

Los Altos School District  
**Citizens Advisory Committee for Finance**  
Meeting Notes – March 27, 2024

Attendees

**Committee Members, present:** Gary Hedden, Robin Abrams, Kellie Riccoboni, Laura Teksler, Stella Kam, Fred Gallagher, Curtis Cole, Jon Michaelson(chair),

**Absent:** Peipei Yu, Lori Sevcik

**Staff:** Erik Walukiewicz

**Guests:** None

1. **Call to Order:** Jon called the meeting to order at 7:05 p.m.
2. **Public Comment:** There were no members of the public present.
3. **Approval of Minutes:** Minutes of February 27<sup>th</sup> approved.
4. **District and Financial Update:** Erik briefly shared the 2<sup>nd</sup> interim report. Lots of planning on continued efforts to “right size our staffing” Next year is looking better for reductions. Fred asked about the SACS forms and the projected reductions are included in the MYP for the unrestricted and restricted side of the general fund.
5. **Ad Hoc Subcommittees:**
  - 5.1. Operations: Jon discussed getting ready for the end of the year report to the Board on June 3<sup>rd</sup> meeting. He shared the outline for the year end report. CACF is finishing up the slide deck on the “ABC’s of School Finance” How much of General Fund Dollars are being spent on Plant Services? Approximately 10%. We have been over contributing to our Routine Restricted Maintenance Account (RRMA). We are required to contribute 3% per year in order to qualify for any future state facility funding. Looking at improving our bidding and best practices is needed.
  - 5.2. Enrollment: Will discuss enrollment including TK expansion at the next CACF meeting. Can we get data on the number of kids that start in TK that move into K, then K to 1<sup>st</sup> grade.

Communications: Parcel Tax Report Card is being sent to the Graphic Designer Kathleen. CACF Road Show will be done this spring to the PTA’s. Making sure all Bios are submitted so we can post on the web site.

Membership: Lot of work on recruiting new members and having a succession plan for replacing members. Discussion on seeing if we can get a LAEF and/or BCS, Mountain View Resident for membership. Difficult to recruit new members. Draft application packet being worked on.

Other/Capital: Master Planning under way and moving forward to analyze all of the facility needs. We hope to share a detailed plan by June to the Board. Polling underway to get feedback on a potential funding source for modernization projects. No decision has been made on the 10<sup>th</sup> site. The RFP’s for the 10<sup>th</sup> Site Design Build Entities are due in April and we hope to approve a contract on the May 6<sup>th</sup> Board Meeting. Questions on our capacity and maximizing our current sites as part of the Master Planning process.

Jon seeking someone to cover the Budget Review Committee for this year. He will cover next meetings if needed.
6. **Other Business: Adjournment:** Jon adjourned the meeting at 8:22pm.

**2023–24 Meeting Schedule:**

Aug 23	Sept 27	Oct 25	Dec 13	Jan 10	Feb 28	Mar 27	Apr 24	May 22
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