

PALISADES CHARTER HIGH SCHOOL
2020-21 BUDGET PROCESS

Overview

The 2020-21 Budget will be based upon the latest funding model called the Local Control Funding Formula, also known as the LCFF. This model provides school districts with funding based upon unique needs which differ from district to district. Special funding and allowances will also be provided locally for attendance by students in Low Income, English Language Learner and Foster Youth programs. As part of the State's new budget process, PCHS has developed its' own Local Control Accountability Plan (LCAP) and Long Term Strategic Plan (LTSP) addressing student and facility needs for next year and years to come (links below). Please be thoughtful in the development of the 2020-2021 Budget to ensure that it addresses the greatest needs of PCHS. Your participation in this process is appreciated.

WHATS NEW: WINTER IS HERE. With one-time funding coming to an end, & increases in PERS/STRS going into the double digits, Pali will only receive funding increases in the form of a Cost of Living Adjustment (COLA). In order to take account for this decrease in revenue, we are having departments budget realistically for IMA instead of asking for every possible need by setting a baseline amount based on a 4-year average of spending. In an effort to clarify the budget, we've broken out the master other category to make the components more easily to identify throughout the budget process.

[LINK TO LCAP on www.palihigh.org](http://www.palihigh.org)

[LINK TO LTSP on www.palihigh.org](http://www.palihigh.org)

Instructions for completing the 2020-2021 Budget packet.

As you work with the rest of your department/programs to submit to your budget requests keep in mind these instructions:

- 1- Be sure to **complete** the form (Fill in Department Name and Number)
- 2- Include each item, approximate cost, and a reason necessary
- 3- **Prioritize** your request *(Please keep in mind, nothing is guaranteed!)*
- 4- Please keep in mind the hard work put in by the **LTSP Committee** over the last three years; Your budget requests will be reviewed and aligned with the priorities of PCHS. Regular updates to Stakeholders, as identified on the Budget Calendar, will be communicated.
- 5- Consult the technology department for all tech requests
- 6- All Departments, Programs and Office's need to submit their approved budget packet to their Administrator, who must submit the 2020-21 Budget files electronically by Friday, March 29th (see 2020-21 Budget calendar and list of Administrators on the Budget Packet tab). Administration and Finance staff will be available from 2/24/20 to 3/13/20 to meet individually with your Budget needs and questions. Contact Arleta Ilyas (ailyas@palihigh.org) for an appointment.

7. In previous years, the IMA budget has been zero-based, however, in an effort to streamline the budget process and also to realistically budget what actually gets spent, each department will be provided with their 4-year spending average for IMA-- you can see this average by clicking on the drop-down box and selecting your department. Anything above & beyond the baseline will require listing/further explanation on the worksheets.

The enclosed budget packet includes the following categories:

Each category has its own tab at the bottom in the workbook.

- 2020-21 IMA: Instructional materials for the classroom i.e. pens, paper, folders, department specific equipment & supplies - physical things you can touch and cost < \$500. Please select your department from the drop-down menu to know what your baseline budget will be. If you need additional amounts above the baseline, please list items on the worksheet.
- 2020-21 Textbook: New or replacement textbooks (physical books you can touch) should be requested on this worksheet. Please consult with Andrea King for your needs in this area.
- 2020-21 Technology: Computers, printers, data projectors, tablets, chromebooks, etc., should be requested on this worksheet. Please note, that black toner/ink for your printers is part of the schoolwide budget. If you are ordering color toner, include this in part of your tech budget. Before placing any orders, please have the tech department approve your purchase and obtain product, vendor, and pricing information.
- 2020-21 Capital- Furniture and/or building projects should be requested on this worksheet. Please consult with the Director of Operations for budgetary needs in this area. Please be advised, these requests will be considered as part of a school-wide capital budget.
- 2020-21 Consulting/PD - PLEASE READ: department requests for consultants and professional development. Please consult with your administrator
- 2020-21 subscriptions/digital technology - PLEASE READ: requests for e-books & digital subscriptions will go in this area. We understand the future is digital and we want to distinguish physical books from digital content subscriptions.
- 2020-21 additional salaries - PLEASE READ: this is where any new requests for additional salaries such as auxiliaries, additional hours over school breaks, or new positions will be requested for.

If you have any questions on what category your expense belongs to, feel free to contact Arleta in the finance office.

