



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report April 18, 2023

Permits & Setups:

- **Permit Revenue for March 2023 is ~\$73,030**
 - ~\$53,283 from Facility Rentals
 - ~\$500.00 from Facility Parking Rental
 - ~\$147.00 from One-Time Rentals
 - ~\$4,100.00 from Banner Rentals
 - ~\$15,000.00 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 through March has cancelled a number of permit days so revenue affected, but holding steadily.
- **Filming in March:**
 - Daily Drills Campaign (March 2nd)
 - Sling TV Commercial (March 17th)
- **Filming for April:**
 - **(Occurred) Filming for April:** Amazon, Back to School Still Photography (April 4th), Adidas NFL Still Photography (April 8th)
 - **(Secured) Filming for April:** None at this time
 - **(Potential) Filming for March:** Dicks Sporting Goods (Back to School), Walmart (Still Photography)
- **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** –Spring sports in mid-season and going strong.
- **April 2023 Set-Ups/Events:**
 - Earth Day Festival – April 13
 - PTSA Board Meeting – April 13
 - PCHS Film Festival – April 13
 - B&F Committee Meeting – April 17
 - Board Meeting – April 18
 - PTSA Safety Presentation – April 20
 - VAPA Showcase – April 20
 - School-Wide Safety Drill – April 26



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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 is conducting an ARC Lifeguard Certification April 22nd. Contact bking@palihigh.org if interested. 1 spot left!
- MGAC is hiring experienced Lifeguards - Please help us get the word out!
- MGAC Q3 Revenue is ~\$120,000
- Safety Coordination provided for 4/26/23 AIRBORNE EVENT Safety Exercise.
- 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 major repairs in 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 deadlines for submittal were reached on 4/7/2023. Follow-On processes underway for reviewing scholarships, and assigning Students to one of the 7-Buses for next year. At this time, ~400 Riders for next year.
- Next major 2023-24 Process Deadline is 6/1/2023 for down-payments.

Information Technology:

- Testing season is in full swing! Testing for CAASPP, ELPAC, CAST, AP's, and NWEA are scheduled from Monday, March 6th through 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.



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Information Technology (Continued):

- 186 tickets were opened in the past 22 days with 172 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 projector issues and consumable requests, followed by printing issues and AV events. The Tech Dept. has 667 devices currently checked out to students for the 2022-23 school year.
- 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.
- Work with the Deans continues regularly. 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. 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!



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Information Technology (Continued):

- 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. The bids were certified, evaluated, and awarded to AkinsIT per the strict bidding process required by USAC and the FCC. 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 \$1,300,000. The eRate portion of this funding is ~\$250,000, leaving a \$1,050,000 PCHS funding obligation, which is a 50% discount of a critical and overdue refresh.
- As part of the Gym AC project work conducted by LAUSD, the campus went through three separate and extended power outages during Spring break. Two of these outages saw fallout on our network and server infrastructure; the first caused a switch to fail in J120, requiring emergency replacement. The second outage corrupted one of our primary Domain Controllers and the configuration profile of our wireless controller. The DC had to be restored from backup and the wireless controller configuration rebuilt. The loss of the switch and wireless controller profile are likely related to the age of the equipment; both items are slated to be replaced as part of the 2023-24 eRate C2 project.
- Feedback on our Copy Clerk continues to be very positive.
- PCHS currently has ~\$16,000 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.
- IT has been working with the College Board to prepare for the 2023 Digital AP exams. This year the English AP exams will be taken digitally through the new Bluebook application. More information can be found on the AP website.
- 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.
- It's that time... Another grading window is upon us and IT is working with the faculty to post their grades. The window will be closing Sunday 4/16, at which time IT will work with the Counseling Office to finalize report cards and ensure all teachers have properly reported a grade for every student.
- NWEA, the newly selected internal assessment platform required by the State of California, has been loaded with student and teacher data and is now ready for testing on 4/14+. IT worked with Clever and NWEA staff over the last week to automate nightly data ingests from Infinite Campus to Clever to NWEA. The data was further customized by Clever for NWEA's special needs. IT continues to work on additional demographic data that needs to flow to NWEA.
- The 2023-24 budget cycle has begun, and IT is working with various departments on equipment and software needed for the next school year.



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Information Technology (Continued):

- In an effort to replace the damaged and aging screen in Mercer Hall, IT has requested quotes from vendors to replace and install a new, motorized screen. The goal is to have the work approved and installed over summer.
- Turnitin has released their Beta version of AI detection of student submitted work. We have seen a startling number of student submitted essays and homework that are AI generated. Our current Turnitin plan is offering the AI detection as a benefit for the remainder of the 2022-23SY, however, this critical component will not be included next year without an additional purchase.
- 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.

Facilities/Projects – HVAC:

- **Central Heating System** - System operational and always a few rooms being worked on.
- **MERV-13 Filters** - Ongoing Monthly Inspecting & Replacing

Facilities/Projects – OTHER (Ongoing Maintenance):

- **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
- **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
- **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:

- **E-Waste Pickup** - Completed.
- **Water Fountain Filters** - Annual replacements/servicing completed.
- **D107 Ceiling** - New drywall and new ceiling tile installed after water pipe leak was repaired.
- **A207 Broken Casement Window Operators** - Waiting on parts to arrive.
- **A-Bldg. Roof Lights** - 1 of 2 fixtures replaced with new, waiting for second fixture delivery.
- **Faculty Lot Light Fixture** - Broken fixture behind loading dock dumpsters replaced with new.
- **Cafeteria Warmer-Plug** - Faulty and needs to be replaced – Parts being ordered.
- **Golf Cart Repairs** - Older flatbed serviced/repaired
- **Mercer Hall Screen** - 30' aluminum pipe at bottom of screen to help stabilize screen broke but has since been repaired and functional again.
- **Student Restroom Destruction & Graffiti** - Restroom vandalism back on the rise, and especially Graffiti.

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

- **Furniture:** Inventory campus wide for furniture needs to submit for Budget
- **Gilbert Hall** - Handicap seating broken side latch/locking mechanism. Parts need to be ordered from vendor for special custom seating.
- **A-Bldg., E-Bldg., and G-Bldg. Storm Drain Issues** - Pending
- **A-Bldg. Roof Lights** - 1 of 2 need to be replaced. Ordered and awaiting to receive/install
- **3-Way Crosswalk Light Fixture** - Fixture by 3-Way Crosswalk by Gilbert needs to be replaced.

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 looking to move 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, more likely Summer 2025.



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Facilities/Projects - Larger Scale Projects:

- **Main Quad Modernization Project (Donation Funded):**

- The project has been approved by the LAUSD Board! Post vote meeting with LAUSD M&O Division completed.
- Now that project approved by LAUSD Board, and detailed materials selected, and PCHS completes the Detail Design, project may need to be submitted to DSA, and then followed by 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 for PCHS, which has been submitted to LAUSD-FSD for review. Once Catalyze and LAUSD 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.