



**Board of Trustees Work Session**  
**Monday, March 19, 2018**  
**Polk Avenue Elementary (Auditorium)**  
**3:00 PM - Minutes**

**Trustees Present:** Chair Jimmy Nelson, Vice Chair Angela Pulido, David Fisher, Andy Oguntola, Howard Kay, Pete Perez

**Staff Present:** Superintendent Dr. Jesse Jackson, Brian Fisher, Marie Cherrington-Gray, Linda Ray, Donna Dunson, Anuj Saran, Barbara Jones, Damien Moses, Gail Quam, Jennifer Barrow, Stacie Padgett, Mellissa Ard, Rich Columbo, Rebecca Thomas, Shay Hixenbaugh, Angela Heyward, Julio Acevedo

**Others Present:** Robin Gibson, John Miller

**I. CALL TO ORDER**

**Dr. Jesse Jackson, Superintendent**

The meeting was called to order at 3:03pm.

**II. FINANCIAL REPORT**

**Brian Fisher, CFO**

**A. Monthly Financials**

**Consolidated Balance Sheet (Unaudited)**

- Total assets of the system are \$3,140K higher when comparing YOY balances...the January 2018 total assets increased \$627K from December's report. The largest shifts occurred with cash in the G/F and SLF, followed by increased A/R balances for SLF and Federal programs.
- The system-wide total liabilities are \$307K lower comparing YOY balances...with January 2018 total liabilities \$69K lower than last month. The January decrease is due to month-end timing of payroll liabilities and accounts payable activity.
- The system's consolidated net change in position increased \$691K for the month of January...the result of these adjustments to the funds: GF \$688K, SLF \$44, IA (\$38K) and Federal funds (\$3K).
- No change in the system's ability to meet short-term obligations & long-term debt service.

**GF Statement of Operations (Unaudited)**

- State YTD revenues represent LWCS's Survey 2 student FTE blended count annualized at 4,239.11 (budget @ 4,206)...+33.0 FTE base increase if Survey 3 duplicates the Survey 2 student count. Actual enrollment reflects student FTE near the report date and not Survey 3 data gathered through the week ending February 9. State revenues represent 63% of total revenue based on 4,239 FTE.
- Some of the local revenue items are under budget because the activities are associated with reimbursement activity from external (agency reimbursements in arrears) funding sources and the budget cycle running ahead of the services days to date.
- GF revenues outpaced expenditures in January with a net operating surplus of \$693K. The January YTD net surplus of \$3,315K is 3 times greater compared to last year at \$1,002K; but modifying for one-time revenue, the adjusted net surplus is comparable at \$1,037K. The expenditure variances continue to trend both up and down from prior budget cycles, as they generally represent expenditures occurring in advance of the budget cycle or expenditures not occurring on a straight-line basis. These variances are addressed during the budget revision process.

**GF Supplemental Programs (Unaudited)**

- All of the Pre-K programs continue to post operating surpluses YTD, with the exception of PAE. The YTD totals do not account for outside state agency revenue that is in arrears.
- BPE and HcE after school programs improved again over last month's cumulative surplus.

**GF Transportation (Unaudited)**

- Non-FTE transportation revenue is trending 6% above the YTD budget, and is \$7K ahead when comparing field trip activity YOY. State revenue represents 64% of Survey 2 data down from the

adopted budget. The transportation dept. conducted a FTE refresher training before the Survey 3 count period to make sure staff record all eligible FTE ridership.

- Similar to total revenues tracking above budget, total transportation expenditure activity as a percent of budget is tracking high due to activity associated with sale and acquisition of transportation vehicles. Two of the three negative variances YTD are a byproduct of the acquisition activity. Maintenance cost embedded in Purchased Services are 30% above budget for the reporting period...the impact of older vehicles in fleet needing repairs.

