



# PALISADES CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

## **COVER SHEET FOR AGENDA ITEMS**

February 8, 2022

### **TOPIC/ AGENDA ITEM:**

VIII. FINANCE

E. 2022-2023 Budget Development Calendar/Packet

### **PERSONNEL INVOLVED:**

Board of Trustees, Executive Director/Principal, Chief Business Officer, Finance

### **ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):**

The purpose of this action is to approve the 2022-2023 Budget Calendar/Packet. The budget calendar outlines the key dates needed in order for PCHS to meet with stakeholder, solicit feedback, understand needs and propose a budget for 2022-2023.

### **IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):**

The action requested of the Board today will support the goal of ensuring a maintaining fiscal compliance, and ensuring that our budget is reflective of stakeholder feedback.

### **OPTIONS OR SOLUTIONS:**

The expectation is that the board approve the 2022-2023 budget calendar/packet. However, we are open to any feedback/suggestions.

### **CHIEF BUSINESS OFFICER'S RECOMMENDATION:**

The Chief Business Officer recommends that the Board approve the 2022-2023 budget calendar/packet.

### **RECOMMENDED MOTION:**

“To approve the 2022-2023 budget calendar/packet.”

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Juan Pablo Herrera  
Chief Business Officer



# PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

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## FY 22/23 BUDGET CALENDAR - DRAFT

DATE	TASK
02/07/22	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY22/23
02/08/22	BOARD MEETING - FINANCE 22/23 BUDGET CALENDAR APPROVAL
02/23/22	DISCUSS OVERVIEW/DESIGN OF FY22/23 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/25/22	RELEASE FY22/23 BUDGET PACKETS
2/28/22 - 3/18/22	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. <b>(mandatory meeting w/departments chairs)</b>
2/28/22 - 03/18/22	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. <b>**PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**</b>
03/30/22	Parent/Stakeholder LCAP/Budget Meeting Overview
3/21/22-3/21-25	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING. <b>**ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 3/22.**</b>
03/31/22	Budget due to finance office
04/18/22	BUDGET/FINANCE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/19/22	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/21/22	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY22/23 BUDGETS.
04/27/22	LTSP COMMITTEE RECEIVES FY22/23 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/02/22	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 FY22/23 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY22/23 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/09/22	BUDGET/FINANCE APPROVES RECOMMENDS IMA BUDGET FOR BOARD APPROVAL
05/17/22	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET RECOMMENDED BY B&F COMMITTEE
TBD	2 FULL DAYS BUDGET/FINANCE MEETING TO DISCUSS/RECOMMEND FY22/23 BUDGET
06/07/22	FY22/23 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/28/22-6/30/2022	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.

April 1st -  
IMA cut off