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**EXECUTIVE DIRECTOR REPORT – 3/12/10**

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**TRANSPORTATION:**

- We received a communication from Superintendent Cortines on Monday rejecting our proposal to pay LAUSD the TIIG equivalent portion of our charter block grant for our traveling students in exchange for transportation.
- He reiterated the demand for a reimbursement proposal for the \$1.2m of cost (lowered from \$1.9 presumably to account for the cost savings we previously identified) or the magnet will be relocated to Uni and traveling programs at Pali will cease.
- He did indicate that busing for the 12<sup>th</sup> grade magnet and PWT students would continue which is a very positive sign.
- At my request (in light of our need to make admissions, budget and personnel decisions), the superintendent set 4/1 as a deadline for resolving this issue with LAUSD. We would obviously have time beyond that if we elected to contract on our own with MTA or a private company or some combination of the two. The board will consider making another proposal to LAUSD and these other options next Tuesday at their meeting.
- At the same time this is occurring we are actively recruiting additional students to apply to Pali to ensure we have the enrollment levels needed to maintain our program. Specifically, in addition to advertising, we are doing outreach by calling and scheduling presentations at schools and reaching out to schools that we know may have students looking for placement ( Beverly Hills due to the elimination of permits and continuation schools being shuttered in LAUSD).
- We also concluded the first round of polling of our traveling students about their ability to continue at Pali. While the sample was incomplete (25% of PWT and 50% of magnet), 75% of that sample indicated they would return to Pali even if transportation was cut and/or their families were asked to fund transportation and the magnet were relocated.
- It's important to reiterate that our students would retain their seat at Pali and Revere traveling applicants would have preference regardless of what happens with the magnet or other traveling programs, it would just be a matter of whether or not they could get here depending on what, if any, transportation was available.
- The transportation issue at Pali was featured on CNN and KTLA today and was well covered.

**CHARTER RENEWAL:**

Our charter renewal is on track, we are emailing back and forth with LAUSD regarding their feedback on our response to their redlines of the charter. There are relatively few issues outstanding (applicability of govt code 1090 to charters, facilities use agreement language, finalizing language about transportation and admissions among them) and we should be on schedule for action at their first board meeting in April.

**BUDGET PROCESS:**

In the coming week the state of the budget presentation and an appeal for all families to contribute to help Pali address the budget crisis will be coming out. Additionally outreach to families who have already supported Pali to reach out to their contacts and broaden the network of donors is underway. There are also a myriad of other fundraising strategies being pursued. The budget process and negotiations are proceeding well. On Monday, the budget

committee mapped out a broad strategy that is a mix of increasing revenue (\$500K through fund raising and the reserve) and cost cutting proposals (cutting operations costs, textbook freeze, summer school elimination, furloughs, etc.) to balance the budget. Their work produced \$1.1 of balancing measures. We are keeping a placeholder of another \$400,000 to address unknowns including transportation and the very likely increase in health benefits costs. In negotiations all parties are working together well to find resolution to these challenges that will minimize any long term impacts of cuts. I will be sending frequent updates until these issues are resolved because there are so many moving parts and so much changing everyday.

# BOARD PRESENTATION

March 16, 2010

Marcia Haskin

## Has the school been successful in aligning its program to the mission and vision?

- Notable Achievements
  - 21 point gain on API (for 2008-2009 school year)
  - 88% passage rate on CAHSEE Math
  - 87% passage rate on CAHSEE English
  - Reduction of Below and Far Below Basic Bands (for 2008-2009)
    - English = 11% BB/FBB (- 5%)
    - Math = 23% BB/FBB (- 5%)
    - Science = 15% BB/FBB (- 2%)
  - Increase in percent proficient/advanced in Algebra I (for 2008-2009)
    - 2008 = 52% Proficient/Advanced
    - 2009 = 60% Proficient/Advanced (+ 8%)
  - Positive ratings on parent, student, and teacher satisfaction surveys
  - WASC Accreditation for grades 9 - 11

PCHS is committed to the pursuit of the following five-year State achievement goals as measured by overall, sub-group, cohort, and/or individual student results:

Outcome	How Measured	Frequency of Measurement
API—Growth of 20 points within five years	CDE calculation	Annually
Achievement Gap—5 percent reduction	CDE calculation	Annually
AYP—Increase all students' CST ELA proficiency/advanced by 5 percent	CDE calculation	Annually
AYP—Increase EL students' CST ELA proficiency/advanced by 10 percent	CDE calculation	Annually
AYP—Increase students with disabilities CST ELA proficiency/advanced by 5 percent	CDE calculation	Annually
AYP—Increase all students' CST mathematics proficiency/advanced by 10 percent	CDE calculation	Annually
AYP—Increase African American students' CST mathematics proficiency/advanced by 10 percent	CDE calculation	Annually
AYP—Increase all students' CST science proficiency/advanced by 7 percent	CDE calculation	Annually
AYP—Increase all students' CST social science proficiency/advanced by 10 percent	CDE calculation	Annually
CELDT—Increase EL Proficiency to 85 percent	CELDT Test	Annually
CAHSEE—Increase 10 <sup>th</sup> grade passing rate for African American and EL students	CAHSEE	Periodically
CST—Increase numbers of all students scoring in the proficient and advanced bands in mathematics by 8 percent	CST	Annually
Graduation Rate—increase to 97 percent	Graduation Qualification	Annually

## Academic Performance Index

		API			Met Growth Target		
# of Students	2005	2009 Growth	2008 Base	2008- 09 Growth Target	2008- 09 Growth	All Subgroups	Both Schoolwide and Subgroups
	818	797	3	21	Yes	No	No

