

# BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL



## Advisory / Finance Committee Minutes

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| <b>Committee/Team/Dept.:</b><br>ALL Committees | <b>Advisory / Finance Committee</b> | <b>Date/Time:</b> 10/25/2023<br>R. Aguirre Called the meeting to order at 3:50pm | <b>Location:</b><br>Staff Cafeteria            |
| <b>Meeting Facilitator:</b><br>Rose Aguirre    |                                     | <b>Note Taker:</b><br>Sabrina Sedani   | <b>Background materials, texts, resources:</b> |

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| <b>Call to Order/Roll call/Approval of Minutes</b>  | <b>Presenter:</b><br>R. Aguirre  |
| <b>Background / information presented:</b> N/A  |  |
| Discussion:<br><br>Members Present<br><br><br><br><br><br><br><br><br><br>Approval of Minutes | <ul style="list-style-type: none"> <li>● Rose Aguirre</li> <li>● Michael Fishler</li> <li>● Angela Economou</li> <li>● Kristine Torres</li> <li>● Robert Alexander</li> <li>● Ari Bennett</li> <li>● Antonio Pizano</li> <li>● Tadeo Climaco – Guest</li> </ul> <p><b>August 2023 minutes</b></p> <p>One minor correction item 4 (Torres)</p> <ul style="list-style-type: none"> <li>● Motion: Bennett</li> <li>● Seconded: Alexander</li> </ul> |

Background / information presented: None

| Topic:  | Discussion:  |
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| <p>T. Climaco</p> <p>Office Clerks in the Parent Center</p> | <ul style="list-style-type: none"> <li>• There is concern about the number of people in the parent center.               <ul style="list-style-type: none"> <li>○ A lot of the people who have moved into the office were pulled from different areas of BCCHS that are no longer as necessary.</li> </ul> </li> <li>• Parent center oversees: English learners, parent resource,</li> <li>• Breakdown of personnel in office:</li> <li>• Michelle Rivas is the community school’s coordinator.               <ul style="list-style-type: none"> <li>○ Her position is being paid for by a grant and not coming from BCCHS.</li> <li>○ Michelle is occupying Lindsey Surendranath’s old office; Lindsey does not need a full-time permanent office.</li> </ul> </li> <li>• Erika Figueroa – administrative assistant</li> <li>• Luis Zapata – sub/pull teacher.</li> <li>• Natalia Pedrani – EL coordinator</li> <li>• Rebecca Bermudez – EL liaison – provides resources for EL students trying to reclassify.</li> <li>• There are 1 or 2 temps that help assist in various offices as needed.               <ul style="list-style-type: none"> <li>○ Counseling center, main office, admissions and records.</li> </ul> </li> </ul> |

Background / information presented:

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| <p>Student Services</p> <p>C&amp;I</p> <p>Facilities</p> <p>HR</p> | <p><b>Sarah Obloy (Absent)</b></p> <p><b>Carlo Purther (Absent)</b></p> <p><b>DeFronzo (Absent)</b></p> <p><b>Michael Fishler</b></p> <ol style="list-style-type: none"> <li><b>1. Staff shoutouts and staff member of the month</b> <ol style="list-style-type: none"> <li>a. Initiated by the HR committee and M. Rubin</li> <li>b. Staff shoutouts go out every Friday.</li> <li>c. Staff member of the month nominations go out on last Friday of the month.</li> </ol> </li> <li><b>2. Buddy System</b> <ol style="list-style-type: none"> <li>a. Creating a buddy system by hallway</li> <li>b. New teachers can go to their “buddy” to ask questions about the school, etc.</li> </ol> </li> <li><b>3. Air Fresheners</b> <ol style="list-style-type: none"> <li>a. The smells were strong when they were first installed because they were brand new.</li> <li>b. Complaints of the smell have reduced.</li> </ol> </li> <li><b>4. Athletic Code of Conduct</b> <ol style="list-style-type: none"> <li>a. Teachers are under a lot of stress because of athletic students and their behaviors.</li> <li>b. If there is a walk-on coach responsible for a team, a certificated staff needs to be assigned for the gradebook.</li> <li>c. Ari states that students are being held accountable and a lot is being done to support the students and the teachers.               <ol style="list-style-type: none"> <li>i. Any complaint that a teacher has about a student that cannot be de-escalated by the teacher, the concern needs to go to the GLA dean, coach, and lastly to the admin.</li> </ol> </li> </ol> </li> <li><b>5. HR FAQ QR Code</b> <ol style="list-style-type: none"> <li>a. Teachers can walk over to the QR codes and scan them with their cellphone.</li> </ol> </li> </ol> |
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Finance

- b. Common HR questions can be answered simply by scanning the QR code.

