



**PASADENA UNIFIED SCHOOL DISTRICT
FINANCE TASK FORCE**

MINUTES

**October 1, 2020
3:30 PM**

Item	Presenter	Time
Welcome and Introductions <i>Dr. Barnes welcomed all and allowed everyone to introduced themselves.</i>	Dr. Leslie Barnes	3:30 pm
Purpose <i>Dr. Barnes presented and read the purpose and task for this task force</i>	Dr. Leslie Barnes	3:40 pm
Discussion – Transparency <i>Ms. Kenne and Mr. Phelps spoke about making decisions and being transparent, while using words that the general public can understand.</i> <i>Mr. Ramirez stated that the classroom drives every decision and we should start from the inside out.</i> <i>Mr. Hernandez agreed with Mr. Ramirez's comment and added that transparency is something that is understandable and something that can be traced back.</i> <i>Ms. Higginbotham shared that specifically looking at how dollars are spent and being able to track the expenses is particularly important to her both as a parent and as a school site member.</i> <i>Mr. Nash stated that the ease of use</i>	All	3:55 pm

<i>of documents that are readily available to him as a member of the union is important but also the ease of use for his members and how it translates to helping staff understand how the availability of funds translates into securing their needs.</i> <i>Ms. Riley stated that their concerns as a union is transparency in numbers as far as how it applies to classified staff, specifically when it comes to designated FTEs for sites. Also, the other concern is a lack of classified staff representation on the school site council.</i> <i>Susan Schwartz stated that more clarity as to where the money goes is transparency to her.</i> <i>Ms. Kenne brought up the need for understanding what the student is getting at each site whether it is from the budget or in-kind services from groups or organizations.</i> <i>Ms. Kenne encouraged all to look at WeBudget which is a website that provides budgets for LAUSD school sites.</i>		
Review of Documents <i>All documents which were posted in the Finance Task Force folder were reviewed briefly.</i>	All	4:10 pm
Future Agenda Items <i>Districtwide Charges</i> <i>Feedback on what is being done to date</i>	All	4:50 pm
Future Meeting Date(s) <i>TBD</i>	All	4:55 pm
Adjournment <i>The meeting was adjourned at 5:02 pm</i>	Dr. Barnes	5:00 pm

Executive Summary

In 2019, the Board moved to temporarily suspend board committees for the purpose of exploring alternatives to governance structure that would make more effective use of staff time and be more transparent to the public. With the bulk of the 2019 board meetings filled with high priority items consuming much of the board's time, several issues that had been historically covered under the governance structure of the committees were not incorporated in the full board meeting schedule, which has led to communication and transparency issues.

The following proposal incorporates:

- (a) Feedback from individual board members regarding standing issues of concern, identifying the highest priority issues held in common among the individuals of the board
- (b) Input from the Superintendent's office regarding applying focus to the work performed outside of the structure of the regular board meetings
- (c) A desire of the community to be more actively involved

This proposal has been reviewed by staff.

Structural Changes

It is proposed that the board formally disband both the standing Facilities and Finance committees, and institute instead a task force in each of these problem domains that more fully incorporates input from staff and the community. The Policy Committee will remain under its current structure. The Safety Committee will remain under its current structure. It is recommended that the Safety Committee update its committee charter to add a specific deliverable goal of establishing an updated emergency response plan for the entire district.

Finance Task Force

Deliverables

The Finance Task Force includes two primary deliverables. The first is a set of recommendations regarding budget transparency that the full board can adopt to increase public awareness and understanding of the budget, together with publication dates and methods, to ensure each site's budget is transparent to the parents and community and that the central organizational unit budgets are transparent to the community. The second is a multi-district analysis of comparable staffing, to ensure that the district is moving closer not only to salary parity with our comparable districts but also is moving closer to job equivalency with regards to staff duties and responsibilities.

Transparent Budget Recommendations

- Format for Site Budgets
- Format for Department Budgets
- Overall District Budget Summary
- Recommended publication methods
- Deadlines for all publications during the year
- Distribution groups

Comparable Staffing Analysis

- Classified Staff
- Certificated Staff
- Job classification comparison between districts
- Recommendations for targeted compensation
- Analysis based upon total compensation (salary/benefits)

The Finance Task force shall consist at a minimum of two Board members, the Chief Business/Financial Officer or Finance staff member appointed by the CBO/CFO, one other ELT member selected by the Superintendent, two principals selected by the Superintendent (one elementary, one secondary). The Superintendent also has the discretion to invite any member of the greater community that the Superintendent believes would be beneficial to have on the committee. Invitations will be extended to one member of each bargaining unit (to be selected by the bargaining unit), the chair of the DAC, and the chair of the CAC. Agendas and meeting minutes will be public, and meetings will be open to the public.