Subgroups	Number of Students Included	Numerically Significant in Both Years	2009 Growth	2008 Base	2008-09 Growth Target	2008-09 Growth	2008-09 Growth Target	Met Subgroup Growth Target
African American (not of Hispanic origin)	369	Yes	704	684	6	20	20	Yes
Asian	171	Yes	896	865	A	31	31	Yes
Hispanic or Latino	490	Yes	762	734	5	28	28	Yes
White (not of Hispanic origin)	937	Yes	879	856	A	23	23	Yes
Socioeconomically Disadvantaged	562	Yes	762	748	5	14	14	Yes
Students with Disabilities	166	Yes	591	588	11	3	3	No

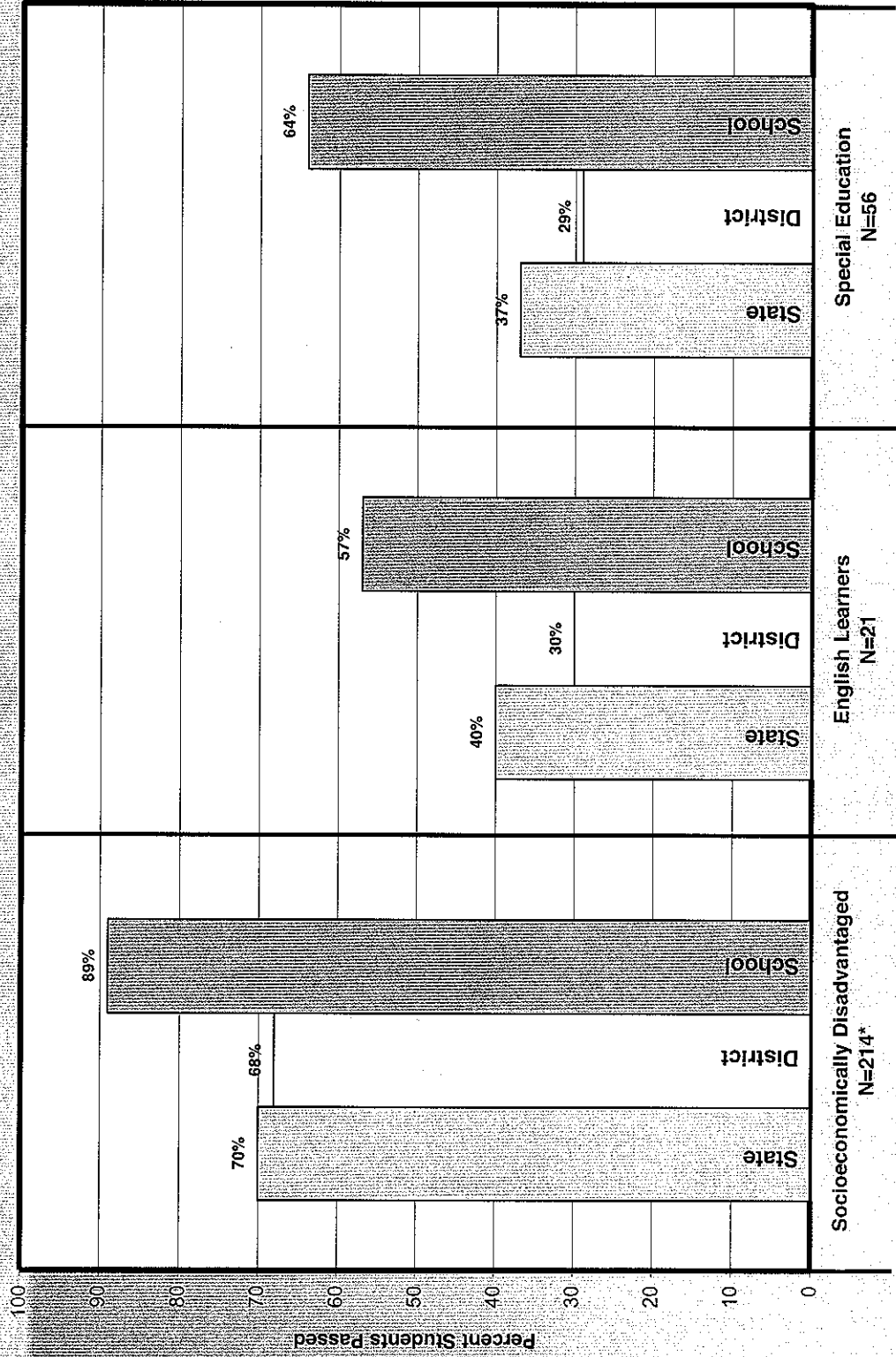
## Narrowing the Achievement Gap

	Achievement		Achievement	
	2008 API	Gap	2009 API	Gap
African-American	684		704	
Asian	865	192	896	181
Hisp/Latino	734	58	762	50
White	856	175	879	172