In conclusion,

The 2020-21 Budget-cycle will be based upon the LCFF Funding model. PCHS has more control of this funding . Thoughtful identification of both our short-term and long-term needs is critical to the organization & the student's success.



PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

15777 Bowdoin Street
 Pacific Palisades, California 90272
 Phone (310) 230-6623
 Fax (310) 454-6076

FY 21/22 BUDGET CALENDAR - DRAFT/SAMPLE

DATE	TASK
01/11/21	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY21/22
01/27/21	LONG TERM STRATEGIC PLAN BUDGET DISCUSSION & COMMENTS
02/02/21	BOARD MEETING - FINANCE 20/21 BUDGET CALENDAR APPROVAL
02/24/21	DISCUSS OVERVIEW/DESIGN OF FY21/22 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/19/21	RELEASE FY21/22 BUDGET PACKETS
2/22/21 - 3/12/21	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. (mandatory meeting w/department chairs)
2/22/21 - 03/13/21	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**
03/24/21	Parent/Stakeholder LCAP/Budget Meeting Overview
3/15/21 - 3/19/21	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING. **ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 3/22.**
03/26/21	Budget due to finance office
04/12/21	BUDGET/FINANCE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/16/21	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/21/21	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY21/22 BUDGETS.
04/22/21	LTSP COMMITTEE RECEIVES FY21/22 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/03/21	FINANCE OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS & CREATES FILES FOR REGULAR MAY BUDGET & FINANCE MEETING. REPORTS BACK TO DEPARTMENT/PROGRAM CHAIRS AS TO STAKEHOLDER GROUPS RECOMMENDATIONS..
May TBD	FINANCE OFFICE COMPILES ADDITIONAL B&F COMMITTEE/ADMIN FEEDBACK FOR FY21/22 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY21/22 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/10/21	BUDGET/FINANCE APPROVES RECOMMENDS IMA BUDGET FOR BOARD APPROVAL
05/18/21	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET RECOMMENDED BY B&F COMMITTEE
05/27/21, 05/28/21	2 FULL DAYS BUDGET/FINANCE MEETING TO DISCUSS/RECOMMEND FY21/22 BUDGET
06/8/21, 06/22/21	FY21/22 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/28/21-06/30/21	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.

April 1st -
IMA cut off

Pamela Magee		Received?	Yes	No
9th Grade PLC				
10th Grade PLC				
11th Grade PLC				
12th Grade PLC				
Library	Andrea King, Librarian/Media Specialist			
AP Main Office	Pamela Magee, ED			
Professional Development/Conferences	Pamela Magee, ED			
New Programs	Pamela Magee, ED			
CTE	M. Rawson			
Temescal	K. Theard			
Ed Tech				

Chris Lee		Received?	Yes	No
Acadec	Joel Jimenez			
Counseling Office	Chris Lee, J. Firth			
Work Experience	Simon Santana			
College Center	Karen Ellis			
Science	Karyn Newbill, Dept Chair			
Mesa	Cheryl Onoye			
World Languages	Maggie Nance			
Virtual Academy (Independent Study)	Randy Tenan-Snow			

Monica Iannessa		Received?	Yes	No
English Learner	Joel Jimenez			
Academic Achievement Team	Monica Iannessa			
PLC/POD	Sarah Crompton, Coordinator			
Dolphin Leadership Academy	M. Iannessa			
Intervention Program	Dave Suarez, Coordinators			
VAPA	Rick Steil & E. Stoyanovich			
Math	Yakun James, Larry Wiener			
MESA	Cheryl Onoye			

Tami Christopher		Received?	Yes	No
Admissions & Attendance	Kathy Delaney, Coordinator			
English	C. Admas/A. Steinman			
Fuerza Unida	Joel Jimenez			
Link Crew	T. Christopher/G. Stewart			
PIQE	Erika Najjar, Coordinator			
Tech Ed	Patricia Kuper			
TVN	K. Ivera			

Mary Bush		Received?	Yes	No
Special Ed				
Psychology				
Study Center/Tutoring				
Health Office/School Nurse	Stephanie Boyd			
Section 504 Program				
Mental Health	Mary Bush			

Russel Howard		Received?	Yes	No
PE	M. Voelkel, Dept Chair		x	
Leadership	R. King			
Athletic Director	John Achen			
Athletics	Russ Howard/John Achen			
Deans Office	Russ Howard			
Security	J. Achen			
Social Studies	Steve Burr			

