PALISADES
CHARTER HIGH SCHOOL

Board of Trustees Meeting
Operations Report
May 16, 2023

Permits & Setups:

- **Permit Revenue for April 2023 is ~$84,685**
  - ~$40,435 from Facility Rentals
  - ~$500 from Facility Parking Rental
  - ~$250 from One-Time Rentals
  - ~$13,000 from Banner Rentals
  - ~$30,500 from Filming

- **Permits** – Club sports are in full frequency with many summer interest inquiries already.

- **Filming in April:**
  - Old Navy (April 4th)
  - Adidas (April 8th)
  - Walmart (April 27th and 28th)

- **Filming for April:**
  - **(Occurred) Filming for May:** None at this time
  - **(Secured) Filming for May:** Beth Studenberg Still Photo (May 10th)
  - **(Potential) Filming for May:** Dicks Sporting Goods (May 17th)

- **Banners** - Banner demand continues to be strong, ongoing and new interest – fence booked out for the next few months with rotating banners – many of our yearly users are renewing.

- **PCHS Sports** –Spring sports starting playoffs and going strong.

- **May 2023 Set-Ups/Events:**
  - PCHS AP Testing – May 1-12
  - B&F Committee Meeting – May 8
  - Teacher Appreciation Week – May 8-12
  - Safety Drill – May 10
  - PCHS Board Meeting – May 16
  - VAPA Spring Shows (Various Dates) May 17-June 1
  - PTSA Parent Meeting – May 18
  - PCHS Donor Breakfast – May 24
  - AA Meeting – May 25
  - Faculty Meeting – May 30
  - Senior Awards Ceremony – May 31
  - LTSP – May 31

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MGAC/Pool:

- PCHS PE Classes soon ending for 2022-23 in lifeguard assisted swimming lessons (Learn to Swim and Levels 1-2 MGAC Curriculum).

- PCHS Swim/Dive Team support ongoing. MGAC hosted annual Western League Meet and CIF City Section Dive Championships, and looking forward to additional playoff action.

- Summer hours begin 6/12! Planned maintenance set to occur 7/31-8/4, resulting in closure times that week.

- American Red Cross (ARC) FA/CPR/AED and Safety Training for Swim Coaches Classes Delivered regularly.

- MGAC is conducting an ARC Lifeguard Certification May 20th. Contact bking@palihigh.org if interested.

- MGAC continues to experience a staffing shortage and is actively trying to hire experienced Lifeguards - Please help us get the word out!

- Safety Coordination provided for 5/10/2023 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 these repairs 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. Scholarships were Offered as of 4/19, and the Appeal period and Final Determinations completed and sent out as of 5/4, and Route/Stop Assignments across the 7-Buses to be presented as of 5/15. 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 Friday, May 26th. The Team has been working with Lisa Saxon, Testing Coordinator, and Karen Ellis, Director of College Advising, to ensure support and devices are available in all testing locations throughout all scheduled days. The testing season does consume a significant amount of the Tech Dept. personnel's time in terms of hours each testing day, and the elongated elapsed time of testing due to PCHS not being a 1:1 Device school, so Tech Support response times are impacted during this three-month period.

- 226 tickets were opened since the last BoT meeting, with 215 of them closed or waiting. Average response time this period jumped to 4 hours and 42 minutes with some response times exceeding 2 days. This almost doubling response time is a direct result of the time spent in classrooms during school testing. Common ticket trends this period consumable requests, application/software issues, A/V requests, projector/projection problems, followed by equipment requests and Infinite Campus issues.

- 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 printing 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 our data management 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 Grades have been discovered and we are waiting to have these addressed prior to the final grading window, as they were not addressed at the 10 week.

- 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 these updates.

- 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.

Information Technology (Continued):

- 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 plan is to move forward with a Summer 2023 installation. The total cost at this time is $1,300,000, with eRate funding of ~$250,000, leaving a $1,050,000 PCHS funding obligation, which is a 50% discount of a critical and overdue refresh. While this is a big cost, in addition to the long-overdue replacement of this aging critical infrastructure, please keep in mind this investment will remain in use for 5+ years.

- Recovery of Senior owed outstanding fees/fines relating to lost or damaged Tech Devices, Textbooks, Library Books, Cafeteria & Transportation is going well. There are many more outstanding related to Freshman through Junior students as well, but with seniors graduating this semester the focus is on recovering these monies first. Grades 9 – 11 have $13,791.53 of outstanding Tech and Library fines alone, with an additional $716,235.27 in items waiting to be returned. A portion of these items have been held, overdue, by students since 2021.

- IT worked with the College Center to prepare for the 2023 Digital AP exams. This year the English AP exams were taken digitally through the new Bluebook application. Overall, these tests were successful; however, there was significant strain on the IT Department to prepare and checkout available devices late in the year for students whose personal devices were not adequate to take the test on. Additionally, a number of student's personal devices failed during the test and had to be swapped out for emergency Tech loaners that were prepared for the tests. The majority of the problems encountered by students would not have occurred if PCHS were a 1:1 Device school.

- The 2023-24 budget cycle has begun, and IT is working with various departments on equipment and software needed for the next school year.

- 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. Estimates are expected to range from $25,000 to $55,000 depending on various options and needs to support all use case scenarios of the multi-purpose and classroom space.

- 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 cost. The quote received includes an increase of $4,154.64 for the remainder of our Y2 and Y3 contracts ($12,114.86 and $12,478.31 without the increase). IT deems this module a mandatory add-on with the current advances in AI technology, in order to help combat the rampant plagiarism and cheating occurring before the add-on was released.

Information Technology (Continued):

- 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.

- 45 Promethean panels were deployed around campus. The expected funding availability for a Round 2 of orders is being discussed and planned.

- 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 is almost that time again … Another grading window is almost upon us and IT will be working with the faculty to post their grades come June. IT will work with the Counseling Office to finalize report cards and ensure all teachers have properly reported a grade for every student.

Facilities/Projects – HVAC:

- **Central Heating System -** System operational and a few rooms occasionally need some work.
- **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:

- **Set-Ups/Break-Down –** Ops team in collaboration with Permits Dept. & Tech Dept. assisted with the setting up and breaking down of over 100 tables and 200 chairs daily for Weeks 1 & 2 of AP Testing in both Gyms, Mercer Hall, Staff Cafeteria and various rooms campus wide
- **J110A/J-Bldg. Adult Restroom –** Old original galvanized domestic water pipe leaked and flooded both J110A & J110B Offices so damaged carpets were removed. The leaking pipe has since been replaced with approximately 10' of new copper pipe. Floors being prepared for ongoing use without carpeting.
- **E-Bldg. 2nd Floor Girls Restroom / E-Bldg. Mechanical Room –** Union located in Girls 2nd floor restroom wall access panel leaked and flooded lower level mechanical room. Wall Tile was removed from wall to get access to repair union. Repair complete and working normal.
- **Furniture:** Inventory campus wide for furniture budget submittal completed.
- **Quad/Grass –** After seeding Main Quad and Gilbert Quad in preparation for Graduation growth thus far has been excellent.
- **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

- **J110A/J110B Office floors –** Glued carpet residue set to be machine grinded down to original concrete and sealed to preserve.
- **E-Bldg. 2nd Floor Girls Restroom -** New Tile & Existing wall access panel needs to be reinstalled.
- **J-Bldg. Adult Restroom -** Replace broken toilet. Stall currently out of order.
- **G203 & J122 -** Replace broken glass window.
- **Gilbert Hall -** Handicap seating broken side latch/locking mechanism. Parts on order 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

Facilities/Projects - Larger Scale Projects:

- **• 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.

- **• 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.