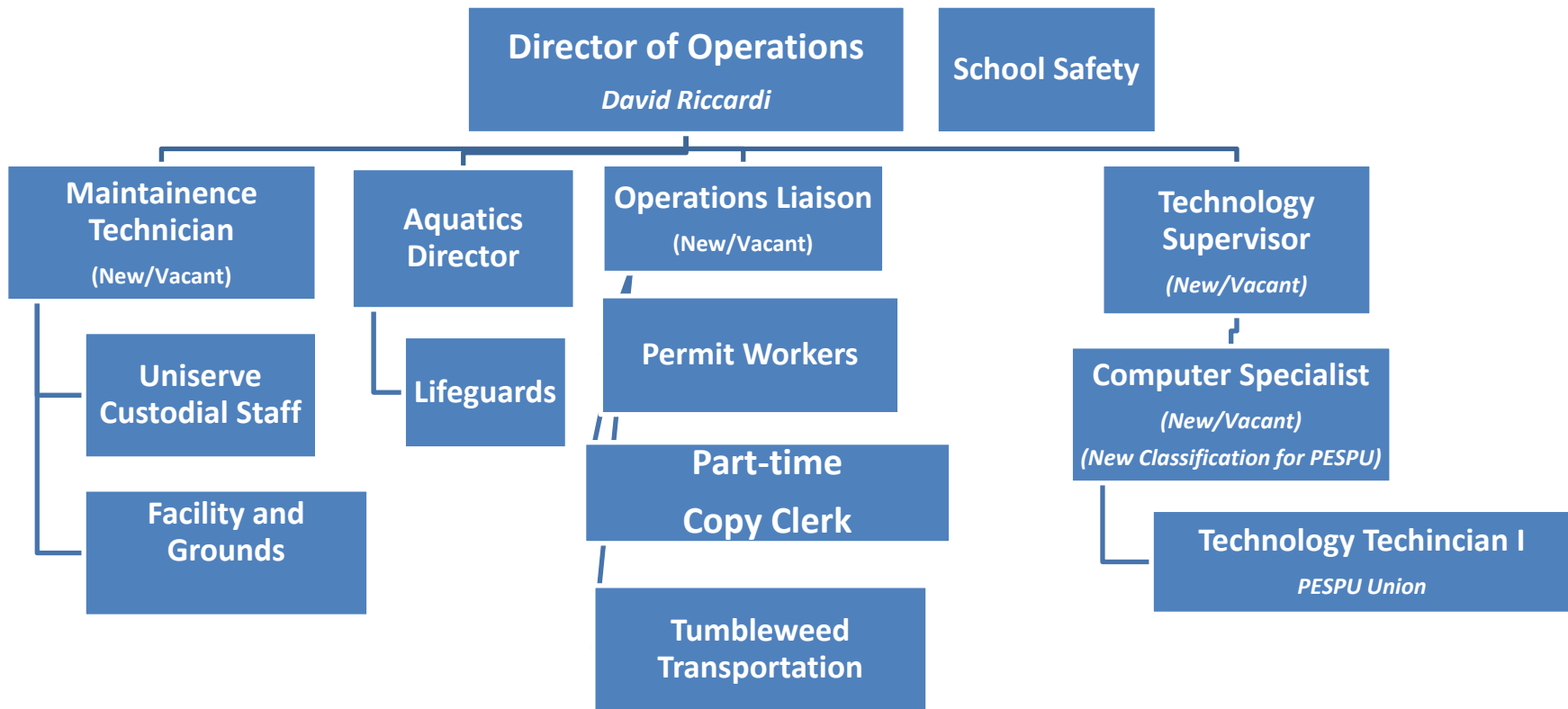


Palisades Charter High School Technology Department Reorganization Proposal (2013/2014 School Year)



**Palisades Charter High School Technology Department Reorganization Proposal (2013/2014 School Year)**

<b>Elimination of Technology Services</b>	<b>Amount of Savings</b>
<b>1. TCS Technology Services</b>	<b>\$36,000</b>
<b>2. Tamco Services</b>	<b>\$22,000</b>
<b>3. Elimination of Technology Technician II FTE</b>	<b>\$50,000 +</b>
<b>4. Temp Technology Technician</b>	<b>\$20,000</b>
<b>TOTAL SAVINGS</b>	<b>\$128,000.00</b>



## **Palisades Charter High School**

### **Technology Supervisor**

**CLASS TITLE:** Under the direction of the Director of Operations, the Technology Supervisor oversees the technology department and oversees/supervises the work of the Technology Technician I and the Computer Specialist.