**Palisades Charter High**

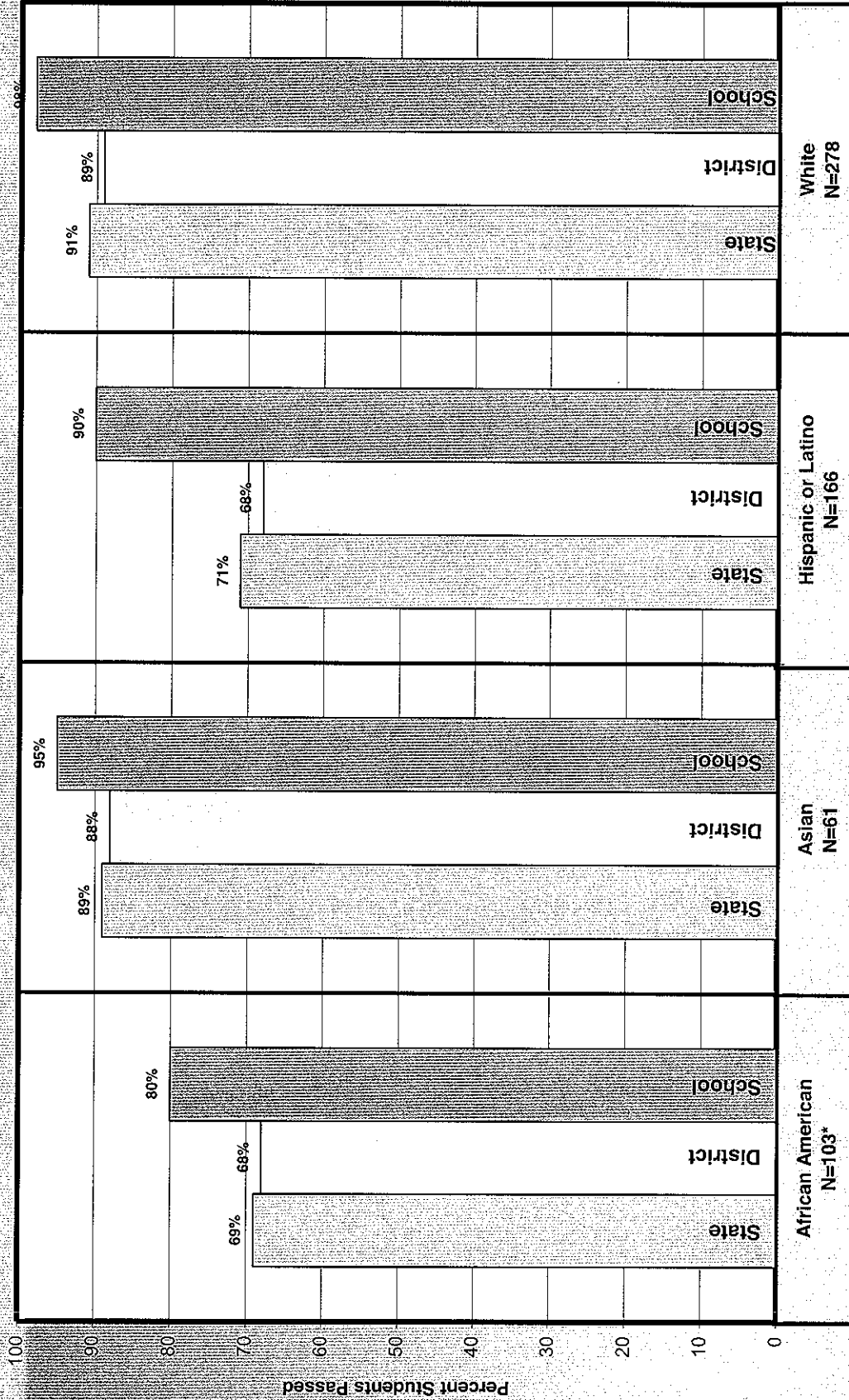
**CAHSEE - English/Language Arts  
State, District and School Comparisons  
Grade 10 Pass Rates  
Subgroups: By Special Needs  
2008-09**



\*N=Class of 2011 Number tested.