**6. Teacher Collaboration Rooms**

- a. A budget of \$2,500 to get started on small renovations or furniture installations for the D-hall collaboration room.
- b. Water machines and Keurig machines will also be installed in all of them before the end of the semester.

**7. Campaign for Teacher Appreciations**

- a. How to ask the community for donations for teacher enrichment?
  - i. Can be used for teacher appreciation.
  - ii. Pinpoint staff members to begin outreach.
- b. Ari is suggesting that events as such can be paid for by the principal funds.
  - i. Money comes from leasing & licensing, etc.
  - ii. Coffee, cupcakes, etc.

**Kristine Torres:**

**1. New Furniture for Offices**

- a. Ergonomic assessment done last November 2022
  - i. It was found that chairs and desks were not suitable for people who are working at their desks for long periods of time.
  - ii. The idea was to prevent injury, back, or wrist pain.
- b. Prioritize who gets new chairs/desks by groups based on type of job duty.

**2. Financial Updates**

- a. Inflation is higher than target rate of 2%
  - i. We are at 4.5%
  - ii. Our lowest was down to 3%
- b. Unemployment in California has been rising.
  - i. California has lost approximately 500k residents who have moved to other states.
  - ii. Stores are closing and filing for bankruptcy.
- c. The governor has signed bills over the last few weeks.
  - i. Indirect effect on BCCHS
  - ii. Raise on minimum wage in for workers healthcare causes our insurance premiums to go up as we adjust for inflated healthcare costs.
- d. The tax due date has been extended to November.

**3. BCCHS Budget**

- a. Expected total revenue: \$61m
  - i. Our current revenue is \$13.4m
- b. We budgeted to spend \$62m for the 23-24 SY.
  - i. We have spent \$14.5m
- c. Increases tend to happen in the second half of the school year because of open enrollment.
- d. We currently do not demonstrate any issues with overspending our budget.
- e. Various changes/new expenditures:
  - i. Recycling and composting bins around student eating area
    - 1. Mandated by the state.
    - 2. Waste Management is our trash vendor who collects the trash and recycling.
      - a. We have compost and recycling bins near the BVA trailers.
      - b. WM does not charge for picking up recyclables or compost.
    - 3. Nutrition is working with ASB to promote and educate staff & students on the difference of the bins.
  - ii. Enhance/make changes to the student cafeteria area.
- f. On going funding from the state
  - i. Prop 28 – Art & Music Program
- g. November will be our first interim budget.
  - i. Pending Fulgent issue – they have billed us for over \$3m.
    - 1. Ongoing dispute over payment.
    - 2. We want to reach an agreement.
  - ii. Staffing Vacancies

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| <p><b>Bennett</b></p> | <ul style="list-style-type: none"> <li>1. 3 teacher positions available <ul style="list-style-type: none"> <li>a. Biology, Math, and English</li> </ul> </li> <li>iii. Attendance <ul style="list-style-type: none"> <li>1. Has been better than last school year.</li> </ul> </li> <li>iv. Free &amp; reduced lunch <ul style="list-style-type: none"> <li>1. Household income per number of people</li> <li>2. 90% of application submission this school year compared to 84% last year.</li> <li>3. Increases supplemental and concentration funding.</li> <li>4. We get additional resources that other schools may not get (ex: Granada)</li> </ul> </li> <li>v. Audit Report from 22-23 SY <ul style="list-style-type: none"> <li>1. Will be finalized by December.</li> </ul> </li> </ul> <p><b>1. Auxiliaries</b></p> <ul style="list-style-type: none"> <li>a. Used for GLA intervention.</li> <li>b. Athletic intervention for low grades</li> </ul> <p><b>2. Charter Petition Renewal Update</b></p> <ul style="list-style-type: none"> <li>a. Due in 2027</li> <li>b. We have gotten two extensions because of COVID.</li> </ul> <p><b>3. Funding budget for overnight field trips</b></p> <ul style="list-style-type: none"> <li>a. There was never really a system at BCCHS to determine what the budgets are for overnight trips. <ul style="list-style-type: none"> <li>i. Ari and Kristine are working together to determine budgets.</li> </ul> </li> </ul> <p><b>4. Advisory Chair</b></p> <p>Looking for new chair</p> |
|                       | <p>Follow-up items:</p> <p>Funding budget for overnight field trips</p>  |

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| <p><b>Adjournment: Aguirre // Meeting Adjourned at 5:05pm</b></p> <p><b>Motion to adjourn: Bennett / Seconded: Fishler</b></p> | <p><b>Presenter: R. Aguirre</b></p> |
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