Greg Wood		Received?	Yes	No
Finance Office	Arleta Ilyas, Finance Manager			
Cafeteria	Greg Wood			

Amy Nguyen		Received?	Yes	No
HR	Amy Nguyen-HR Director			
Staff Training	Amy Nguyen-HR Director			

Don Parcell		Received?	Yes	No
Operations	Oscar Cabrera, Facilities & Maintenance Supervisor			
Pool	Brooke King, Aquatics Director			
Emergency Supplies/ Safety	D. Parcell			
Civic Center/Permit	Kalei Pipzynski, Operations Liaison			
Tech	Jeff Roepel			

Expense Summary

Department/Program	#
---------------------------	----------

Acadec

Amounts will fill in Automatically

Expense	2020-2021 original requests	2020-2021 approved requests
IMA	\$ 3,962.67	\$ -
Textbook	\$ -	\$ -
Capital	\$ -	\$ -
Technology	\$ -	\$ -
Consulting & PD	\$ -	\$ -
Subscriptions	\$ -	\$ -
Additional Salaries	\$ -	\$ -
Total	\$ 3,962.67	\$ -

Department: **DEPARTMENT** #

CLICK on the cell under the word DEPARTMENT to activate the drop down	Acadec	
---	--------	--



APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. Instructional Materials (IMA):

TOTAL AMOUNT

\$ 3,962.67 4 Year Average/2020-21 Baseline

\$ - Above Baseline (please list below)

\$ 3,962.67 Total (base+above)

2020-2021 BUDGET REQUEST

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < \$500)

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				

8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Total	\$ -			
-------	------	--	--	--

Department: NAME #

	Department	
--	------------	--



APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. Textbooks

TOTAL AMOUNT

\$ _____ - 2020-2021 Request

2020-2021 BUDGET REQUEST

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need Andrea to barcode)

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				

Department: NAME #



APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

2020-2021 BUDGET REQUEST

I. Capital Expenses

TOTAL AMOUNT

\$ - 2020-2021 Requested Amount

Note: Capital requests will be reviewed by the Long Term Strategic Planning to see if department's requests fit the goals of the organization

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1					
2					
3					
4					
5					
6					
7					
8					
9					

10				
11				
12				
13				
14				
15				
16				
17				
18				
	Total	\$ -		

Department:

NAME	#
------	---



APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
Executive Director

FUNDING CATEGORIES

I. Consulting/Professional Development

TOTAL AMOUNT

2020-2021 BUDGET REQUEST

\$ _____ - 2020-2021 Requested Amount

Please be sure to follow instructions provided in the packet

Use this sheet to complete requests for consulting for your department and professional development. For PD, please indicate whether its sub-time, conference time, or both.

	DESCRIPTION OF EXPENDITURE	AMOUNT	Consulting or PD?	RATIONALE OF EXPENSE	Describe how expenditure is relative to strategic plan	PRIORITY
1						
2						
3						
4						
5						
6						
7						

8					
9					
10					
11					
12					
13					
14					
15					
Total	0.00				

Department: NAME #

--	--	--	--	--



APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. Technology

TOTAL AMOUNT

	\$		-		
--	----	--	---	--	--

2020-2021 Requested Amount

2020-2021 BUDGET REQUEST

Note: Technology requests will be reviewed by the Long Term Strategic Planning to see if department's requests fit the goals of the organization

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1					
2					
3					
4					
5					
6					
7					

9				
10				
11				
12				
13				
14				
15				
	Total	\$ -		

Department: NAME #

--	--	--



APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Subscriptions/Digital Content**

TOTAL AMOUNT

\$ _____	- 2020-2021 Requested Amount
----------	------------------------------

2020-2021 BUDGET REQUEST

Use this sheet to indicate your requests for digital classroom materials (i.e.: e-books, subscriptions, etc.)

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				
11				
12				
13				
14				
15				
	Total	\$ -		

Department: NAME #

--	--



APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

FUNDING CATEGORIES

I. **Additional Salaries**

TOTAL AMOUNT

\$	-		2020-2021 Requested Amount
----	---	--	----------------------------

2020-2021 BUDGET REQUEST

Use this sheet to indicate your requests for auxillaries, extra hours

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				

8				
9				
10				
	Total	\$ -		