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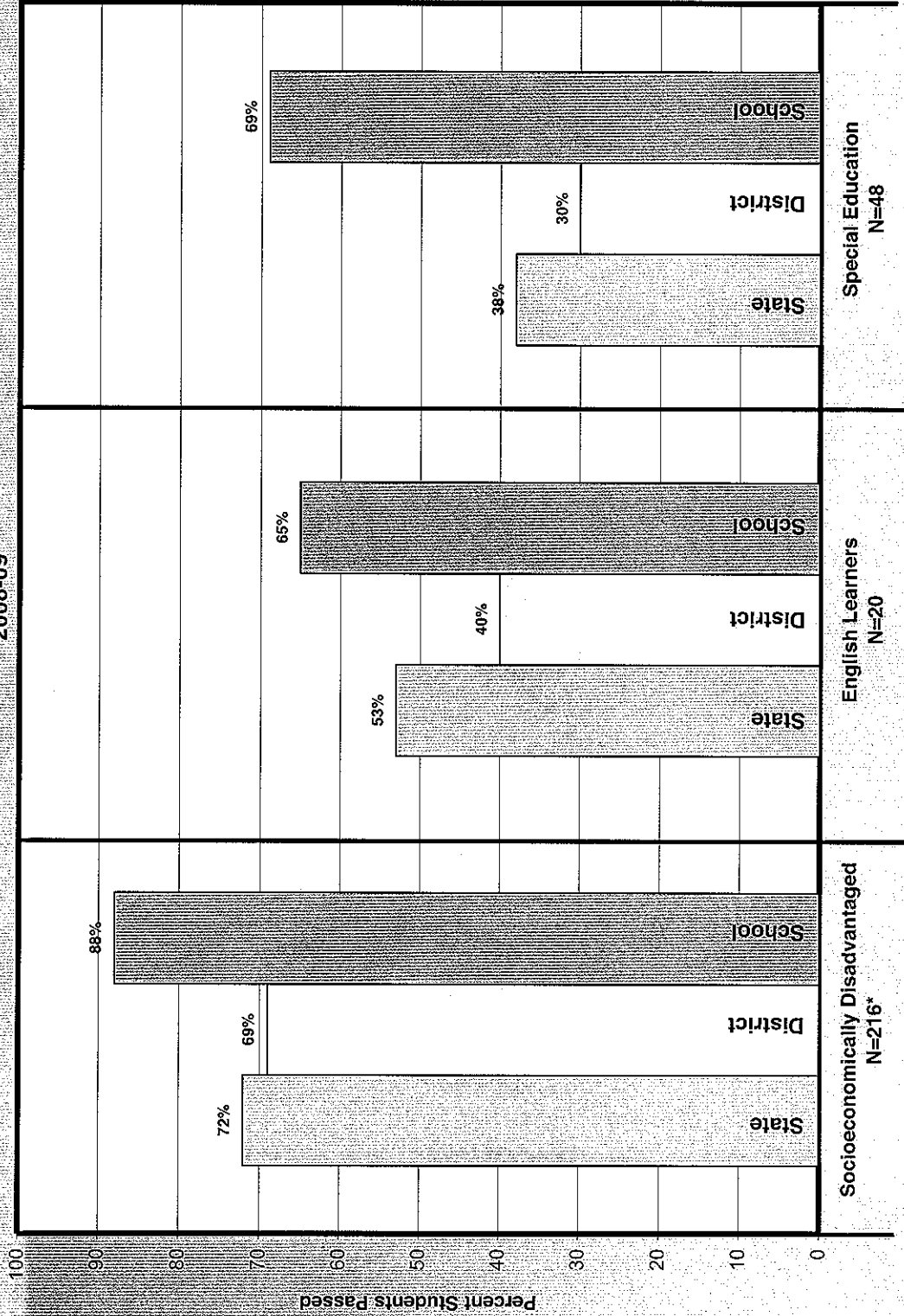
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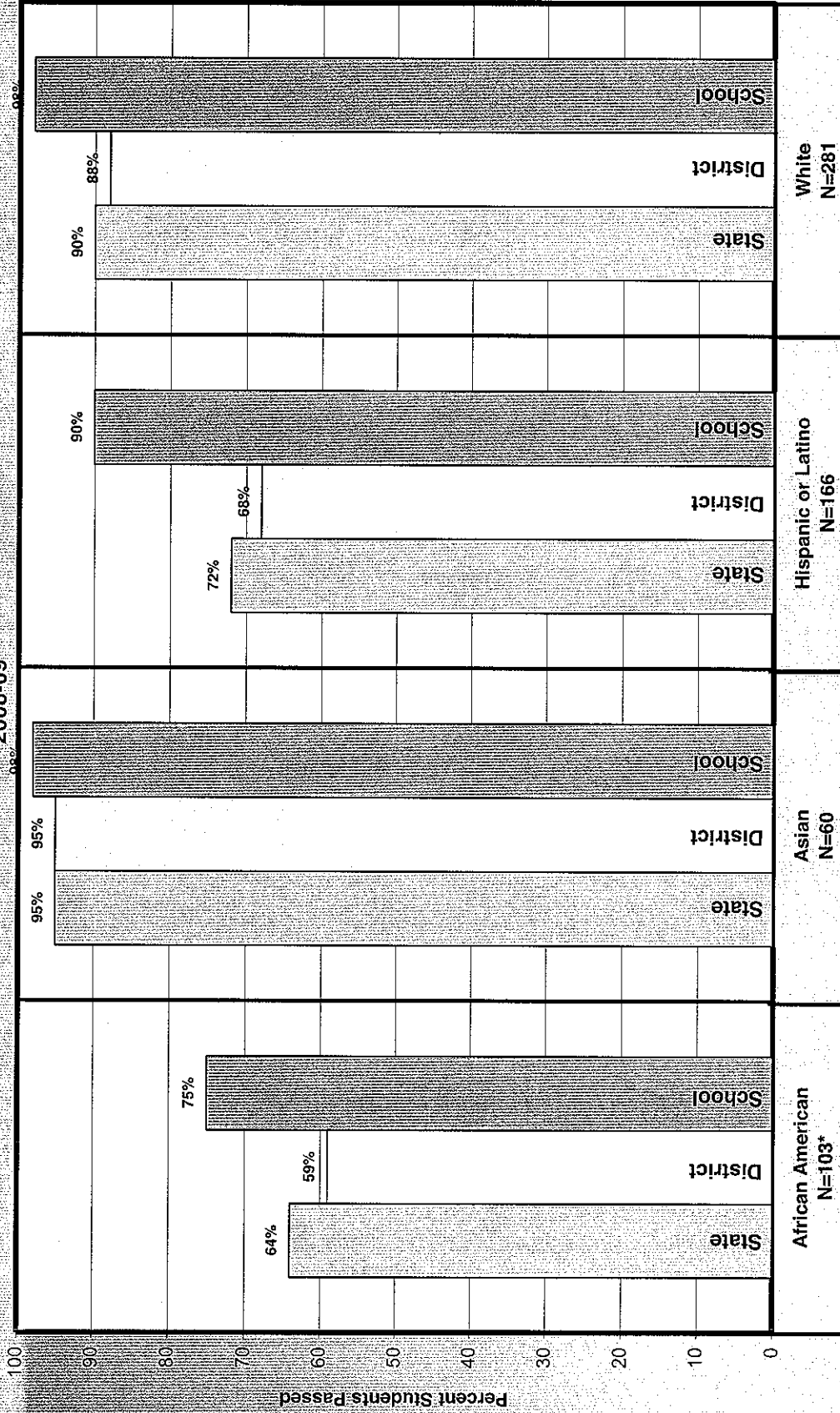
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PALISADES CHARTER HIGH SCHOOL  
Chief Business Officer's Report  
Board of Trustees Meeting  
March 11, 2010

III.C.

Financial Update

2008-2009

The PCHS IRS Form 990 Tax return for the 2008-2009 School Year is being finalized with our Auditors, New IRS regulations will require your review of this document prior to filing it by May 15, 2010. It will be presented at a future Board meeting

2009-2010

Due to the timing month end reporting of student attendance ending on March 5th projections for ADA for the 2009-2010 School Year will remain unchanged at 2,686.0, or 6.0 ADA above the current approved 2009-2010 Budget of 2,680 (Including Temescal).

The Second Interim Financial Report will be filed with the CDE by the March 15, 2010 deadline. This report will contain updated financial information and full year projections (as of the end of January 2010). This report is being presented at a special the Budget & Finance Committee on March 22, 2010.