**REPORTS TO:** Director of Operations

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

1. The technology supervisor is responsible for establishing the technology infrastructure and creating the overall technology vision for the school.
2. Oversight and Implementation of the school's Infinite Campus, I-Pad program, and the Student Information Systems databases.
3. Facilitates and leads on-going technology workshops for staff and students.
4. Anticipates system upgrades and changes and trains all staff on the new updates in a group or 1:1 training.
5. Analyzes, designs, implements, troubleshoots, and integrates Infinite Campus databases to meet school, district and state information requirements. Works collaboratively with the technology department staff in resolving all technology related issues and concerns in a timely and efficient manner.
6. Webmaster responsible for maintaining the PCHS website.
7. Ability effectively supervise and coach subordinates
8. Provide immediate/timely customer service to PCHS staff and stakeholders.
9. Operate, control, and monitor computer and related equipment including computer terminals, printers to process material for regular and special reports.
10. Possess a thorough knowledge of technology processing procedures.
11. Run production jobs of primary systems scheduled in accordance with system operations instructions; monitor system; identify malfunctions and troubleshoot problems.
12. Possess a thorough knowledge of technology processing procedures.
13. Initiate corrective action to maintain student cumulative records and to assure integrity of production files and output.
14. Coordinate system down time for preventive maintenance; assist in the review and revision of operating procedures with staff.
15. Perform maintenance of computer equipments, printers, scanners, etc.
16. Perform special projects as required; perform test runs on new programs; prepare monthly reports; maintain a data library.
17. Maintain and coordinate maintenance of computer room.
18. Order, technology inventories and stores equipment, supplies and forms.



19. May assist with systems migrations to newer web-based applications.
20. Respond to questions by email and phone regarding system operation or problems with respect to reports or special production runs.
21. Ensure the accuracy of all input/output by reviewing source material, reports, documents, and other material.
22. Schedule work to secure maximum utilization and to meet deadlines; assist in establishing operations priorities in order to provide effective service to all users.
23. Maintain contact with users and programmers to coordinate activities for best results with least possible delay.
24. Responsible for the implementation of the newest software applications being introduced to the school.
25. Provides training in a group setting for school staff on the microcomputer system and online software applications.
26. Ability to listen to user needs and clearly translate those needs into technology
27. Analyzes District database requirements and Assists with the analysis of database information.
28. Maintains the integrity, performance, reliability and security of the District's databases.
29. Understands database tables to store school-defined data; performs data analysis and creates queries and reports.
30. Designs, tests, and implements the applications to meet specific data needs for projects.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- General principles and operations of computer systems, related equipment, data processing techniques, computer procedures.
- Complex software programs and general elements of programming design.
- Proficient knowledge of Infinite Campus, Microsoft Office, SIS or other Student Information
- Systems analysis methods and procedures.
- Principles, practices and techniques of database structures within a web-based environment.
- Database management applied to web-based systems.
- Computer hardware systems, software applications, databases and programming languages utilized by the school.
- User interface issues, navigation and computer software architecture.
- Documentation methods for programs, files and databases.
- Develop, modify, test and implement the District's student information software applications and related systems.
- Transition to transition to new database systems, including data conversions,



training and full implementation.

- Install software components and edit configuration.
- Read, understand and interpret technical documentation.
- Document technical information in writing.
- Install software components and edit configuration data file systems and directories.
- Train and support system users in the use of database applications.
- Analyze data by linking database tables and creating queries.
- Work effectively with all levels of internal and external personnel.
- Communicate clearly and concisely, both orally and in writing.
- Plan and organize work to meet schedules and timelines.
- Work under limited supervision with a broad framework of standard policies and procedures. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work effectively with teachers, students, administrators and other school-based stakeholders.
- Maintain Health and safety regulations and safe working practices.
- Principles and practices of supervision and training.
- Understands school organization, operations, policies and objectives.
- Record-keeping techniques and correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy and oral and written communication skills.
- Operation of a computer and assigned software. Methods of collecting and organizing data and information.

