MEETING MINUTES

We welcome you to this meeting of the LGSUHSD Budget Advisory Committee (BAC) meeting. The public may make comments relevant to agenda items at the time designated on the agenda. Public comment will not be heard outside the designated time. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the BAC. Speakers are asked to limit remarks to three minutes (with a maximum of twenty minutes for one topic). Any individual requiring disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the BAC meeting should contact the Superintendent's office in writing.

Upon request by a student's parent/guardian, or by the student aged 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the Secretary or Clerk of the Board. (Education Code 49073.2)

Please use this link to join virtually (in-person required for Committee Members) https://lgsuhsd.zoom.us/j/96692614167

Attendance

mday@lgsuhsd.org; caia7292@lgsstudent.org; selingursesacar@gmail.com; hrocha@lgsuhsd.org; glouie@lgsuhsd.org; dmukherjee@lgsuhsd.org; ktseng@lgsuhsd.org; schen@lgsuhsd.org; ider6517@lgsstudent.org; dan@danandann.com; fsteinke@gmail.com; denise.ramon.herrera@gmail.com; anh.kwa@gmail.com; kathleen.m.granger@gmail.com

I. Call to Order

The meeting was called to order at 3:35 p.m.

II. Welcome and Introductions of BAC Members

CBO Fernandez welcomed members. The committee members introduced themselves and provided brief background information.

III. Roll Call/Establishment of a Quorum

A roll call was taken, and a quorum was established.

> ***Voting results:***
> Vote Not Recorded: Mathew Day
> Yes: Kathy Granger
> Yes: Selin Gurses Acar
> Yes: Denise Ramon Herrera
> Vote Not Recorded: Fan Steinke

IV. Approval of the Agenda

The agenda was approved as written.

Motion made by: Denise Ramon Herrera
Motion seconded by: Mathew Day

> ***Voting results:*** Unanimously Approved

V. Public Comment - Items Not on the Agenda

There were no public comments.

VI. Approval of the Minutes

The May 4, 2022, minutes will reflect that Dan Snyder's name was misspelled on item IX. The minutes have been approved, with Dan Snyder's name correction.

Motion made by: Kathy Granger
Motion seconded by: Fan Steinke

> ***Voting results:*** Unanimously Approved

VII. Public Comment - Agendized Items

There were no public comments.

VIII. Report/Discussion: First Interim Update

CBO Fernandez walked the Committee through the First Interim report presented to the Board at the December 17, 2024, meeting. A correction was noted to the Key Budget Dates 2024-25 page, Unaudited Actuals should be for 24-25. Ruben reported that the board recently approved the final audit report, which contained no findings.

Trustee Chen inquired about the consistency of how the numbers are pulled forward on the Multi-Year Projections page. The 2024-25 Adopted Budget column confuses the report as the Ending Fund Balance line does not carry over to the 2024-25 First Interim column. CBO Fernandez reported that the unrestricted funds are reported separately and that the Multi-Year Projections chart only shows the General Fund, 01. Restricted programs have significant restrictions and are reported on SACS forms. Restricted dollars will be spent to balance the budget. He indicated that COVID funds will expire and have been spent. He noted that the Second Interim Report provides more details on the other funds. The Committee suggested a detailed, itemized report by line item for the other funds, except Fund 17.

IX. Selection of New BAC Chairperson

Kathy Granger was elected as the BAC Chairperson, as nominated by Denise.

Acting Superintendent Rocha requested that the Committee set a date for one more meeting this year. Members agreed to meet at Saratoga High School on May 28 at 3:30 p.m. Assistant Principal Cunningham will reserve the Trimble Conference room for the meeting. Principal Poetzinger will be added to the Committee.

The Acting Superintendent inquired about the minimum number of members, which is seven. There are nine members, including two student representatives, one from each school. He also requested the committee's preference for the frequency of meetings, and members suggested meeting after each budget presentation to the Board, or at least three times a year.

Denise requested a definition of the Committee's role, purpose, and expectations. Acting Superintendent Rocha indicated he would get direction from the board after the budget adoption. One of the Committee's prior roles was to review the School Services of California report on district fiscal reserves and the district's historical data on reserves. The Committee did extensive research, made comparisons to other districts, and recommended the reserve limit to the board, which the board changed its policy and established 10% as a reserve floor. The committee has also drafted the membership bylaws, although they have not yet been passed.

Trustee Chen suggested a possible assignment to the Committee regarding best practices for budget presentations, working with the CBO. For transparency, to develop a standardized template or budget data format to make what should be presented to the Board more easily understandable. Each CBO tends to develop its own presentation format, and budget presentations are different based on the CBO.

Motion made by: Denise Ramon Herrera
Motion seconded by: Fan Steinke

> ***Voting results:*** Unanimously Approved

X. Adjournment

The meeting was adjourned at 4:23 p.m.