Cafeteria Operations continue to have mixed operating results to date. See Separate Cafeteria Discussion Form for further information. The Cafeteria Manager has met with the Student Senate later this month to discuss menu items and provide free tastings on potential new items. Two alternate Food Service providers are being contacted to identify possible service alternatives (Alegre & Revolution Foods)

The Board approved \$750,000 -5 year 5.6% Loan with Rose Gilbert has been completed and the funds are being received this week. The second loan of \$750,000 has received 3 proposals this week from Wells Fargo, CalNational/US Bank & Bank of the West. The proposals include a variety of options (term/collateral source/including possible refinance of current Track/field Loan) that are under review and will be presented upon completion of this review.

Pool Fund Donations Accounting will be attached separately.

The estimated savings from the freezing of the Textbook budget to this years budget is approximately \$65,000.

A request was made for details on Other Operating Expenses, as listed on our financial statements. See attached file for this information.

The Budget & Finance Committee met this week and discussed the framework for addressing 2010-2011's **Budget Shortfall in terms of Revenue Enhancement and Expense reduction.**

PALISADES CHARTER HIGH SCHOOL  
Chief Business Officer's Report  
Board of Trustees Meeting  
March 11, 2010

Three days of negotiations were held this week with the Certificated & Classified Unions

Conflict of Interest Statements

Reminder! The State of California Form 700 Statement of Economic Interests are now available and can be completed on-line and printed out. Please complete the appropriate forms at:

<http://www.fppc.ca.gov/forms/700-09-10/Form700-09-10.pdf>

Please complete & sign the relevant forms and forward to Angie Gee or myself by April 1, 2010

TRANSPORTATION OPTIONS

**Background:** LAUSD has provided transportation to Palisades Charter High School for students participating in a myriad of traveling programs (integration, overcrowding relief, NCLB federal compliance and safety) for decades. The legislature permitted districts to phase out integration programs at conversion charters in 2007. Then in February 2009 the law changed again giving districts broad flexibility to reallocate Targeted Instructional Improvement Block Grant (TIIBG) funds from their historical purpose of integration to general fund expenditures. These two actions by the CA legislature enabled LAUSD to make their recent move to eliminate transportation to Pali. They estimated the total cost of the transportation program to Pali to be \$1.9m. We made cost savings proposals which were previously recognized to total \$1.2m – LAUSD contends now that the number is more like \$700,000. They acknowledged this proposal but indicated they wanted reimbursement. We made a proposal tied to our TIIBG replacement funding which we receive in the charter block grant and estimate to be \$20/traveling student – totaling \$20,000. LAUSD has rejected this proposal and requested \$1.2m reimbursement or the transportation will be cut for all students except the 12<sup>th</sup> grade traveling students and the magnet will be relocated to University HS. Below are a series of options we can consider.

**Considerations:** In the short term the considerations are primarily the impact to existing Pali traveling students and the need to lay off staff to prepare for this. This is highly destabilizing to both our families and our entire school community and our budget. The long term considerations need to focus on not taking on huge costs we cannot sustainably fund and that would divert significant resources from the classroom into operations. Even if we're able to bridge transportation for next year we will be in a recurring unstable situation with respect to cost of busing (money paid to LAUSD) as well as unpredictability in terms of admissions and enrollment and the associated instability in terms of overall revenue and budget.

Options:

Option	Cost	Comprehensiveness	Feasibility (1-5)	Considerations (pros and cons)
All transportation is eliminated	\$0 outlay; potential loss of \$9m of ADA	Effects approximately 500 continuing students and 325 incoming freshmen and could result in substantial layoffs	3 (in short run; 5 in long run)	+ long term this ensures Pali is not taking on an operating cost that drains instructional dollars for operations and that we can independently populate our school - 800 students in limbo/disruption to their education; lose substantial students in the short run; school instability;
Transportation from LAUSD is phased out	\$200k-\$500k	Ensures 800 continuing students maintain their transportation	3 (short term stability; phase out plan)	
Pay LAUSD for some portion of	\$200,000-\$500,000	Ensures all current traveling students continue	4 (immediately feasible; long term drain on \$)	+ short term stability; - LAUSD can

transportation				increase charge in future; drain on \$; dependence on LAUSD
Negotiate with MTA to transport students	\$100,000-200,000	Covers most traveling students except those living in outlying areas	3 (won't cover all kids)	+ relatively inexpensive - can't cover all students
Contract independently for transportation	\$600,000	Covers most traveling students except those living in outlying areas	3 (covers all kids now, not sustainable)	+ total independence from LAUSD; keep all kids - expensive drain on general fund; we would be cutting it in future not LAUSD if it became necessary
Purchase or solicit donated fleet of buses and run own transportation program	?	“”	2 (questionable on short and long term cost)	+ own it; cost predictability/control - deferred maintenance, staff, fuel, etc.



V.B.

Agenda Information Sheet for the Board Meeting (date)

Date: 16 March 2010

Topic: School Site Committee

Presenter: Paul Mittelbach

Recommendation: To approve formation of a permanent site-based stakeholder committee tasked with the responsibility of developing, monitoring, and continuously improving the School's long-term strategic educational plan. The plan would align leadership of the School with federal, State, and local mandates and the School's Charter, mission, vision, goals, and WASC action plan.

Costs: None.

Background: In December 2010, the Board asked an ad hoc committee to formulate a proposal for a long-term strategic planning committee. This request emerged from proposals to the Board in January 2007, March 2009, and October 2009.

Prior discussions and/or action: See above. The item in its previous forms was discussed by the Board in 2007 and March 2009, but no action was taken. A proposal last week by which strategic planning would be undertaken by the Board was tabled.

Alternatives: There are any number of ways to constitute a strategic planning committee, but this one has the advantage of emerging from the diverse points of view of participants in the ad hoc committee.