**OTHER DUTIES:**

Perform related duties as assigned.

**ABILITY TO:**

- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Assure efficient and timely completion of operations related projects and activities.
- Understand and resolve issues, complaints or problems.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain laws, education codes, regulations, policies and procedures.
- Maintain a variety of records and files.
- Meet schedules and timelines.



- Plan, prioritize, organize and schedule work.

**WORKING CONDITIONS:**

**PHYSICAL ABILITIES:**

- Walking and seeing to inspect school facility.
- Hearing and speaking to exchange information and make presentations.
- Sitting and standing for extended periods of time.
- Bending at waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

**LICENSES:**

Valid California Class C driver’s license.

**EDUCATION AND EXPERIENCE:**

1. Bachelors, Masters Degrees or higher degree in computer information systems, computer science or a closely related field.
2. Seven years or more years of professional information technology systems experience

**COMPENSATION and BENEFITS:**

Bargaining Unit: Classified Management (At-will/Contract)

Salary Range:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
62,500.00	65,000.00	67,500.00	70,000.00	72,500.00	75,000.00	77,500.00	80,000.00

Work Days: 229 work days

Work Year: 12 Months

Hours: Exempt Status

Benefits: Medical, Vision, Dental, and Life Insurance

# Apple Inc. Education Price Quote

Customer:	Ren Lara PALISADES CHARTER HIGH SCHOOL 8008002775 phone rlara@palihigh.org email	Apple Inc:	Astrid Ramirez 1 Infinite Loop MS: 111-HOM Cupertino, CA 95014 ph fax astrid@apple.com email
Apple Quote:	2200588376		
Quote Date:	8-Apr-2013		
Quote Valid Until:	21-Apr-2013		

## Quote Comments:

	Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	D2459LL/B	Professional Development 1 day workshop (prepaid)	7	2,610.00	18,270.00
<b>Edu List Price Total</b>					<b>18,270.00</b>
- eWaste Fee / Recycling Fee					<b>0.00</b>
-					
-					
<b>Extended Total Price*</b>					<b>18,270.00</b>
<i>*In most cases Extended discounted Total price does not include Sales Tax</i>					
<i>*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary</i>					

Completing your order is easy:

\*Reference Apple Quote number 2200588376 on your Purchase Order

\*Fax a copy of this quote along with your Purchase Order to :

Apple Inc.  
1 Infinite Loop  
MS: 111-HOM  
Cupertino, CA 95014

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE CLICK [HERE TO APPLY FOR A CONTRACT](#).
- B. IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL **21-Apr-2013** UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

SEA #

[Terms & Use](#) | [Privacy Policy](#) | [Terms & Conditions](#)

Copyright © 2012 Apple Inc. All rights reserved.

Document rev 9.7

Date of last revision -April 7th, 2012

# Apple Inc. Education Price Quote

Customer:	Ren Lara PALISADES CHARTER HIGH SCHOOL 8008002775 phone rlara@palihigh.org email	Apple Inc:	Astrid Ramirez 1 Infinite Loop MS: 111-HOM Cupertino, CA 95014 ph fax astrid@apple.com email
Apple Quote:	2200588626		
Quote Date:	3-Apr-2013		
Quote Valid Until:	21-Apr-2013		

## Quote Comments:

	Part Number	Details & Comments	Qty	Unit List Price	Extended List Price
1	MD511LL/A	iPad with Retina display Wi-Fi 32GB – Black	100	575.00	57,500.00
2	S4745LL/A	AppleCare+ for iPad	100	99.00	9,900.00
3	MC758LL/A	Volume Voucher \$100	3	100.00	300.00
4	MC760LL/A	Volume Voucher \$1000	3	1,000.00	3,000.00
5	MD458LL/A	iPad Smart Case – Polyurethane – Blue	100	44.00	4,400.00
6	D4707LL/A	APS 1DAY TECH ASSISTANT-LOCAL-USA	5	1,530.00	7,650.00
7	H9139VC/A	Kanex ATV Pro HDMI to VGA Adapter with Audio Support	100	54.00	5,400.00
				<b>Edu List Price Total</b>	<b>88,150.00</b>
				<b>- eWaste Fee / Recycling Fee</b>	<b>300.00</b>
				<b>- Estimated Sales Tax</b>	<b>6,057.00</b>
				<b>-</b>	
				<b>Extended Total Price*</b>	<b>94,507.00</b>
<small>*In most cases Extended discounted Total price does not include Sales Tax *If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary</small>					

