

PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

CBO Report **Board of Trustees Meeting** **February 20, 2024**

2023-2024 BUDGET UPDATE

- Per our recent First Interim Report, our ending balance is favorable: \$2,492,856. However, it does NOT include the impact of PESPU bargaining. The ending balance is also inflated due to the recording of one-time relief funds.
- We do not close the month of January until mid-February. As a result, the Budget vs Actuals update in the meeting materials is the same report as last month (through December 31, 2023).
- As of December 31, 2023, PCHS has received 47% of its projected revenue and incurred 43% of its budgeted expenditures.
 - Transportation expenditures are exceeding projections due to increased SpEd costs.
 - IMA and PD/Conference expenditures are still tracking below projections.

2023-2024 DEVELOPMENT UPDATE

- As of 12/31/2023, EdFund donations total \$242,552. As a reminder, during the First Interim, we reduced the fundraising target from \$450,000 to \$400,000.
 - YTD thru 12/31/2023: \$242,552
 - Unrestricted: 230,852
 - Restricted: \$11,700
- An additional \$74,000 restricted donation was received in November 2023 that is not reflected in the above numbers. However, that was a restricted gift for the choir program.
- The development committee met on 1/25 and has another scheduled meeting the week of 2/20.

2024-2025 BUDGET DEVELOPMENT PROCESS

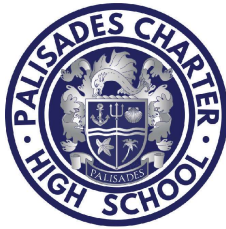
- We are accelerating our budget development timeline this year in hopes of having a draft budget by May 2024.
- CBO will distribute budget packets to department chairs and department administrators by Thursday 2/15.

EPA CLEAN SCHOOL BUS PROGRAM

- PCHS applied for the EPA Clean School Bus Program. This could provide new funds for a transportation provider to purchase electric school buses and assist with capital expenditures (infrastructure, charging, etc.)
- CBO will provide an update once the funding awards notifications are released.
- More info on the program is available [here](#).

COMPLIANCE

- **Audit:** The audit was submitted on Friday February 16, 2024. Our audit firm will present the audit report to the audit committee. It will also be reviewed at the Budget & Finance committee meeting. Next month, it will be on the agenda for a vote.
- **Actuarial Valuation:** The report can be found [here](#). It will also be presented to the Budget & Finance committee and Board next month. The Accumulated Postretirement Benefit Obligation increased by approximately 0.8% compared to the period ending June 30, 2022 (from \$16.8 Million to \$16.9 Million).



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- **CSD Review:** As part of the CSD Fiscal Oversight review, PCHS submitted all requested financials on February 5th. The original due date was January 29th. The CSD team has requested additional samples and the CBO must provide all sample requests by February 20th. The CSD fiscal team will be on site to host a Segregation of Duties interview on March 14th.
- **Statement of Filing:** The CBO filed the Statement of Filing with the California Secretary of State. The current form on file expired on 2/16/24. It listed Dr. Magee (Executive Director), Juan Pablo Herrera (CFO), David Pickard (Board Secretary) and Sara Margiotta (Board Chair).
- **Risk Management:** Executive Director, CBO and Director of Human Resources are working on compiling revised policies and procedures. As policies are revised, we will share them with members of the Risk Management committee for review. Once ready, they will be presented at future board meetings. Doing so establishes best practices across PCHS.

REQUEST FOR PROPOSALS (RFP)

- On Monday February 12, PCHS published 3 RFPs
 - Transportation services
 - Janitorial services
 - Security services
- The RFPs will be reviewed at the February 12th Budget & Finance committee meeting. Minor grammatical corrections were made. The Board will vote on RFP winning bids at the April 2024 Board meeting.
- All 3 RFPs can be found on the PCHS website [here](#).

RETIREMENT PLAN REVIEW

- Although not an official RFP, our insurance broker (AJ Gallagher) is helping us review our current retirement plan (SchoolsFirst).
- Gallagher Fiduciary Advisors will review the current retirement plan and present us with more robust retirement solutions for our employees. We believe this will be a cost savings for our employees and will add value.
- No personal information (social security information, addresses, etc.) will be shared, only high-level plan/asset information. More information to come.

LOOKING AHEAD

- Continuing monitoring enrollment/attendance trends (enrollment of 2,979 as of 01/22/24)
- Feb 16th: Independent Audit Report Due
- Feb 16th: 2022-23 Actuarial Report
- Feb 20th: CSD financial samples due
- Feb 26nd: Second Interim Financial report due
- Feb 26th-Mar 9th: Janitorial Services RFP – potential bidder site visits
- Mar 4th-11th: Security Service RFP – potential bidder site visits
- Mar 14th: CSD Fiscal team visit
- Mar 15th: Transportation RFP due
- April 2nd: Janitorial & Security RFPs due
- May 6th: 2024-25 Draft budget & 2023-24 Estimated Actuals
- June 2024: LCAP and Budget Adoption