Pros & Cons: That the committee is neither a standing Board committee nor an ad hoc committee but, rather, a permanent site-based stakeholder committee provides flexibility for what will be a working group, especially during WASC accreditation and charter renewal periods. The minimum biannual reports to the Board and community provide accountability for all stakeholders. The combination of a core group with open membership permits both the acquisition of expertise by core members and maximum stakeholder input, and embeds collaboration and communication among all stakeholders in the strategic planning process. The major tasks of the committee—alignment of the School's leadership with government mandates and the School's foundation and self-study documents as well as monitoring the success of the plan based on analysis of

student outcomes—are not currently the purview of any PCHS committee, and are key to continually improving student achievement. A disadvantage is that such a committee is uncharted territory at PCHS; the concept, however, appears to be similar to Helix Charter High School's Restructuring Committee, which was the initial inspiration for this committee.

**Relevance to PCHS' mission:** See above.

**Stakeholder input:** The first meeting of the ad hoc committee, held on 2/10/10, consisted of Susan Frank, Amy Held, Sandra Martin, Paul Mittelbach, Carol Osborne, and Simon Santana. The second meeting, from which the consensus for this proposal emerged, was held on 3/10/10 and consisted of Vicky Francis, Amy Held, Monica Iannessa, Sharon King, Paul Mittelbach, and Simon Santana.

**Additional Information:**

**Number of accompanying materials:** 1

The responsibility of the PCHS School Site Committee will be to develop, monitor, and continuously improve the school's long-term strategic educational plan. This plan will align the leadership of the School with federal, State, and local mandates and the School's Charter, mission, vision, goals and WASC action plan.

The committee will meet monthly or more frequently as needed; inform and advise the PCHS Board and community; and report to the Board and community at least biannually on the progress made on pursuing and meeting the goals of the strategic plan, based on analysis of student outcomes. The committee will provide opportunities for the School community to comment on and continuously improve the strategic plan.

In order to foster communication and collaboration among all stakeholders and stakeholder groups, the core committee responsible for researching, drafting, and updating the strategic plan will be composed of the following:

- 1 representative from each academic department;
- 1 Trustee of the Board;
- 1 administrator/high-level manager;
- 1 member of each standing committee;
- 1 parent;
- 1 student;
- 1 UTLA representative;
- 1 member of the classified staff;
- 1 representative from the community
- 1 program coordinator.

Membership on the committee, however, will be *open to all stakeholders*, who will retain voting rights on the committee if present.

The School Site Committee is a permanent school-based stakeholder committee. It will become the de facto WASC leadership team during the accreditation process and the de facto charter renewal task force during the renewal process.

The ad hoc committee tasked by the Board to set guidelines for this committee recommends that the Board instruct each stakeholder group to choose a representative for this committee for each academic year, and that the student stakeholder group be given the means to elect or have appointed a student for each academic year.

The ad hoc committee also recommends that the committee, as of its first monthly meeting of the school year

- set norms and protocols
- engage in training on best practices for formulating and drafting a strategic plan
- choose a chair and secretary
- keep minutes and distribute them to all stakeholders, although it is a non-Brown Act committee

V.C

Agenda Information Sheet for the Board Meeting (3-9-2010)

Date: March 9, 2010

Topic: Executive Limitations-Financials

Presenter: Susan Frank

Recommendation: Discussion and approval of the John Carver Executive Limitations-Financials which were presented at the Board Training Session on 2-27-2010. A few areas require specific tailoring to PCHS.

Cost: none

Background: The PCHS Board of Directors has adopted, and begun instituting, John Carver's Governance Process Policy. Executive Limitations-Financials is an important cornerstone of proper governance, and allows the Executive Director to function freely within the confines of these limitations.

**Relevance to PCHS' mission:** John Carver's Governance Process Policy sets the framework for defining the roles and responsibilities of both the Board and the Executive Director. In setting this framework, both can work to fulfill the school's mission without conflict and misunderstandings.

Number of accompanying materials: 1

February 2010

Palisades Charter High School- Board Training

### **Executive Limitations- Financial**

The following excerpt and governance policies are either directly quoting, or substantively derived from statements made, in *The Governance of Financial Management*- John and Miriam Carver

#### Overview:

Governing financial issues with executive limitations: the Policy Governance board knows that while not all means can be justified by the ends, most can be. And some cannot be, not because they may not work but because they are imprudent (including unlawful) or unethical. The board starts its executive limitations policies by stating at the very broadest level its definition of unauthorized operational means. Below this overarching policy starting point, most financial executive limitations policies are further definitions of the word imprudent.

#### Executive Limitations (start at the most broad and then narrows)

##### Policy Title: Broadest

*Prohibit the Executive Director from allowing actions, decisions, and situations that are imprudent, unethical, or unlawful.*

##### Policy Category: Executive Limitations

##### Policy Title: Actual Financial Condition and Activities

*With respect to the actual ongoing financial condition and activities, the Executive Director shall not cause or allow the development of financial jeopardy or a material deviation of actual expenditure from board priorities established in Ends (goals) policies.*

##### Policy Title: Balanced Budget

*The Executive Director shall not expend more funds in the year to date than have been received in the year to date.*

##### Policy Title: Restricted Funds (not under the control of the Executive Director)

*The Board denies the Executive Director the right to use any long-term reserves.*

##### Policy Title: Indebtedness Restrictions

*The Executive Director will not incur debt in an amount greater than can be repaid by certain, unencumbered revenue within sixty days.*

##### Policy Title: Payables

*The Executive Director shall not settle payroll and other payables in an untimely manner and shall not allow tax payments and other government ordered payments or filings to be overdue or inaccurately filed.*

##### Policy Title: Receivables

*The Executive Director may not allow receivables to go unpursued after a reasonable grace period.*

**Policy Category: Executive Limitations**

**Policy Title: Budgeting**

*The Executive Director shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's ends (goals) priorities, risk financial jeopardy, or fail to be derived from a multiyear plan. The Board does not authorize the Executive Director to allow budgeting to risk incurring those situations or conditions described as unacceptable in board policy on financial condition and activities. The Executive Director shall not omit credible projections of revenues and expenses, separation of capital and operational items, cash flow, and the disclosure of planning assumptions.*