The agenda for each meeting will be created by the CBO (or appointee) and the two board appointees and will be sent to the full Board via Friday Communique to ensure full Board approval. Should a question arise regarding the setting of the agenda, the Superintendent and Board President will be consulted, and if necessary the question will be remanded to the full Board.

The task force will meet at their own decided frequency, no more than once per month, between Feb-Nov 2020, following a calendar decided upon at their first meeting. Recommendations will be provided in a report to the Board at the November meeting prior to the Dec 2020 Organizational Meeting. Updates to the full board, including meeting minutes, will be provided via Friday Communique.

Facility Task Force

Deliverables

Unused property analysis

- Review of all district property not currently in use as a school site
 - Location analysis, suitability for alternative uses
 - Review of leases, rentals, joint-use, and other agreements for site usage
 - Recommendations for 7-11 committee referrals

Site Analysis

- State of operational facilities, including
 - School sites
 - Administrative sites
 - Supplemental service sites
 - Technology needs

Recommendations by site for priority of outstanding necessary site maintenance

The Facilities Task force shall consist at a minimum of two Board members, the Chief Facilities Officer or designee, the Chief Technology Officer, two principals selected by the Superintendent (one elementary, one secondary). Invitations will be extended to one member of each bargaining unit (to be selected by the bargaining unit), the chair of the PTA council, the chair of the district AAPC, and the chair of DELAC. Agendas and meeting minutes will be public, and meetings will be open to the public. The agenda will be created by the CFO (or appointee) and the two board appointees and will be sent to the full Board via Friday Communique to ensure full Board approval.

The goal is to provide a framework for the transparent budget, together with publication dates and methods, to ensure each site's budget is transparent to the parents and community, and the central organizational unit budgets are transparent to the community.

The task force will meet at their own decided frequency, no more than once per month, between Feb-Nov 2020. Recommendations for the budget will be provided in a report to the Board at the November meeting prior to the Dec 2020 Organizational Meeting. Recommendations for sites will come as they are determined.

Policy Committee

The Policy Committee will stay as currently constructed, but will be reduced to two Board member membership

Safety Committee

The Safety Committee will stay as currently constructed, but will be reduced to two Board member membership

Final Considerations

The Policy Committee will review the Governing Board Protocols at the next Policy Committee meeting and make appropriate changes to the Protocols that reflect the addition of the Task Force structure under the appropriate sections (Board Protocols 4 and 5, and particularly Board Protocol 7)

School site transparent budget template

Position	# of staff (in FTE)	Total Cost (\$)
Administrator (Principal, Asst. Principal)		
Out of Classroom Certificated Staff (e. g., Resource Teacher, Instructional Coach, Teacher on Special Assignment, Program or Grant Coordinator, etc.)		
Counselor(s)		
Health Staff (Nurse (PUSD or agency), Health Aide, Program Coordinator)		
Teachers (General Education, Special Education)		
Aides (Special Education (PUSD or agency), Instructional, Other)		
Office Manager		
Registrar		
Data Entry/Secretarial/Other Clerical		
Custodian		
Parent Liaison/Community Assistant/Marketing		
Athletics (Director, Coaches)		
Security (Officers, Assistants)		
Contracted Services		
TOTALS		

Enrollment		
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Enrollment per staff member (FTE): _____ students per staff member

Cost per Pupil: \$ _____ per pupil

School site transparent budget template					
Pasadena HS - 19-20 - Actuals					
	# of Staff (FTE)	Total Cost (\$)			
Administrator (Principal, Asst. Principal)	4.00	654,097			
Out of Classroom Certificated Staff (e. g., Resource Teacher, Instructional Coach, Teacher on Special Assignment, Program or Grant Coordinator, etc.)	1.00	93,632			
Counselor(s)/COSA	4.80	689,360			
Librarian/ Lib Coord	1.00	132,233			
Health Staff (Nurse (PUSD only), Health Aide, Program Coordinator)	0.60	66,937	Plus 0.4 Nurse and .75 Health Clerk paid centrally		
Teachers (General Education, Special Education) (includes Substitute Costs)	72.00	7,667,410			
CTE Teachers/COSA			Plus 8 CTE teachers paid centrally		
Aides (Special Education (PUSD only), Instructional, Other)	13.75	740,494			
Office Manager/Data Entry/Secretarial/Registrar/ASB Clerk/Other Clerical	8.00	576,084			
Custodian	11.00	747,647			
Parent Liaison/Community Assistant/Marketing	0.63	14,258			
Athletics (Director, Coaches)	0.20	139,966	Hourly coach FTE not available		
Security (Officers, Assistants)	4.00	296,526			
After School Staff		2,823			
Books and Materials		98,521			
Contracted Services/Equipment		228,844			
Totals	120.98	12,148,832			
Enrollment (Norm Day)	1858				
Enrollment per staff member:	15.4				
Cost Per Pupil:	6,539				