



PALISADES

CHARTER HIGH SCHOOL

REGULAR MEETING AGENDA - BUDGET/FINANCE COMMITTEE
MONDAY, APRIL, 2021
3:30-5:00 PM, via ZOOM

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY.

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board of Palisades Charter High School may request assistance by contacting the Main Office at (310) 230-6623 at least 24 hours in advance.

Zoom Meeting: <https://palihigh-org.zoom.us/j/82240503595?pwd=bVQ2QjM5dE5rTGtYeGpDa1drbmN6Zz09>

ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.

I. PRELIMINARY:

A. Call to Order & Roll Call S Margiotta

1. In attendance: S Margiotta, R Rodman, D Gronich, J Asgar, I Greene

Non-Voting Members: P Magee, J Herrera, A Ilyas

Guests: A Nguyen, M Rawson, Jill, R Tenan-Snow, B Clarke

B. Public Comments – None made

C. Approval of Minutes – Meeting Minutes from the following meetings were reviewed by the B&F Committee: February 3, 2020, April 20, 2020, May 11, 2020, May 28/29&June 3, 2020, August 3&17&21, 2021, February 22, 2021, March 8, 2021, March 25, 2021 and April 1, 2021. Minor, non-substantive corrections were made (ie. Spelling/typos/notations for clarity). After review, I Greene made a motion to approve meeting minutes as outlined with noted revisions. D Gronich seconded the motion. Motion passed unanimously.

III. REPORTS (5 minutes each):

A. Executive Director - P Magee reported that schools in LA County are opening in all types of capacities. PCHS B2C started today and the school is working to get kids back on campus safely. The current focus is on re-opening next year. June 15, 2021 is currently the date when tiers are scheduled to end which would allow a fully reopened fall. The COVID Task Force is meeting weekly to address full reopening to ensure plans are in place to move forward in a healthy, positive place. B&F will need to start looking at expenses needed for Fall re-opening.

B. CBO Report- J Herrera – report was reviewed/discussed and stands as submitted.

C. Fundraising & Development - M Rawson reviewed Fundraising & Development report and stands as submitted. He did note that there was a discussion/decision to not continue to push fundraising for the 2020/2021 school year due to the current tenor of parents but will be focusing on reopening with enthusiasm in the fall. Currently, the PCHS fund is at 71% of its goal. He is also working on new alumni network in order to engage them for future involvement. PCHS 60th Anniversary is also coming.

D. ASB Treasurer Report – J Asgar reported that Jr. Class is having a fundraiser at Kay 'n Dave's on 4/12-4/19/2021. See's Candy fundraiser raised approximately \$400. Red Bubble also raised a little money. However, ASB has decided to freeze any potential expenses except CIF dues do to a lack of fundraising income this year (which was caused by COVID).

E. Booster Club - R Rodman reported that Booster Club continues to meet and review/approve grant requests. She noted that there were a few more for sports now which they were happy to see. She reiterated M



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Rawson's report that there is a halt on the fundraising push with the PCHS Fund for 2020/2021 school year. No auction update at this time. D Gronich reported that Booster Club received \$20,000 Legion grant to be used for the water fountains. Masons are not giving out grants this year but there is a possibility of some monies from the Optimist Club.

- F. Lifetime/Health Benefits - A Nguyen noted that the committee had met to review options and next meeting is scheduled for April 23, 2021.
- G. Credit Card Purchases- A Ilyas presented purchases as submitted. These were reviewed/discussed by committee.

IV. **NEW BUSINESS** (DISCUSSION & POSSIBLE ACTION ITEMS):

- A. 2020-2021 Budget vs. Actuals - A Ilyas/J Herrera – reviewed and stands as submitted.
- B. Textbook/IMA Recommendation - A Ilyas/J Herrera reviewed current requests however not all departments have submitted for the 2021/2022 school year and therefore these will be revisited at the B&F Committee May meeting for recommendations.
- C. Cafeteria Update/Contract Renewal - J Herrera reviewed the cafeteria contract which is up for renewal. They are currently quoting a price increase of 4.4% although January's CPI Food Away was 3.1%. Finance office is continuing to negotiate contract price increase with hopes of bringing increase down to 3.1%. Committee also noted that cost increases could be passed along to paying customers if needed to keep Cafeteria cost neutral. S Margiotta made a motion to approve Chartwell Food Service Contract with up to a 4.4% cost increase with the understanding that this continues to be negotiated with a goal of agreeing to a lower % increase. R Rodman seconded motion. Motion passed unanimously.
Seamless Summer was also discussed and it was noted that all students on campus have access to free breakfast and lunch through this program. This will continue through September and is a source of cafeteria revenue. These meals are being distributed safely via Grab n Go option along with bottled water.
- D. Update on Federal/State Relief Funds - J Herrera reviewed and stands as submitted. Committee questioned how all relief funds have been spent and whether all expenses have gone through B&F. For clarity, committee asked to see a break out of all of the COVID relief monies have been/will be spent. This will help provide transparency to stakeholders. J Herrera agreed to do this and to share with committee. He also noted that relief funds are vetted at LTSP, which then makes recommendations to B&F to review/address and then ultimately to the Board for approval. It was suggested that LTSP loop in the COVID Taskforce to make sure all available monies are allocated appropriately in order to re-open school in the fall 2021.
- E. 2019-2020 Financial Audit Report - A Ilyas/J Herrera reviewed and stands as submitted. It was noted that this was submitted to the CDE by March 31, 2021 as required. It was reported that the audit went well with 1 material finding as outlined in the report. A corrective action plan is in place with the Independent School Coordinator and the Attendance Office to ensure future compliance.
- F. 2021/2022 Transportation Scholarships - D Parcell reported that there will be approximately \$12,500 savings next year as the Senior Class will be the only group in the top tier with scholarship money. He also noted that Admissions Dept. has extended their deadline until May 4, 2021 to process all applications. Scholarship application has been extended to the same date as the 2 processes are linked. D Parcell noted that current ridership is at 285 but believes that this correlates to the fact that not all PCHS applications have been processed. Scholarship requests are also very low (27) but expects that to increase with increased communication. Committee discussed keeping scholarship monies consistent with last year so as not to set a precedent that PCHS will not be able to potentially fund in future years. Boosters is also expecting a Transportation request and an amount of \$10,000 was noted. Given the transportation cost savings of \$12,500 next school year (and potential of \$10,000 from Booster Club) a scholarship amount of \$182,000 was discussed. R Rodman made a motion to approve 2021/2022 Transportation Scholarships in the amount of \$182,000. D Gronich seconded the motion. Motion passed unanimously.



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B2C transportation was also reviewed and it was noted that Transportation Dept. is keeping track of students who are using the bus program for B2C. Also looking at adding additional ridership as capacity allows in the coming weeks.

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