**Policy Title: Required Approvals Agenda**

*The Executive Director will not fail to provide evidence to the Board that all budget materials that the Board is required to approve are in compliance with applicable board policies.*

**Policy Title: Owner Input Into Budgets**

*The Executive Director will not fail to provide community inspection and consultation of budgets.*

**Policy Category: Executive Limitations**

**Policy Title: Asset Protection**

*The Executive Director shall not cause or allow corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.*

*The Executive Director is not authorized to:*

- *Allow insurance protection against theft, casualty losses, and liability losses to board members, staff, and the organization itself to be inadequate.*
- *Allow inadequately insured employees access to material amounts of funds.*
- *Unnecessarily expose the organization, the board, or the staff to claims of liability.*
- *Make any purchase for which normally prudent protection has not been given against conflict of interest, any purchase of more than \$\$\$ without having obtained comparative prices and quality, or any purchase of more than \$\$\$ without a stringent method of assuring the balance between long-term quality and cost, and orders shall not be split to avoid these criteria.*
- *Allow intellectual property, information, and files to be at risk of loss or significant damage.*
- *Receive, process, or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.*
- *Compromise the independence of the board's audit or other external monitoring or advice such as by engaging for management purposes parties already chosen by the board as consultants or advisers.*
- *Invest or hold operating capital in insecure instruments including uninsured checking accounts, bonds of less than ??? rating, or in non-interest-bearing accounts.*
- *Endanger the organization's public image, credibility, or ability to accomplish ends (goals).*
- *Change the organization's name or substantially alter its identity in the community.*
- *Create or purchase any subsidiary organization unless more than ??? percent is owned by this organization, no staff member has an ownership interest, initial capitalization by this organization is less than \$\$\$, and there is no reasonable chance of resultant damage to the reputation of this organization.*

**Policy Category: Executive Limitations**

Policy Title: Investments

*The Executive Director will not cause or allow investment strategies or decisions that pursue a high rate of return at the expense of safety and liquidity.*

Or:

*The Executive Director will not cause or allow an investment strategy to deviate from a risk-averse orientation that emphasizes current income at the expense of total return.*

*The Executive Director shall not allow:*

- *Purchases of foreign investments where principal and interest are paid in other than U.S. dollars.*
- *Purchases of fixed-income instruments that are not readily marketable.*
- *Expenditures of more than \$\$\$ on the securities of any one corporate issuer.*
- *An undiversified portfolio or diversification that deviates from an asset allocation heavily dominated by fixed income securities.*
- *Purchases of short-term investments that are not rated at least P-1 by Moody's or Standard and Poor's.*
- *The use of brokerage houses not licensed by the National Association of Securities Dealers.*

Agenda Information Sheet for the Board Meeting (03/16/10)

Date: March 11,2010

Topic: Sodexo Financial/Operational Update

Presenter: Greg Wood

Recommendation: Information Discussion Update

Costs:

Background:

Prior discussions and/or action:

Alternatives:

Pros & Cons:

**Relevance to PCHS' mission:**

Stakeholder input:

Additional Information: See Sodexo Information Sheet for an elaboration of services provided and projects under review for Financial Savings. Also see updated Financial Report projections with Student and Staff Cafeteria separated

Number of accompanying materials: 2



**Palisades Charter High School  
Cafeteria Projected Financial Operations-By Type  
2009-2010**

	<u>Projected</u>	<u>By Category</u>	
	<u>Total</u>	<u>Staff</u>	<u>Student</u>
<b>Cafeteria Sales</b>	\$ 180,718	\$ 43,550	\$ 137,167
<b>Catering Revenue</b>	\$ 9,500		9,500
<b>State Reimbursements</b>	\$ 30,258		30,258
<b>Federal Reimbursements</b>	\$ 318,699		318,699
<b>Total Revenue</b>	<u>\$ 539,174</u>	<u>\$ 43,550</u>	<u>\$ 495,624</u>
<b>Salaries</b> <b>(10 Benefited FTE's/1 Part Time)</b>	\$ 242,767		
<b>Benefits</b>	143,304		
<b>Total Salary &amp; Benefits</b>	<u>\$ 386,071</u>	<u>\$ 57,200</u>	<u>\$ 328,871</u>
<b>Consulting Fees-Paid Sodexo</b>	\$ 113,616	\$ 5,707	\$ 107,909
<b>Food Costs--Paid To Sodexo</b>	<u>208,572</u>	<u>10,477</u>	<u>198,094</u>
<b>Total Costs</b>	<u>\$ 708,259</u>	<u>\$ 73,384</u>	<u>\$ 634,875</u>
<b>Projected Short Fall</b>	<u>\$ (169,084)</u>	<u>\$ (29,834)</u>	<u>\$ (139,251)</u>

PALISADES CHARTER HIGH SCHOOL  
CAFETERIA SERVICES  
SODEXO

Purchasing:

- Competitive bids with local vendors done for client includes Sodexo's buying power for all of North America in dealing directly with manufacturers and suppliers –
  - Typically resulting in an average savings of 10% to 12%, with a range being 7% - 24%.
  - For this fiscal year – using the lower, 10% savings, the savings is \$27,500 for 09/10
  - The unseen savings is in the man power and time it takes to negotiate with vendors on a weekly, monthly and annual basis. Estimated time savings @ 6 hours per week for 36 weeks or 216 hours a school year or 10.3% of a FTE (full-time equivalent, or a person employed 40hrs/week)
- Accounts Payable functions of
  - Receiving all products and verifying invoices.
  - Weekly processing of invoices into a unit transmittal.
  - Payment of all monthly invoices to all vendors – while Palisades only has to write one check per month. Estimated time savings of 3 hours per week for 36 weeks or 108 hours a school year or 5.3% of a full-time equivalent.
- Commodity - advanced dispersion, decision in product ordering, receiving and storage up to seven times a year. Typically working up to two years out for advanced diversion of over 75 products.
- Daily, weekly or monthly/periodic ordering of all products – food and non-food.

