

Leonardo da Vinci Health Sciences Charter School  
 Audit & Budget  
 Joint Committee Meeting  
**August 21, 2024 - 1:00 pm**  
 Meeting Location: **Rm 804**  
 229 East Naples, Room 804, Chula Vista, CA 91911

**Agenda / Minutes**

**Role Call:**

Members:	Present	Absent
Callahan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DeVera	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hamilton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loya	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Malicdan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Others Present:</b>		
Cox	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**I. Call to Order:** Meeting called to order at 1:01 pm

**II. Approval of Agenda** (Action)

Motion: Malicdan	Second: Callahan	Vote: UN
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**III. [Approval of Minutes:](#)** (Action)

Motion: Malicdan	Second: Callahan	Vote: UN
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**IV. Public/Oral Communication:**

23-24 Annual Audit complete

**V. Information/Action:**

- 1) Annual Audit Report Out
  - a) Issue with Independent Study student signatures last year
  - b) Requires students to sign BOTH front part and back parts
  
- 2) Monthly Budget Review
  - a) Discuss current budget status; any budget cuts, changes
    - i) Working on unaudited actuals. We had approved

overspending on 1 on 1s from the Board.

- 1) Seems to be a worthwhile spend according to classroom teachers to manage behaviors, and for teacher retention to prevent burnout.
  - b) Addressing the deficit **-\$163,684** with 275 students
    - i) Already hired 1 on 1s directly
  - c) What else can we cut?
    - i) Reviewed current budget projections
      - 1) A/B wants to see itemized list of what is included in certain budget categories:
        - (a) Student materials ( )
        - (b) Other supplies ( )
        - (c) All other supplies (4399)
        - (d) Housekeeping (5531)
        - (e) Other student instruction services (5849)
        - (f) Other consultants and services (5859)
        - (g) All other expenses (5899)
    - ii) Wednesday Art Rotations? ~\$10,000 per year
      - 1) Now we have VAPA during the day with Mr. Ferguson, which fills this need.
      - iii) **Figure out more ways to incentivize attendance**
        - 1) **Use EverDriven if needed**
- 3) Creating an **Audit & Budget Q & A** sheet
    - A & B can work on this project together
      - Could be helpful for staff who will be on A/B in future years
    - Goals to have for this year?
      - Solicit answers from staff about specifics about what they might want to know about the budget and go from there.
        - Will create a Google Form to teachers/staff
          - Danielle will create GoogleForm for review next meeting
        - Teachers want to know timelines (i.e when to write grants, when to submit for field trips, how much money is available?)
  - 4) Stipends for after/before school activities?
    - a) Concerns are that the take home pay is very low for the hourly Stipends
    - b) Wants A/B to consider discussing these stipends to incentivize teachers taking on/starting clubs.
      - i) With our current deficit, it is hard to increase these stipends at present.
      - ii) Clubs fundraising for stipends? All fundraisers must be board approved
      - iii) Look into grants for clubs.
        - 1) Ms. Lorelee's daughter can assist in grant writing

- 5) **~\$33,411.00** Budgeted in LCAP to replace & add materials, furniture, supplies to enhance environment for optimal learning (calming corners, Hands On Materials, Manipulatives, Purchasing Classroom Supplies, Classroom Books, and other accommodations for ELs, SPED, Socio-economically disadvantaged)

**In addition to** → [Math Manipulatives](#)

- a) Last C & A - schoolwide survey sent out
- b) 7 teachers replied
- c) Passed on to A & B
  - i) Create a manipulative inventory to share
  - ii) \$100 additional for math manipulatives each year

**Does this still make sense knowing what we know about the deficit?**

**VI. Tabled Items**

Please see and monitor Audit and Budget agenda [PARKING LOT](#).

**VII. Committee Announcements:**

**VII. Adjournment:**

Motion adjourned at 1:59 pm

Motion: Hamilton	Second: Malicdan	Vote: UN
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