Completing your order is easy:

\*Reference Apple Quote number 2200588626 on your Purchase Order

\*Fax a copy of this quote along with your Purchase Order to :

Apple Inc.  
1 Infinite Loop  
MS: 111-HOM  
Cupertino, CA 95014

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS:

- ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE CLICK [HERE TO APPLY FOR A CONTRACT](#).
- IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL **21-Apr-2013** UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE OR CANCEL ANY ORDER YOU



ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

SEA #

[Terms & Use](#) | [Privacy Policy](#) | [Terms & Conditions](#)  
Copyright © 2012 Apple Inc. All rights reserved.

Document rev 9.7

Date of last revision - April 7th, 2012

95836- Palisades Charter High School  
 ACCOUNT LIST BY FUND AND OBJECT REPORT  
 04/01/2013

Fund :09.0 - General Fund  
 TEXTBOOKS & IMA  
 MONTHLY

ResPj	Goal	Func	Obj	Sch/Loc	Sch/Loc Description	Resource Typ	Budget Amt	Expended Amt	Encumbered	Remaining \$	% Left
00000.0	11100	10000	4100	0000000	Undistributed	Unrestricted I	-	1,141	-	(1,141)	NA
00000.0	11100	10000	4100	0000100	English Department	Unrestricted I	6,500	3,036	975	2,489	0.38
00000.0	11100	10000	4100	0000200	Math Department	Unrestricted I	6,500	3,825	3,626	-951	-15%
00000.0	11100	10000	4100	0000300	Science Department	Unrestricted I	12,772	6,197	0	6,575	51%
00000.0	11100	10000	4100	0000400	Foreign Language	Unrestricted I	8,900	4,604	23	4,273	48%
00000.0	11100	10000	4100	0000500	Social Studies	Unrestricted I	54,099	5,208	0	48,891	90%
00000.0	11100	10000	4100	0000600	Technical Education	Unrestricted I	3,200	0	0	3,200	100%
00000.0	11100	10000	4100	0001000	Special Education	Unrestricted I	1,000	0	0	1,000	100%
00000.0	11100	10000	4100	0005000	Library	Unrestricted I	9,000	466	2,589	5,945	66%
<b>Total for Object: 4100-Textbooks</b>							<b>\$ 101,971</b>	<b>\$ 24,478</b>	<b>\$ 7,212</b>	<b>\$ 70,281</b>	<b>68.92</b>

00000.0	11100	10000	4300	0000000	Undistributed	Unrestricted I	-	-	-	-	NA
00000.0	11100	10000	4300	0000100	English Department	Unrestricted I	2,000	-92	356	1,736	87%
00000.0	11100	10000	4300	0000200	Math Department	Unrestricted I	1,500	210	0	1,290	86%
00000.0	11100	10000	4300	0000300	Science Department	Unrestricted I	65,350	11,924	8,811	44,616	68%
00000.0	11100	10000	4300	0000400	Foreign Language	Unrestricted I	1,705	-1,047	0	2,752	161% Parent collections
00000.0	11100	10000	4300	0000500	Social Studies	Unrestricted I	1,400	238	0	1,162	83%
00000.0	11100	10000	4300	0000600	Technical Education	Unrestricted I	9,025	1,699	1,313	6,012	67%
00000.0	11100	10000	4300	0000650	Business Institute Academy	Unrestricted I	334	0	0	334	100%
00000.0	11100	10000	4300	0000700	Visual & Performing Arts	Unrestricted I	40,356	21,245	1,441	17,670	44%
00000.0	11100	10000	4300	0000800	Physical Education	Unrestricted I	2,568	496	0	2,072	81%
00000.0	11100	10000	4300	0000820	Athletic Director	Unrestricted I	3,669	293	290	3,086	84%
00000.0	11100	10000	4300	0000900	Counseling Department	Unrestricted I	6,737	603	591	5,543	82%
00000.0	11100	10000	4300	0001000	Special Education	Unrestricted I	7,971	1,478	518	5,975	75%
00000.0	11100	10000	4300	0001100	Health/Life Skills	Unrestricted I	267	0	194	73	27%
42030.0	11100	10000	4300	0001300	ESL	Title III - LEP	300	561	245	-505	-168% PI Exp Budgeted in other areas
00000.0	11100	10000	4300	0001400	Attendance Office	Unrestricted I	16,675	5,631	225	10,819	65%
00000.0	11100	10000	4300	0001450	Emergency Supplies	Unrestricted I	1,672	1,873	0	-201	-12%
00000.0	11100	10000	4300	0001500	Student Information System	Unrestricted I	7,337	439	0	6,898	94%
00000.0	11100	10000	4300	0001600	Study/Career Center	Unrestricted I	2,001	295	0	1,706	85%
00000.0	11100	10000	4300	0001700	Village Nation	Unrestricted I	330	0	0	330	100%
00000.0	11100	10000	4300	0001800	Main Office	Unrestricted I	4,002	3,044	383	575	14%

