
- **Student Restroom Destruction & Graffiti** - Restroom vandalism has slowed down recently. However, boys have been urinating on the wall (not in Urinal or Toilet) almost daily in G2B Restroom.



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

- **Water Fountain Filters** - Annual replacements scheduled for their usual March change
- **D107 Ceiling** - Need to install new drywall and new ceiling tile due to a water pipe leak. Leak already repaired – Ceiling fix scheduled for Spring Break.
- **A207 Broken Casement Window Operators** - Waiting on parts to arrive.
- **A-Bldg., E-Bldg., and G-Bldg. Storm Drain Issues** - Scheduled for Spring Break
- **A-Bldg. Roof Lights** - 2 of 3 need to be replaced. Ordered and awaiting to receive/install
- **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 service, and repair pending return trip as it also needs new batteries.
- **Cafeteria Warmer-Plug** - Faulty and needs to be replaced. Being ordered.

Facilities/Projects - Larger Scale Projects:

- **Gym A/C Project (LAUSD Bond Funded):**
 - Phase 1 started on Dec 17th 2021. The Boys side of the Gym Complex is underway and anticipated to last until Nov/Dec 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
- **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 4+ Months. Project not expected to start until Summer 2024 at the earliest.
- **Main Quad Modernization Project (Donation Funded):**
 - The project is on the agenda for LAUSD Board Vote for March 21, 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.



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Facilities/Projects - Larger Scale Projects (Continued):

- **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