Menu Development and Nutrient Analysis:

- Expertise in regulations set by the CDE (California Department of Education) and USDA (United States Department of Agriculture) and preparation for CRE audit by the state.
- Ensuring a compliant program is in operation
- Annual development and quarterly revision of breakfast and lunch menus.
- Development and revision of monthly production sheets.
- Annual and quarterly completion of nutrient analysis to meet or exceed standards set by state and federal guidelines.
- Annual and ongoing pricing of menu to ensure cost guidelines are being met.
- Staff/Faculty Cafeteria menu development process with the café leads input.

Marketing:

- Expertise in the current and future trends in Wellness legislation that affect all NSLP (National School Lunch Program); especially those that if not followed could have a punitive effect on the school.
- Quarterly marketing promotions with monthly specials and recipes being implemented.

Financial:

- Annual budget development
- Daily sales and deposit reconciliation
- Weekly sales reports

- Monthly reports for CNIPS(State Nutrition System)
- Financial reconciliation
- Quarterly budget revisions
- Monthly inventories

#### Outreach & Ongoing Projects:

- Training of staff in food & physical safety, regulations
- Start-up of a Student Advisory Committee composed of volunteers from the Student Leadership – meeting monthly or as requested or needed; working with Celeste Fraley's assistance
- Working with student groups on projects such as:
  - Composting of vegetable waste
  - Assistance in fund raising projects to assist with equipment, materials and training on food and physical safety issues.
  - Assisting sports teams with various product required – at the very least access to our ice machine when theirs is not functioning
- Assistance with the PTSA in their various caterings
- Donations twice a year (Christmas and summer if needed) to local food bank or shelter, of perishables that cannot be utilized before school ends and will not last until it resumes.

#### Projects under Review to Increase Revenue or Reduce Costs:

- Actively working within the guidelines of the state and USDA to find replacement ala carte items that will allow student to spend their discretionary money
  - With the addition of these new items we will have increased our revenue by approximately \$2,500 for the remainder of the school year or annualized to \$13,100 for the entire year
- Ensuring that all labor required is being effectively used to maximize the points of sale
  - In doing this we have increased our revenue by approximately \$100/day on average with some days up to \$275.
- Development of staffing needs with an eye to either better spending the labor dollars or eliminating the need for excess services
  - Faculty & Staff Cafeteria – year to date there is a projected loss of \$26,526 in operation the cafeteria (see full year projection attached);
  - This could be reduced to \$13,359 if one of the people went from 7.0 hours to 3.0 hours.
- If the current staff were replaced by one entirely made up of Sodexo employees a minimum of \$120,000, up to \$160,000 could be saved, depending on staffing patterns, points of sale and cafeteria – even with the maximized amount the cafeteria could remain open
- I would also suggest that there be a Sodexo guarantee of all food, supply and labor costs per meal if this option is requested.

**Palisades Charter High School**  
**Other Operating Expenses**  
**2009-2010 School Year**

<b>Personnel Services (Including mileage)</b>	<b>\$ 329</b>
<b>Travel/Conference</b>	<b>\$ 33,750</b>
<b>Due/Memberships</b>	<b>\$ 47,000</b>
<b>Insurance</b>	<b>\$ 161,677</b>
<b>Operation and Housekeeping Services (Including Utilities)</b>	<b>\$ 300,000</b>
<b>Rentals/Leases/Repairs&amp;Noncapitalized Improvements</b>	<b>\$ 190,000</b>
<b>Consulting Services-LAUDS (Custodial \$600k,SpEd Services \$590k,School Police \$100k, SpEd Transiition Specialist \$58k,Operations Support-Misc \$230k)</b>	<b>\$ 1,577,587</b>
<b>Professional Consulting Services&amp; Operating Exp (See attached for detail)</b>	<b>\$ 423,944</b>
<b>Communications(Postage/Telephone)</b>	<b>\$ 72,000</b>
<b>Other Expensditures (Bank Fees/Licenses/Permits/Fingerprinting/Other)</b>	<b>\$ 29,181</b>
<b>Services &amp; Other Operating Exp-Total</b>	<b><u>\$ 2,835,469</u></b>

**PCHS  
PROFESSIONAL SERVICES  
2009-2010 BUDGET DETAIL**

2008-2009 Vendor	Budget for 2009-2010	Notes
BLUE-NITE FORENSICS Total	45,000	Security Track/Field- to be Done in House
ELIZABETH LESAN Total	5,540	Financial Aid Coordinator
HESS AND ASSOCIATES, INC. Total	1,659	STRS/PERS Reporting
IRVINE PRODUCTS, LLC. Total	2,000	Lottery for School
MICROS & BUSINESS SOLUTIONS Total	1,650	Payroll Reports to State-Taxes
NEW MEDIA LEARNING Total	1,595	On-line HR Compliance
SODEXO, INC & AFFILIATES Total	125,000	Food Service Consulting(Incl. Mgr Salary@ \$66K & Mgt Fees)
SOLOMON/GOLDSMITH Total	25,000	Fundraising Consulting
THE VILLAGE NATION Total	7,500	
<b>Grand Total</b>	<b>214,944</b>	
<b>Axiom (SARC creation)</b>	<b>600</b>	
<b>Total Budget-General Consulting</b>	<b>215,544</b>	
<b>Total Budget-Special Ed Consulting</b>	<b>63,000</b>	
<b>Total Budget-Instructional Consulting</b>	<b>25,000</b>	
<b>Total Consulting</b>	<b>303,544</b>	
Legal & Accounting	113,900	Lower Expenses Due to No negotiations/Right of Return/Chartr Renwal Work
Personnel Advertising	6,500	
<b>Professional Services</b>	<b>423,944</b>	