District: 95836

95836- Palisades Charter High School  
ACCOUNT LIST BY FUND AND OBJECT REPORT

04/01/2013

Fiscal Year: 2013

To Period: 9

Fund :09.0 - General Fund  
TEXTBOOKS & IMA  
MONTHLY

ResP#	Goal	Func	Obj	Sch/Loc	Sch/Loc Description	Resource Typ	Budget Amt	Expended Amt	Encumbered	Remaining \$	% Left	
00000.0	11100	10000	4300	0002100	Nurses Office	Unrestricted I	1,901	1,589	0	312	16%	
00000.0	11100	10000	4300	0002500	Magnet	Unrestricted I	1,601	0	0	1,601	100%	
00000.0	11100	10000	4300	0003000	MESA Program	Unrestricted I	1,718	0	0	1,718	100%	
00000.0	11100	10000	4300	0004000	AVID Program-Suspended	Unrestricted I	0	0	0	0	NA	
00000.0	11100	10000	4300	0005000	Library	Unrestricted I	12,076	721	524	10,831	90%	
00000.0	11100	10000	4300	0006000	Assistant Principals Offices	Unrestricted I	3,986	1,388	2,598	0	0%	
00000.0	11100	10000	4300	0006250	Deans	Unrestricted I	4,002	3,449	541	13	0%	
00000.0	11100	10000	4300	0006500	Temescal Academy	Unrestricted I	3,335	347	331	2,657	80%	
00000.0	11100	10000	4300	0008000	Small Learning Communities	Unrestricted I	1,000	1,000	0	0	0%	
00000.0	11100	10000	4300	0008100	Data Management	Unrestricted I	10,672	10,306	0	366	3%	
00000.0	11100	10000	4300	0008500	ACADEC-Suspended	Unrestricted I	0	0	0	0	NA	
00000.0	11100	10000	4300	0008800	CAHSEE PREP	Restricted Re	1,000	1,613	1,100	-1,713	-171% Add'l Funding Received	
00000.0	11100	10000	4300	0009100	Committees of the Board	Unrestricted I	1,334	1,403	0	-69	-5%	
00000.0	11100	10000	4300	0009250	Literacy Program	Unrestricted I	2,668	350	328	1,990	75%	
00000.0	11100	10000	4300	0009700	Tutoring Program	Unrestricted I	240	0	73	167	70%	
00000.0	11100	10000	4300	0009750	Testing	Unrestricted I	4,536	-142	0	4,678	103%	
<b>Total for Object: 4300-Materials and Supplies</b>							At 03/31/13	\$ 225,268	\$ 70,914	\$ 19,860	\$ 134,494	59.70
							Estimated PO's to 06/30/13				\$ (50,000)	
							2012-2013 Potential Budget Surplus				\$ 84,494	
<b>Total for Object: 4300-Materials and Supplies</b>								\$ 224,595	\$ 197,578		\$ 27,017	
												Budget Surplus-Prior Year