



# PALISADES CHARTER HIGH SCHOOL

*More Than 50 Years of Innovation and Excellence*

## REGULAR MEETING AGENDA - BUDGET/FINANCE COMMITTEE WEDNESDAY, MAY 31<sup>ST</sup> and THURSDAY, JUNE 1<sup>ST</sup> 8-3pm, PCHS STAFF CAFETERIA

*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. IN ATTENDANCE (Voting Members): John Vieira, Olivia Castro, Minh Ha Ngo, Rick Steil, Mary Bush, Ivy Greene, Ellen Pfahler, Rich Wilken, B Makhani (Day 1), S Margiotta (Day 2)
- B. IN ATTENDANCE (Non-Voting Members): Pamela Magee, Greg Wood, Arleta Ilyas
- C. IN ATTENDANCE (Guests): M Rawson
  
- D. Approval of Minutes – Tabled until 6/1/17.

### II. INTRODUCTION:

- A. Meeting Goals M Ngo
  - 1. Create a balanced budget by tomorrow afternoon for presentation to the Board.
  - 2. Collect recommendations to simplify process as we progress.
- B. LCAP/LTSP/School Goal Priorities P Magee
  - 1. See materials for recap of 2015-16 and 2016-17 priorities; 2017-18 survey is out, so an update is forthcoming.
- C. 2016-17 Budget Recap G Wood
  - 1. See updated materials for current numbers. Approximately \$450,000 surplus for the year. Suggestion – track substitutes for PD vs. for other purposes.
- D. 2017-18 Funding Model and Estimated Funding Levels G Wood
  - 1. LCFF calculator recommends budgeting for 2,849 ADA rather than 2,844.
  - 2. \$32.38 million revenue anticipated.

### III. BUDGET CATEGORIES:

- A. Textbooks Admin
  - 1. Materials show admin-vetted textbook budgets; notably, the English Department plans to continue replenishing and refreshing novel collections and readers rather than buying textbooks (~\$30,000/year), especially as new courses are developed; on-line texts for English may reduce hard-copy purchases if 1:1 program expands; some Science text requests conditional upon CTE certification of teacher; discussion around a) when do we

#### Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth



# PALISADES CHARTER HIGH SCHOOL

*More Than 50 Years of Innovation and Excellence*

purchase texts/know classes will be offered, b) how long are we committing to fill the classes once resources are purchased and curriculum is developed?, and c) what is the policy on adding courses that are and are not part of CTE pathways?; admin added funds to AP Computer Principles to ensure sufficient funding – CTE funded; total of ~\$212,000 or ~\$172,000 (depending on Anatomy/Physiology).

2. Suggestions: expect English to continue at ~\$35,000; add a check-in with Mrs. King to gather quotes and make plans; determine how do we decide which new semester academic G electives and pathway classes are being offered? M lannessa to work on a timeline next year for approval.

## B. IMA

Admin

1. R Steil & E Stoyanovich clarified the needs of the orchestra/jazz band program re: IMA, fees, and capital; ASB will try to fund festival fees; B/F committee supported changing her IMA line to \$11,500.
2. R Steil clarified need for \$16,000 IMA for Photo classes; the committee agreed that this sounds reasonable; G Wood pointed out that VAPA's 4 year average is closer to \$50,000 and last year's spending was \$60,000, but their request this year is \$100,000. M Ngo suggests compromising with budgeting \$83,315 and then fundraising and being open to VAPA requests during the year next year.
3. Suggestion: move comments/admin rationale column next to admin approved to clarify rationale as we visit each page; clarify comparable programs' (such as TVN/PIQE/Fuerza Unida) requests to ensure equity (unless it affects what LCAP can cover, or unless the three are combined); refine IMA PO practices to better track whose purchases are whose.
4. Suggestion: need clearer process for CTE teachers to request CTE funds; perhaps a separate column in budget packet.
5. G Wood suggests raising the "unspent" percentage for IMA; the committee agreed to 20% for now, and it can be revisited later.
6. Some departments will maintain 4 year average; corrections, clarification, and recommendations made to other depts. See updated materials for a breakdown of approximately \$260,000.

## C. Consulting

Admin

1. Subscriptions – R Tenan-Snow and S Chew presented their desired switch from APEX to Florida Virtual Schools (FLVS) curriculum for Virtual Academy. Increase of ~\$4,500; decrease of \$1,000 for another piece of curriculum. For committee to remember: this is an on-going textbook expense. \$218,000 confirmed at this point.
2. Consultants – clarification of roles, new amounts/rates, LAUSD billing, stipends for afterschool performances; after hours stipends for VAPA teachers should be paid for by show revenue when possible
3. \$651,828.28 for consulting (\$63,500 is new).

