



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report June 20, 2023

Permits & Setups:

- **Permit Revenue for May 2023 is ~\$67,859**
 - ~\$41,626 from Facility Rentals
 - ~\$500 from Facility Parking Rental
 - ~\$8,533 from One-Time Rentals
 - ~\$1,200 from Banner Rentals
 - ~\$16,000 from Filming
- **Permits** – Club sports are in full frequency with many summer interest inquiries already.
- **Filming in May:**
 - Beth Studenberg Still Photo (May 10th)
 - Dicks Sporting Goods (May 17th)
 - Still Photography Shoot (May 26th)
 - Oh Polly (Photo Shoot, May 30th)
- **Filming for June:**
 - **(Occurred) Filming:** Short Film (1st African American Astronaut, June 10th)
 - **(Secured) Filming:** FabKids (Still Photography, June 22nd)
 - **(Secured) Filming:** SAG Short Film (June 29th and 30th)
- **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.
- **Iverbe Summer Camp** - Starts June 19th and goes Mon-Fri until Aug 4th.
- **PCHS Sports** – Some Club/Permit sports are slowing down a bit for summer, others asking for more time due to some open spots. Quite a few new groups asking for time as well. Should even out well.
- **June 2023 Set-Ups/Events:**
 - Quiet Week – May 29-June 2
 - VAPA Spring Shows (Various Dates) thru June 1
 - Senior Awards Ceremony – May 31
 - Finals – June 5-7
 - B&F Committee Meeting – June 5
 - Board Meeting – June 6
 - PCHS Graduation – June 8
 - LCAP Public Hearing Meeting – June 17
 - Board Meeting – June 20



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MGAC/Pool:

- Summer hours underway! Planned maintenance set to occur 7/31-8/4, resulting in closure times that week.
- American Red Cross Lifeguard Certification Course upcoming July due to large demand.
- MGAC on-boarded our new lifeguards 6/10. We welcomed five new PCHS students and alum to our team! Training is underway.
- Safety Coordination supporting After School Activities EAP and upcoming FEMA training 7/11 and 7/12.
- 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, Scholarship Application and Down-Payment Deadlines have all passed. Route/Stop Assignments across the 7-Buses being communicated out to families.
- The adjustments to the family pricing are in progress to lower the annual costs from \$2,850 down to \$2,700, as per discussion/decision at the 6/5 Budget & Finance Meeting.

Information Technology:

- Testing season concluded. Testing for CAASPP, ELPAC, CAST, AP's, and NWEA was scheduled from Monday, March 6th through Friday, May 26th, but ran longer. The Team worked 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.
- Work with the Deans continued as expected. IT supports the Dean's office with Bark reports, camera support, and IC reporting.
- Ongoing facilitation/support of several EdTech digital classroom resources to ensure all applications are accounted for, accessible/usable and can be supported by IT.



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Information Technology (Continued):

- 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. At this time, the reports have yet to be addressed.
- The Tech Team is continuing to update and create training materials for faculty and staff. Additionally, materials are being created for students and guardians, and will be accessible through the www.palihigh.org website.
- 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.
- Recovery of Senior owed outstanding fees/fines relating to lost or damaged Tech Devices, Textbooks, Library Books, Cafeteria & Transportation is going well. There are currently 12 items and \$500.00 of fines outstanding (down from 100's of items and \$20,000+ outstanding a few months ago).
- The 2023-24 budgeting process has concluded. Due to the late timing of the traditional B&F cycle, summer work will be impacted while we await funding approval and PO processing.
- 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. The current cost for materials, labor, and installation is \$32,500.00.
- Although the 2023-2024 Online Registration (OLR) window is closed, IT continues to work with the Attendance/Admissions Office to support reporting, Household Notifications, and various issues that occur.
- With the school year at an end, IT has spent all available time inventorying, cleaning, and repairing student devices in preparation for Summer School.

Facilities/Projects – HVAC:

- **Central Heating/Ventilation System** - System operational
- **MERV-13 Filters** - Ongoing Monthly Inspecting & Replacing

Facilities/Projects – OTHER:

- **J110A/J110B Office floors** – Glued carpet was machine grinded down to original concrete and sealed to preserve. Job completed.
- **J-Bldg. Adult Restroom** - Replaced broken toilet.



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Facilities/Projects – OTHER (Continued):

- **Set-Ups/Break-Down** – Ops team in collaboration with Permits Dept. assisted with the significant project of setting-up/preparing-for Graduation Ceremony (and Caps/Gowns Distribution). Consisted of but not limited to: Painting home side upper/lower walk ways walls, stadium lot parking walls, stadium entrances, home side bleachers, restrooms, campus side benches in and around main quad as well as benches out in front of Mercer Hall off Bowdoin St. In addition, reseeding quads received final cuts and all trees in and around Graduation Areas trimmed to make as presentable as possible for the class of 2023 and their respective families and friends.
- **G203 & J122** - Broken glass window replaced with new. Tinting to follow.
- **F104A** - Broken glass window replaced with new.
- **A-Bldg. Roof Lights** – All 3 light fixtures, 2 replaced with new bulbs – Now working normal.
- **Quad/Grass** – After seeding Main Quad and Gilbert Quad in preparation for Graduation, grass growth has been as desired and looking good for Graduation.

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

- **Student Restroom Destruction** - Ordering replacement sinks for those that were vandalized and broken. Total of 4 Sinks – 3 of 4 in Boys Restrooms.
- **Annual Bldg. Duct Cleaning**
- **Annual A/C Annual Maintenance of 40+ units**
- **Annual Brush Clearance**
- **E-Bldg. 2nd Floor Girls Restroom** - New Tile & Existing wall access panel to be reinstalled.
- **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
- **3-Way Crosswalk Light Fixture** - Fixture by 3-Way Crosswalk by Gilbert needs to be replaced.

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, cleanup 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*.



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Facilities/Projects - Larger Scale Projects:

- **Gym A/C Project (LAUSD Bond Funded):** [Status Quo](#)
 - 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 (A&E) 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.
 - [LAUSD recently selected an A&E Firm and is awarding the contract](#)
- **Main Quad Modernization Project (Donation Funded):**
 - The project has been approved by the LAUSD Board. Subsequent meeting with LAUSD M&O Division completed.
 - Now that project approved by LAUSD Board, and detailed materials selected, once PCHS completes the Detail Design, project may need to be submitted to DSA, and then followed by Bidding and Installation Phases.
 - [Landscape Architect & Designer is working on the Detail Design Documents. Once finalized, will be submitted to LAUSD M&O for final review/approval.](#)
 - [Project hoped to be able to start in Summer 2023, but depends on LAUSD feedback on to be submitted Detail Designs.](#)
- **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 was 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.
 - [Based on results of Catalyze & LAUSD discussions, and recent LADWP incentive programs, Catalyze has revised their proposal to be re-submitted to LAUSD for their Review. Project still hoped to receive final approvals in time to be started by Summer 2024.](#)