



# PALISADES

## CHARTER HIGH SCHOOL

**CHIEF BUSINESS OFFICER**

### **COVER SHEET FOR AGENDA ITEMS**

**February 28, 2023**

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

VI. FINANCE

E. 2023-2024 Budget Development Calendar

#### **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 2023-2024 Budget Calendar. 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 2023-2024.

#### **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 2023-2024 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 2023-2024 budget calendar/packet.

#### **RECOMMENDED MOTION:**

"To approve the 2023-2024 budget calendar"

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Juan Pablo Herrera  
Chief Business Officer

# 2023-2024 Budget Development Calendar

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February 13, 2023

# 2023-24 PCHS Budget Development Process

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We are beginning the budget development process for 2023-24. The process involves various opportunities (meetings, surveys, etc.) for educational partners to provide feedback.

The subsequent page outlines the proposed budget development calendar. Our goal is to stay on track, provide a draft budget prior to our May/June meetings, and clearly communicate the adopted budget to all educational partners.

In the coming months ,we will provide additional detail (textbook adoption cycle, furniture adoption cycle, facilities plan, Ed Tech plan) and begin continue soliciting feedback to prioritize initiatives. Ultimately, our 2023-24 adopted budget will support the school's LCAP and schoolwide goals.



# PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

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## FY 23/24 BUDGET CALENDAR - DRAFT

DATE	TASK
02/13/23	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY23/24
02/28/23	BOARD MEETING - FINANCE 23/24 BUDGET CALENDAR APPROVAL
03/01/23	DISCUSS OVERVIEW/DESIGN OF FY23/24 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
03/01/23	RELEASE FY23/24 BUDGET PACKETS
3/1/23 - 3/20/23	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. (mandatory meeting w/department chairs)
3/1/23 - 03/20/23	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. <b>**PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**</b>
03/29/23	Parent/Stakeholder LCAP/Budget Meeting Overview
3/21/23-3/27/23	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 3/24.**</b>
03/30/23	Budget due to finance office
04/18/23	BUDGET/FINANCE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/19/23	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/25/23	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY23/24 BUDGETS.
04/26/23	LTSP COMMITTEE RECEIVES FY23/24 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/08/23	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 FY23/24 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY23/24 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/08/23	BUDGET/FINANCE APPROVES RECOMMENDS IMA BUDGET FOR BOARD APPROVAL
05/16/23	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET RECOMMENDED BY B&F COMMITTEE
TBD	2 FULL DAYS BUDGET/FINANCE MEETING TO DISCUSS/RECOMMEND FY23/24 BUDGET
TBD	FY23/24 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/28/23-6/30/2023	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.

April 1st -  
IMA cut off