



**PASADENA UNIFIED SCHOOL DISTRICT
FINANCE TASK FORCE**

NOTICE AND AGENDA

**March 18, 2021
3:30 PM**

**Teleconference Meeting only due to COVID-19 Stay at Home Restrictions
To join the meeting:**

By phone dial (US) +1 414-909-6405 PIN: 642-524-784#

From your computer, on your calendar invite click on [Join with Google Meet](#)

From your computer, type in your browser: meet.google.com/rqq-qcie-fyd

Purpose: To create a set of recommendations regarding budget transparency that the full Board can adopt to increase public awareness and understanding of the budget.

Item	Presenter	Time
Welcome and Introductions	Dr. Leslie Barnes	3:30 pm
Review of Minutes – 10/1/20, 11/12/20, 2/18/21	Task Force Members	3:35 pm
School Plan Summary Budget and Site Council Monitoring Budget Reports - Update	All	3:45 pm
Discussion on District Budget Presentations – Possible Components and Samples	All	3:55 pm
Per Pupil reports - Format	All	4:30 pm
Future Agenda Items	All	4:50 pm
Future Meeting Date(s)	All	4:55 pm
Adjournment	Dr. Barnes	5:00 pm



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MINUTES

**March 18, 2021
3:30 PM**

Purpose: To create a set of recommendations regarding budget transparency that the full Board can adopt to increase public awareness and understanding of the budget.

Item	Presenter	Time
Welcome and Introductions <i>Task Force Member Attendees: Leslie Barnes, Kimberly Kenne, Steve Miller, Alvin Nash, Shahada Thornton, Tina Fredericks, Jennifer Higginbotham</i> <i>Other Attendees: Rosemarie Riley, Ruthann Aull, Judy McKinley, Zoila Arellano</i>	Dr. Leslie Barnes	3:30 pm
Review of Minutes – 10/1/20, 11/12/20, 2/18/21 <i>Minutes were reviewed. Rosemarie Riley moved approval and Leslie Barnes seconded. There were no objections. The minutes are approved with reviewed changes.</i>	Task Force Members	3:35 pm
School Plan Summary Budget and Site Council Monitoring Budget Reports – Update <i>Ms. Kenne reviewed the deliverables document and the board's expectations.</i> <i>Dr. Barnes mentioned the need to</i>	All	3:45 pm

<i>work with existing documents vs. creating new ones for budget transparency.</i> • <i>Ms. Kenne mentioned that currently Principals are able to review their budget on a weekly basis, if needed.</i> • <i>Multiple ideas were brought forward as to the type of reports that would be beneficial for the general public, including what is needed.</i> • <i>Ms. Kenne and Ms. Higginbotham discussed the different types of funds that are available to support the school sites.</i>		
Discussion on District Budget Presentations – Possible Components and Samples • <i>Ms. Kim brought up the need to have infographics available on the website. She brought up the possible need for a smaller committee to discuss the pieces we like and the pieces we don't like.</i> • <i>Dr. Barnes explained how most district budgets begin and then take shape and included the types of components that are available or are included.</i>	All	3:55 pm
Per Pupil reports – Format • <i>Ms. Kenne brought up the per pupil which is included in the SARC.</i> • <i>Dr. Barnes brought up the 2019-20 PPE Report briefly to review the per pupil costs which is generally more updated than the SARCs.</i> • <i>Ms. Higginbotham brought up that some where in the reports it needs to define what equity means and what the intention is.</i> • <i>Ms. Riley mention that equity means a lot of things.</i>	All	4:30 pm
Future Agenda Items	All	4:50 pm

Future Meeting Date(s) <i>April 22, 2021 will be reserved for a future meeting.</i>	All	4:55 pm
Adjournment <i>The meeting was adjourned at 5:02 pm</i>	Dr. Barnes	5:00 pm

Finance Taskforce - "Transparent Budget" – Deliverables

Reports:

School Site Budgets

- **Summary School Site Proposed Budget**
A summary budget that shows available funding and planned expenditures for those funds that align with the goals and actions of the School Plan for Student Achievement (SPSA). This would allow the School Site Council and other site stakeholders to see how the proposed spending will be addressing the needs of the students.
- **Budget Monitoring Report**
A monthly report showing the budgeted and actual expenditures for the site. This report would allow the site council to monitor their site budget.
- **SARC Per Pupil Summary**
This report would gather all the figures reported on each school site SARC into one report. This could be used as a high-level school equity comparison report.
- **Equity Site Report - Detail**
This report would show the budget/expenditures of each site by type (in user-friendly language) along with a per pupil dollar amount and staffing per pupil. This would allow a comparison between sites for equity purposes.

Overall District Budget Summary

- **Budget Narrative**
A written narrative included with each budget packet (Adopted, 1st and 2nd Interim and Actuals). This could be developed from the LACOE guidelines or from looking at examples from other districts. The content of the narrative could vary depending on the type of budget presentation.
- **Summary graphs**
High level graphs showing trends over time for specific categories of revenue and spending.
- **Variances**
A report with descriptions of the variances from the last budget presentation to the current for variances over \$250,000. At Adopted, there would be two reports – one for 2nd Interim to Estimated Actuals variances and one for Estimated Actuals to Adopted variances.
- **Graphs on related items**
Graphs on enrollment and staffing trends over time would be presented with the appropriate budget packages.

Format for Department Budgets

- Should there be a summary budget with proposed expenditures for each Department Plan?
- Or does it make sense to have Program based budgets rather than Departments?

Process:

Recommended publication methods (how produce, how distribute/communicate out?)

Deadlines for all publications during the year (when to produce/share)

Distribution groups (Communication – to whom, how)