

Los Altos School District
Citizens Advisory Committee for Finance
Meeting Notes – September 27, 2023

Attendees

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

Absent: Jill Williams

Staff: Erik Walukiewicz

Guests: None

1. **Call to Order:** John called the meeting to order at 7:03 p.m.
2. **Public Comment:** There were no members of the public present.
3. **Approval of Minutes:** Minutes of August 23, 2023 approved with change to the word operations instead of Revenue and Expenses sub-committee name.
4. **District and Financial Update:** Erik updated CACF on unaudited actuals. The 2022/23 Books are closed and is showing an increase in the Fund Balance by using the one-time money, increase of local revenue which included additional interest, moving expenses to restricted funds, using remaining Covid Funds and using a savings of from not filling vacant positions. We met our targeted reductions on 2.8m for 23/24 mostly from a reduction of 18 FTE's. We are still projecting a budget deficit for 23/24, will receive some one time money that was not budgeted since the state was unclear on the claw back of these funds. Prop 28 has not been budgeted since it is not clear when we will receive the funds and the audit guidelines will not be out until spring. The District is being cautiously optimistic. We will have a property tax update in November and will update at first interim in December 4th.
5. **Ad Hoc Subcommittees:**
 - 5.1. Revenues: Committee met to prepare and get ready for the December meeting and look at planning for the mid year report
 - 5.2. Enrollment: The Committee is recommending to wait to do an enrollment study every other year. Planning for the December meeting and mid year report.
 - 5.3. Operations/Personnel: CACF review and made suggestions for slides for the October 2nd Board Meeting. Lots of great feedback on the slides and what to highlight. CACF would like to see if we can get back to a balanced budget in 23/24 and beyond and is looking at finding ways to increase revenue with the parcel tax and find efficiencies with staffing and operations.
 - 5.4. Communications: Discussion making sure we place CACF report card on the website with the roster and all of the CACF reports.
 - 5.5. Membership: Committee met to discuss potential new members and also how to make sure new members are on-boarded.
 - 5.6. Other/Capital: Erik updated that the District has issued a RFQ/P for Facility Master Planning. Interviews will be on Monday October 2nd and hope to have someone approved in mid-October.
6. **Other Business:**
7. **Adjournment:** Jon adjourned the meeting at 8:23 pm.

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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