## D. Personnel, Benefits, CSR

A Nguyen

1. Medical Benefits adjusted to \$3,208,842, up 4.1% from 2016-17.
2. Salaries: new positions and sections are often offset by savings in other areas (such as consulting or auxiliaries); much of the "new teaching positions" line item are funded

### Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth



# PALISADES CHARTER HIGH SCHOOL

*More Than 50 Years of Innovation and Excellence*

- through College Readiness or CTE. ~\$265,000 in new General Fund monies (not offset by other categories).
3. Suggestion: Prior to May, account for auxiliaries the last 2 – 3 years, anticipate which would be needed/cut in the following year.
  4. Committee recommends that the Board ask for a reduction in at least 5 auxiliaries (particularly non-classroom based), but establish a caveat regarding guidelines for maximum class sizes and average class sizes. Additionally, the Budget/Finance Committee requests reports in the fall clarifying which auxiliaries were included in the schedule over the last few years and including 2017-18.
- E. Technology D Mandosa
1. \$120,000 fundraising to continue 1:1 program; we have enough devices purchased and budgeted to go 1:1, we expect, but they will go to 9<sup>th</sup> graders first.
  2. \$365,000 General Fund, \$135,000 CTE for Tech Budget, approved by committee.
- F. Capital D Parcell
1. Suggestion: LTSP Survey should go out months prior to May Budget Meeting to frame conversations, so that results can inform discussions and decisions.
  2. Presentation of requests and needs, ranking in vetting process, and possible funding sources.
  3. Committee approves of top General Fund priorities, moved some items to other funding sources, discussed completing some projects earlier or later. \$222,000 General Fund CapEx Budget **(given purchasing cameras and MDF generator in 2016-17, and acknowledging that Prop 39 and CTE monies will show as both revenue and expenditure).**
- G. Civic Center Permit D Parcell
1. Waiting on LAUSD for track/field renovation.
  2. See materials for Permit & Pool Projections; ~\$400,000 in deferred maintenance funds could go toward the renovation. Future surplus revenue would go toward pool loan (until paid off in 2020-21), track/field loan, and maintenance projects on the pool.
- H. Transportation D Parcell
1. Tumbleweed is not bidding for the contract. Durham is the only LAUSD approved vendor ready and offering to work with us. Daily rates & athletic/special Ed busses are more expensive (~\$50/trip for athletic & special ed busses, for examples).
  2. Question: How much to we subsidize the cost for all bus riders vs. for Free/Reduced Lunch/Scholarship students? Approximately 850 bus riders (if comparable to this year); ~195 full scholarships; ~131 partial scholarships; Paul Revere may be charging \$185/student/month.
  3. Estimating \$800,000 with Durham. Possibly could contract Tumbleweed for athletic/field trips and Durham for day-to-day routes. Not sure how this would affect Durham's contract. Or maybe start building relationship with Durham. Also, Durham's proposal includes on-site supervisor.

#### Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth



# PALISADES CHARTER HIGH SCHOOL

*More Than 50 Years of Innovation and Excellence*

4. Suggestions: Raise family donation up to actual costs, perhaps two-tiered system for new/repeat clients; increase scholarships and/or develop alternative transportation support.
  5. Committee recommends a) targeted fundraising campaign to maintain/support bussing, b) designating the transportation line as \$576,000 as a placeholder, with fees better reflecting the actual costs of the busses (other than scholarships).
- I. Cafeteria Contract G Wood
1. Ending contract with Sodexo; RFP is out; two companies provided tastings; Chartwell offers freshly prepared food and has other clients with proven success; generally a break-even model because costs go up or down with sales/participation; proposal includes moving to biometric readers and Grab N Go.
  2. Budget/Finance Committee supports this shift.
- J. Funding/Grants: CTE, College Readiness, P Magee  
Educators' Effectiveness, Perkins Grant
1. College Readiness Block Grant Budget: see proposal in materials. \$133,494 covers PIQE, math paraprofessionals, writing lab, science AP readiness, and Acellus. (This is new, one-time targeted money that must have a plan before use.) Committee approves the plan.
  2. Educators' Effectiveness – Tabled
  3. CTE: rolling over ~\$180,00 to next year's spending; projected budget for \$362,081 included in materials.
  4. Perkins: a grant providing for substitute coverage in support of the CTE program; \$28,120 of revenue accounted for in materials.
- K. OTHER, as needed
1. Insurance: CharterSafe price-matched to a premium of approximately \$332,000 compared to this year's ~\$352,000.
  2. Suggestion: clarify what the target number for built-up reserves is (so that we are all on the same page regarding what we hope to "add to the reserves" at the end of each year).
- L. Moving Forward...
1. Admin will look again at the budget, looking for where \$225,000 in cuts may come from. B/F will reconvene on Monday with results of LCAP survey, admin suggestions, etc. The group wants to make sure we look carefully at on-going, rolled-over costs (as we did to new costs). The Board agenda item of approving the budget will be moved will be moved to the second, regularly-scheduled June meeting.

## IV. FINAL RECOMMENDATIONS FOR THE BOARD

### V. OTHER:

A. Date of Next Meeting: June 5, 2017 in D204, 1:00 – 3:00 PM.

(Agenda items must be submitted to [ocastro@palihigh.org](mailto:ocastro@palihigh.org) by August 1, 2017 @ 2pm via EMAIL)

#### Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth