

LAS VIRGENES UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT

LAS VIRGENES UNIFIED SCHOOL DISTRICT
FINANCE COMMITTEE

August 30, 2019

Present: Dallas Lawrence, Board Representative
Linda Menges, Board Representative
Dan Stepenosky, Superintendent
Karen Kimmel, Assistant Superintendent, Business
Kristine Torres, Director of Accounting
Rose Dunn, Assistant Superintendent, Human Resources
Ryan Gleason, Director of Education and Leadership
Clara Finneran, Assistant Superintendent, Education
Craig Hochhaus, President - LVEA

The meeting was called to order at 10:00 a.m. at the Las Virgenes Unified School District, 4111 Las Virgenes Road, Calabasas, CA.

BEST Software LACOE Conversion

Ms. Torres provided an overview of the BEST software conversion. All staff are currently using the online purchase orders, warehouse requisitions and accounts payable modules. The HR team has been attending trainings while LACOE is running parallel payrolls. The payroll portion of the system is slated to go live in January 2020. Dr. Stepenosky spoke to the importance of employees being diligent in reviewing pay stubs generated by the new system.

Middle School ASB Accounting Software

Ms. Torres shared that the accounting and tech departments spearheaded efforts to convert middle school ASB accounting from QuickBooks to Blue Bear. This software includes an online student store and the ability for schools to utilize credit cards, thereby limiting the handling of cash. Ms. Torres noted that these transactions also feed directly into the accounting ledger. Ms. Menges asked if this could be used at the elementary level as well. Ms. Kimmel responded that they are looking at all options, but it may be too much for the elementary school level for now. Also noted, all ASB advisors, bookkeepers and administrators have been invited to attend CASBO workshop Legal Aspects and Hands-On Accounting For Student Body Organizations.

Crowdsourced Fundraising

Ms. Kimmel shared some of the challenges with the multiple platforms the schools have been using for electronic fundraising such as the amount platforms are charging, the fact that they are not transparent and the fact that the District has no administrative control. The Living Tree platform was recommended by VCOE, has low transaction fees, and includes a customized built-in approval process. Mr. Lawrence asked who would manage the fundraising at each site and Ms. Kimmel responded that it would be handled by the ASB and approved by site administrators. The District is moving forward with a pilot at three schools and based on the results, will look to update Board policy.

Grant Opportunities for Existing Programs

Ms. Kimmel shared with the committee three potential grant opportunities on the horizon. With the short window to submit applications, it is important for staff to remain nimble in this process. Mr. Gleason went into detail on the TUPE grant, CTEIG grant, and the Strong Workforce grant. The TUPE grant is a counseling grant that would support the existing program. The CTEIG grant could be used to relieve the general fund as it is historically a matching grant. The Strong Workforce grant partners with Community Colleges. The committee approves pursuing all of these grants.

2018-19 Operating Results

Ms. Torres reviewed actual results as compared to budget for the 2018-2019 fiscal year. Revenues came in higher than expected due to interest earnings, increased rental income and higher billable revenues. Savings were realized in personnel due to unfilled classified positions, lower sub costs and delayed hiring of grant-funded staff. Transportation costs were lower than budget due to changes in provider during the year and utility savings were realized. Overall, the 2018-2019 operating results reflected a loss of \$480,424.

Enrollment and Projections

Ms. Kimmel presented a revised multi-year roll-out which was updated for prior year actuals, union settlements, and August enrollment. Committee discussed enrollment projections and how the downward trend impacts future LCFF revenues. Layering in an additional \$1M in staffing efficiencies for the current year, in addition to the settlement agreements, the projected loss is \$8M. Future budget efficiencies of approximately \$11M will be required over the next three years. The committee discussed ways to market our schools to our community, and do some outreach to ensure we are doing our best at capturing resident students. Dr. Stepenosky discussed current legislation which may improve the outlook for school funding.

Program Review

Pursuant to the Board Priority of Fiscal Responsibility, staff shared a list of programs and potential efficiencies to be researched in the coming months. The committee will look to drill down on these areas for a deeper cost/benefit analysis and discussions at upcoming meetings.

The meeting adjourned at 11:20 am.