

BUDGET AND FINANCE COMMITTEE REPORT to the Board of Trustees

*Please note that text in italics are taken directly from the most recent PCHS Charter.

1) What does your committee do? (Its purpose and what is actually being accomplished at meetings.)

The purpose of the Palisades Charter High School (PCHS) Budget and Finance Committee is to ensure stakeholder participation (that is, faculty, parents, students, administrators, and classified personnel) in decisions relating to revenues, expenditures, and fund balances. The primary consideration of the Budget and Finance Committee in its decision-making shall be to ensure fiscal solvency while fostering development of a quality educational program and improved student achievement at PCHS.

Tasks accomplished during Budget and Finance Committee meetings include:

- Examining audited and unaudited reports involving revenues/expenses
- Discussing financial reports from different groups/programs monthly (EX: ASB, Booster Club, Lifetime Health Benefits, Fundraising & Development, CTE, etc.).
- Keeping abreast about departments/programs that have significant financial impact on the school (EX: Transportation, Technology, IMA/Textbooks, Cafeteria, Civic Center Permits, Operations/Facilities, Capital Ex, etc) on a regular, rotating basis.
- Reviewing current Purchasing/Accounting Procedures and making recommendations for changes as necessary.
- Considering budget requests both during the regular Budgeting process and as they occur for non-budgeted items
- Assessing budget proposals to recommend to the Board for specialized grants/funding (Common Core, College Readiness, Educator Effectiveness, EPA – Prop 30, etc).
- Recommending a balanced budget to the Board annually.

2) How often does your committee meet?

Second Monday of each month (except during the summer or when it falls on a non-school day)

3) How often do you feel your committee should meet? (Monthly? Quarterly? Etc. – not necessarily the same as how often it actually does meet)

Monthly or more depending on the Budget Cycle

4) Information on anything the committee needs from the Board in order to function effectively

Generally, any decision that will have a significant fiscal impact on the school shall be presented to the Budget and Finance Committee before being voted upon by the Board of Trustees.

5) A recommendation regarding the committee’s future (Do we/will we continue to need this committee in the future?)

Because major priorities are often set and implemented through the budget process, it is critical that the Board be advised by a broad committee made up of different stakeholder groups. Therefore, the Board of Trustees shall not have the discretion to disband this SBLC (Stakeholder Board Level Committee).

6) A complete list of current committee members, including any new members who wish to join – we will also be approving committee membership at this meeting

The Budget and Finance Committee shall be open to all stakeholders of PCHS, with the proviso that teachers shall have the right to constitute 50 percent of the voting members. The other seats are reserved for parents and other members as set forth below. The committee shall be limited to 17 members unless that number is increased by the Board of Trustees. The Committee will consist of a majority membership of the faculty stakeholder group, with the following composition:

- *teachers, representing as many departments as possible*
- *parents*
- *student*
- *administrator*
- *classified employee*
- *community member, although it is not required that a community member serve on the committee*
- *a member representing the Booster Club and a member representing the Education Foundation – these may be either parent, community, or employee members.*

Continuing Members:

1. Minh Ha Ngo	Teacher (Math)	Chair
2. Olivia Castro	Teacher (English)	Secretary
3. John Vieira	Teacher (Science)	
4. Ivy Greene	Parent	Booster Club Rep
5. Sara Margiotta	Parent	Vice-Chair/Ed Fund Rep
6. Rich Wilken	Community Member	

New Members:

1. Ali Zafar-Khan	Student	ASB Treasurer
2. Camille Schoenberg	Community Member	Board Rep
3. Amy Nguyen	Adminstrator	
4. Daphne Gronich	Parent	
5. Elizabeth Stoyanovich	Teacher (VAPA)	

Open Seats (at most 6):

1. Classified Staff Member
2. Teachers (Social Science, Special Ed, PE, Technical Arts, Counseling)
3. Other Stakeholder group members may join if there are still open seats