



BUDGET/FINANCE COMMITTEE
Minutes of the Regular Meeting
of
November 21, 2005



In Attendance:

Voting Members: Mark Snyder (Co-Chairperson), Sandra Duarte, Richard Held, Rachel Lerner, 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:

Sarah Crompton, Mary Moran

Welcome/Introduction

Mark Snyder called the meeting to order. Minutes from the regular meeting of October 17 were approved.

Old Business

Budget Report: Greg Wood reported as follows:

- Preliminary information from independent audit indicates a clean report with no financial discrepancies.
- School is currently operating within budgetary constraints & will carry forward a reserve of \$2.378 million.
- Leases for new copiers have been signed & copiers installed.
- Improved communication with LAUSD is facilitating a more thorough review of charges.
- Working with LAUSD on new lights for baseball field—\$200,000 in AYSO & Booster Club funds earmarked for lights still held in school account.
- Monthly report—
 - Approximately 3/4 of budgeted IMA has been spent
 - Approximately 1/2 of textbook funds have been spent, with the rest already encumbered

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

- Fund raising resulted in approximately \$80,000 (collected or pledged).
- Requests:
 - African American Studies program
 - Potter's wheels for ceramics class (approximately \$800 each)
 - Hardware & software for journalism class for the school newspaper
 - Renovations to B-101 (requires coordination with LAUSD)

Human Resources: Linda Ello reported as follows:

- Human Resources committee requests funding for a fulltime technology aide. This position would be for 10 months (C basis) at \$15 per hour. Benefit costs bring approximate cost to between \$33,000 & \$38,000. Discussion:
 - Position is included in school's state-approved technology plan; included in duties is training & supervision of student workers.
 - Possibility of offering 2 part-time people, (college students?) to save up to \$12,000 in benefits & taxes.
 - ➔ Action: approved sending recommendation to Board of Directors.
- Budget/Finance committee requests some clarification in the terms of employment for the school programs coordinator, particularly that the wages of the person in that position will return to previous level if the position is not approved for subsequent years or if the duties are not performed.

Monthly Budget Report: Mark Snyder reported as follows:

- Mark Snyder, Eileen Savage & Greg Wood developed a report format (see attached). Discussion:

- Monthly “snapshots” do not give an accurate picture of school finances as revenues & expenditures may not be consistent from month to month.
- Note at bottom of report should be more detailed.
- ➔ Action: Approved motion to expand note & use this form to report monthly on the school website & bulletin boards.

ASB: Tabled until next month’s meeting.

WASC Survey: Mark Snyder reported as follows:

- Respondents to internal survey indicated a perception of a lack of transparency & openness in Budget & Finance committee proceedings & decisions. Discussion:
 - Monthly report may ameliorate concerns.
 - May need to produce a periodic newsletter-type summary of Budget & Finance committee actions.

New Business

Non-routine requests:

- Science:
 - \$1902.86 encumbered before end of 2004-2005 school year was charged to 2005-2006 IMA. Science department requests return of funds. Discussion:
 - Departments should be encouraged to meet deadlines, but students should not be made to suffer.
 - ➔ Action: Approved restoration of funds.
 - 9th grade IMA: Science department inadvertently neglected to include ongoing expense of consumable supplies in IMA request. Discussion:
 - Why are departments not able to understand procedure? Is this an anomaly? Do department chairpersons need an informational meeting?
 - ➔ Action: approved motion to provide \$5000 to science dept. for 9th grade science program.
- Assessment & Accountability: Mary Moran presented a request for Scantron forms to be used with Mastery Manager program. Discussion:
 - Mastery Manager, a hardware/software test analysis program, was approved after 2005-2006 budgeting process.
 - ➔ Action: Motion was approved to fund request up to \$2500.
- Parenting/Child Development: tabled.
- Special Education: Gloria Martinez (for Mary Bush) requested purchase of 3 Dell computers for special Education teachers. Discussion:
 - A computer for exclusive teacher use was purchased for each classroom; what rooms have no computer or do we need more than one in rooms that are shared?
 - ➔ MSA: If current resources cannot be identified to fulfill this request by December 1, the school & the Booster Club will participate equally on the cost of 3 Dell computers with appropriate specifications, not to exceed \$5500 in total.

Principal’s Fund: Gloria Martinez reported expenditure of \$2000 from the Principal’s discretionary fund for additional books for the Reading Program.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, December 12, at 3:15 p.m. in the school library.