



BUDGET/FINANCE COMMITTEE  
Minutes of the Regular Meeting  
of  
October 17, 2005



**In Attendance:**

**Voting Members:** Mark Snyder (Co-Chairperson), Robert King (Co-Chairperson), Jim Bailey (alternate), Sandra Duarte, Richard Held, Karyn Newbill, Simon Santana, Eileen Savage, Richard Simon (Secretary), James Suhr

**Non-voting Members:** Linda Ello, Gloria Martinez (Principal), Greg Wood (Chief Business Officer)

**Visitors:**

Stephanie Chew, Ellen Neiman, Dan Warren

**Welcome/Introduction**

Mark Snyder called the meeting to order. Minutes from the regular meeting of September 19 were approved with the following correction: under “Monthly Reporting of Budget Information,” “revenues are not received monthly....” was amended to “revenues are received monthly in unequal amounts....”

**Old Business**

*Budget Report:* Greg Wood reported as follows:

- ❑ School received confirmation of return of \$163,763.16 in LAUSD charges. Challenges to other charges are still pending.
- ❑ Balance sheet—proposal for a monthly reporting format; sample as of September 30, 2005. Discussion:
  - Profit & loss type report can be deceptive. Need comparisons to annualized budgets.
  - The need for transparency necessitates that a monthly report be published.
  - ➔ Action: Motion for G. Wood, E. Savage & M. Snyder to revise report format was approved.

*Booster Club:* Richard Held reported Booster Club allocations as follows:

- ❑ Fund raising is proceeding, although behind pace of previous years.
- ❑ Allocations:
  - \$4500 for marching band plus \$900 for faculty stipend
  - \$1000 for “Help the Grass Grow”
  - \$238 for the tennis team
  - \$1500 for the PTSA
- ❑ AYSO donation of \$30,000 added to previous donations earmarked for baseball field lights. Total held in school accounts now exceeds \$200,000.

*Human Resources:* Linda Ello reported as follows:

- ❑ Human Resources committee requests funding for a school programs coordinator. This position would be for 11 months at \$25 per hour. Proposal is to add duties & raise wages of the community service coordinator position. Discussion:
  - Previously, these duties were performed using teacher auxiliaries; this position will save approximately \$12,000 compared to the 2004-2005 school year.
  - Position is for 2005-2006 school year & is subject to evaluation before approval for subsequent school years.
  - ➔ Action: approved.

*GATE & Magnet program IMA:*

- ❑ GATE funds are no longer earmarked by LAUSD—they are folded into block grants & budget/expenditures are at the school’s discretion. Discussion:
  - Suggestion for an application process to access funds.
  - Desire for specificity in requests should be balanced with the need for flexibility & expediency.
  - Should have the “check & balance” of a review process by a GATE coordinator and/or steering committee.
  - ➔ Action: Approved motion to recommend formation of a group to steer GATE funds.

- ❑ Magnet Program: tabled pending further information.

*Capital Expenditures:* Role of Budget/Finance committee in budgeting & oversight—tabled.

*Mileage Reimbursement:* Annual limit per employee—tabled.

## **New Business**

*Non-routine requests:*

- ❑ Photocopy reimbursement. Discussion:
  - Numerous copier breakdowns have necessitated commercial (off-campus) copies at teachers' expense.
  - Amount of reimbursements should be limited & only paid when copiers are down.
  - Who will sign off?
  - ➔ Action: Motion was approved to establish a fund to reimburse up to \$25 per teacher per year, with requests verified by Mark Snyder; subsequent requests are to be considered as non-routine & will require justification and approval of Budget/Finance Committee.
- ❑ Health Office equipment & supplies: Ellen Neiman requested funds for a defibrillator (\$2033) & sundry Health Office supplies.
  - ➔ Action: approved motion to establish a Health Office budget of \$5000.
- ❑ Social Studies department. Stephanie Chew (for Tami Christopher) presented a \$1516 request for textbooks for an African-American studies program.
  - ➔ Action: Motion was approved to fund request up to \$2000, to be shared with Booster Club.
- ❑ Locker purchase: tabled

## **Date, Time, and Location of Next Meeting:**

The next regular meeting was set for Monday, November 21, at 3:15 p.m. in the school library.