



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

REGULAR MEETING MINUTES - BUDGET/FINANCE COMMITTEE
MONDAY, MAY 13, 2024
3:30-5:00 PM

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.

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 - R Rodman called the meeting to order at 3:40 pm. In attendance - Voting members: S Margiotta, R Rodman, S Sherkhonov, J Landee, D Gronich (arrived at 4:11 pm). Non-voting members: P Magee and J Lin representing JP Herrera. Guests: Please see original sign in sheet but included several new ASB representatives.

B. Public Comments – G Strauss came to discuss investing in IC to a more advanced version which will notify teachers if a grade is changed as there have been incidents where a grade was changed that was not done by the teacher.

C. Approval of Minutes:

R Rodman made a motion to approve the meeting minutes from March 11, 2024 with minor corrections. J Landee seconded the motion. Motion passed unanimously with S Sherkhonov abstaining.

J Landee made a motion to approve the meeting minutes from April 15, 2024. S Margiotta seconded the motion. Motion passed unanimously with R Rodman and S Sherkhonov abstaining.

III. REPORTS (5 minutes each):

A. Executive Director - P Magee reported that there were discussions with other conversion Charters regarding LAUSD possibly making changes to sole occupancy agreements. She hopes that there won't be any big changes. The school is also prepping for the end of the year. Pending projects: Quad renovation and Chem lab updates. With new Director of Operations there is a goal of getting the Chem labs done over the summer and the quad renovation begun after 1 last approval from LAUSD.

B. CBO Report – No CBO report was presented.

C. Fundraising & Development – R Rodman reported that she was working on putting together information.

D. ASB – J Landee reported that they are preparing for the end of the year. Prom, Grad night and Sr. picnic. Budget was wrapped up and they are preparing to budget for next year. He also reported that ASB has a good foundation for next year.

E. Booster Club – R Rodman reported that Boosters raised approximately \$270K in annual giving and that the auction was also successful.

F. Credit Card Purchases- Reviewed and stands as submitted.



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

- A. 2023-24 Budget vs Actuals – Reviewed by J Lin and stands as submitted. Tap cards were discussed and it was requested that the cost of these be maximized to the extent possible.
- B. 2024-25 Draft Budget – J Lin reviewed draft budget and it stands as submitted. It was noted that the COLA gets locked down at the end of May. Additionally draft budget ADA projection was based upon current ADA count. Grant monies and expenses were also reviewed.
- C. 2024-25 IMA Budget – IMA budget was reviewed and discussed at length. Admin reported that departments who didn't submit budgets were budgeted at a 4 year spending average. Science and counselling averages were also questioned by the committee. The committee chose not to vote on IMA budget at this time pending the impact on the overall budget with the potential approval of an additional school psychologist.
- D. 2024-25 Textbook Budget -Textbook requests were reviewed and discussed. Discussion included conversations regarding digital textbooks vs. real textbooks for all students vs. classroom copies. Different teachers have different requests and there is not school standardization. There was a question regarding who oversees the depts and their requests. It was noted that a policy regarding textbooks is needed for future years (textbook cycles and digital vs hard copies and real order quotes to be provided with requests). A King reported that she has also begun tracking digital book subscriptions so that they don't lapse as has happened a couple of times. There is still a little flux with the requests as French 3 needs a new book at a cost of \$11K and Religious studies class book at a cost of approximately \$6900. There is also possible a couple of the original requests are not needed. Overall end text book cost is estimated at \$420K. R Rodman made a motion to approve \$420K for textbook purchases in 2024/2025 with a recommendation to the Board that there be more schoolwide guidance regarding textbooks vs. digital copies in future years. S Margiotta seconded R Rodman's motion with an amendment to clarify ESSR III and/or A-G grant monies be used. Motion passed unanimously with no abstentions.
- E. Additional School Psychologist FTE – M Monahan presented and reported that the school had an auditor come in to look at the Special Education Dept. and make recommendations. Although the final report is not yet available one major suggestion was the need for an additional school psychologist to assess students in order to potentially reallocate instruction aids for classroom support. She reported that assistants are primarily for behavior (safety) or health reasons. The additional psychologies would help with additional assessments to decrease 1:1 with students where appropriate. This will also help with Special Ed compliance. She reported that current staff are stretched and stressed.

R Rodman made a motion to approve the additional school psychologist funded via categorical programs with the caveat that overall the Special Ed Department be evaluated for additional cost savings as a result of this new position. D Gronich seconded the motion. Motion passed unanimously with no abstentions.

G. 2022-23 Independent Audit Report reviewed and stands as submitted.

S Margiotta made a motion to approve the 2022/2023 independent audit report as submitted. S Sherkhonov seconded the motion. Motion passed unanimously with no abstentions.

H.2022-23 Audit Corrective Action Plan was reviewed and discussed.

S Sherkhonov made a motion to approve the Corrective Action Plan for the 2022-23 Audit Report with caveat requesting follow-up on audit corrective action plan in June 2024. R Rodman seconded the motion. Motion passed unanimously with no abstentions.



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I. 2023-24 Audit Engagement Letter was reviewed and discussed. S Sherkhanov made a motion to approve 2023/2024 engagement letter from Christy White audit firm. S Margiotta seconded the motion. Motion passed unanimously with no absentions.

V. OTHER:

Date of Next Regular Meeting: June 3, 2024. Time is TBD.

Meeting was adjourned at 5:49 pm.