#### **Food Service Fund 410 (NSLP) (Unaudited)**

- Food service revenue through January is running 2.0% above budget similar to last month and the YOY pattern for the school lunch fund. The majority of the revenue categories meet or exceed their budget target, with commodities reporting a 45% positive budget variance YTD. January's A la carte revenue is the second largest amount recorded for this year.
- The budget based on pro-rata meal service days in the January 2018 reporting period is just over half of this year's 180 meal service days. Expenditure variances represent planned capital improvements (serving lines) at PAE and LWHS. Other planned improvements include new serving lines at Bok and BPE.
- Net surplus recorded through January is 1.2 times the above the adopted budget projection before factoring indirect cost recovery for operations. Fiscal year 2018-19 budget planning includes evaluation of all elementary school equipment with a focus on replacement of dated equipment.
- At the start of the 3Q, student outstanding balances at both BOK and LWHS have declined compared to last month with LWHS's balance still higher YOY. The food service operation recognizes the nutritional importance food service is for our students versus denying students access to meal services during the school year for outstanding meal balances. Collection efforts shall continue and be documented until the delinquent debt is determined to be uncollectible by food service.
- National School Breakfast Week will start on March 5, with our food service operations in partnership with SLA running promotions to increase student breakfast participation K through 12.

#### **Summer Food Service (411) (Unaudited)**

- No monthly activity to report as the summer food service program of breakfast and lunch remains suspended until programming resumes in June of 2018. YTD surplus of \$1,500 generated during the operating period of July and August of 2017.

#### **Federal Programs (420) (Unaudited)**

- Grant activity represents reimbursable amounts through January 2018. Spending rates vary by grant with an overall spending rate of 56% YTD. This rate is slightly ahead of last year's rate YOY. Major grants (Title I & IDEA) are 53% spent to date.
- The FY18 budget revision incorporates previously unbudgeted grant amounts and any eligible carry-forward amounts within the existing grant pool.

#### **B. Reappointment of BKHM as Auditors for FY2018 & FY2019**

Presented for review and approval at the February 26, 2018 Board of Trustees Meeting.

#### **C. Personnel Changes**

Presented for review and approval at the February 26, 2018 Board of Trustees Meeting.

### **III. ATTORNEY'S REPORT**

**Robin Gibson, General Counsel**

#### **A. Attorney's Update**

- Working on the \$19,000 bill we received for Impact Fees for Bok.
- Researching a Veterinary Program for the AG Department at LWHS.
- We have had some concerns regarding cell phones in the classroom. This is a heavily litigated issue throughout the country.
- Transfer of Athletes mid-season – special provisional amendment – February.
- Bok applications – FERPA forms is a concern to the District. We need the attendance and the discipline information. Public records request, we'll comply. So far so good, no litigation.

**IV. JANIE HOWARD WILSON ELEMENTARY – MARCH BOARD UPDATE**

Mr. John C. Miller

- John presented an update – shared the enrollment count.
- Attendance is improving. The largest sub-group is Hispanic. February it was 86% and not it is 79% for unexcused absences.
- Home visits with the Charter Office assistance has been on-going.
- Staff will continue to be more intimately involved with phone calls and home visits.

**V. SUPERINTENDENT’S REPORT**

**Dr. Jesse Jackson, Superintendent**

**A. MINUTES: February 26, 2018 BOARD OF TRUSTEES WORK SESSION AND MEETING MINUTES**

Presented for review and approval at the March 19, 2018 Board of Trustees Meeting.

**B. PRINCIPALS’ UPDATES**

The Principals’ updates will be shared in the Board Meeting due to time constraints.

**C. NEXT MEETING DATES**

The April Board of Trustees Work Session and Board Meeting will be on Monday, April 23, 2018 at Edward W. Bok Academy. The Work Session will begin at 3:00 PM and the Board Meeting will begin at 4:15 PM.

**VI. OTHER BUSINESS FOR THE GOOD OF THE CAUSE**

We will be hosting a PCSB Candidate Forum soon after the candidates have qualified.

**VII. ADJOURN**

Meeting adjourned at 4:27pm.

Respectfully Submitted,  
Marie Cherrington-Gray, Corporate Secretary

Board Approved: \_\_\_\_\_