



BUDGET/FINANCE COMMITTEE  
Minutes of the Special Meeting  
of  
May 9, 2005



**In Attendance:**

**Voting Members:** Mark Snyder (Co-Chairperson), Robert King (Co-Chairperson), James Bailey, Susan Curren, Sandra Duarte, Richard Held, Rachel Lerner, Karyn Newbill, Simon Santana, Richard Simon (Secretary), James Suhr

**Non-voting Members:** Gloria Martinez (Principal), Eleanor Rozell, Jack Sutton (Executive Director), Greg Wood (Chief Business Officer)

**Welcome/Introduction**

Mark Snyder called the meeting to order & outlined the meeting's purpose: to develop a budget proposal for recommendation to the Board of Directors, with the expectation of further direction from the Board & fine tuning by the Committee. As a foundation for the meeting's deliberations, Greg Wood distributed a budget estimate for 2005-2006 that was submitted to the LAUSD as required for renewal of the PCHS charter. Discussion:

- ❑ Board of Directors priority is to fund items that will have the greatest impact on improving student achievement.
- ❑ Budget development should, to the greatest extent, be a "bottoms-up" process rather than "top-down."
- ❑ Technology—Committee should consider department technology requests, other than extraordinary requests, separately, as part of the overall technology plan.
- ❑ Instructional Materials Account (IMA) carryover—although departments have the expectation that unspent IMA funds will carry over to succeeding years, Greg Wood suggested that would be impractical for budgeting & managing accounts. Under current budget system, funds for reasonable expenses are available to departments upon request. For 2005-2006, Technical education department may access documented unspent funds from 2003-2004 & 2004-2005.
- ❑ Suggest using the budget estimate as a foundation, & look for variance between estimate & department IMA & textbook requests. Consensus was to proceed using this method.

**Department IMA**

*English:* No variance—request of \$4,000 approved.

*Math:* Requests increase of \$11,240—suggest recategorizing as follows:

- Software as part of textbook category
- Calculator technology as other category
- Field trips TBD (as part of supplemental education budget managed by AP Moran)

Approved \$6,240

*Science:* Small variance: increase of \$800—request of \$7,000 approved.

*Foreign Language:* No variance—request of \$2,000 approved.

*Health:* Requests increase of \$350—\$1,050 approved

*TUPE:* Large variance—from \$500 to \$6,500. It was noted that TUPE is entirely reimbursed by federal government up to the amount requested. Request of \$6,500 approved.

*Social Studies:* Small increase of \$400—request of \$4,000 approved.

*Technical Education/ROP:* Requests increase of \$2,388, justified by additional course offering & large amount of consumables in this department—\$7,583 approved.

*Visual & Performing Arts:* Requests increase of \$6,500—approved request of \$22,500.

*Physical Education:* Increase of \$1,400—approved request of \$3,800.

*ESL:* No budget last year—approved request of \$400.

*Counseling*: No variance—approved request of \$4,500.

*Attendance Office*: Requests increase of \$6,000. It was noted that this budget funds numerous items, including student handbooks & planners. Approved request of \$22,500.

*SIS*: Requests increase of \$5,000, from \$10,000 to \$15,000, for unspecified costs related to adoption of Powerschool or ISIS. Committee requests more information. No action at this time.

*Special Education*: Requests increase of \$750—approved request of \$9,750.

*Study Center*: Requests increase of \$1,285—approved request of \$3,285.

*GATE*: Committee needs more information—will work with administration & program coordinator to develop a rational, itemized proposal based on reformulation of GATE program. It was noted that GATE funds are approximately \$65 per identified pupil & PCHS has approximately 680 GATE students. On an interim basis, the Committee recommends \$58,000 as a “placeholder” for the GATE IMA.

*MESA*: No variance—approved request of \$6,000.

*AVID*: Reduction if \$1,000—approved request of \$1,500.

*Technology*: No request.

*Financial Department*: No request.

*Library*: No budget last year—approved request of \$3,675.

*Assistant Principals*: No variance—approved request of \$5,000.

*College Center*: Requests increase of \$1,800—approved request of \$5,800.

*Textbook Room*: TBD

*Main Office*: Requests increase of \$1,200—approved request of \$17,200.

*Purchasing*: TBD

*Small Learning Communities*: No budget last year. Requests \$9,600—approved \$7,200.

*Academic Watch*: No budget last year—approved request of \$74.

*Summer School & “Bridge” Program*: TBD

*Media*: No budget last year—program was in abeyance after departure of former coordinator. Approved request of \$6,000.

*Tutoring*: No budget last year—approved request of \$200.

*Other offices & programs*: TBD upon receipt of requests.

## **Textbooks**

Department requests were in line with estimates between \$200,000-225,000. Committee recommends an additional “cushion” & approved \$250,000.

## **Capital**

Committee deferred recommendation pending more information from Operations/Facilities & Technology committees. Budget/Finance Committee suggests appropriate committees assemble details, evaluate, coordinate, & forward recommendations regarding these requests.

## **Human Resources**

Request to be evaluated & reconciled by Human Resources & Budget/Finance Committee chairpersons for submission at the regular June meeting of the Budget/Finance Committee.

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

The next regular meeting was set for Monday, June 6, 2005 at 3:15 p.m. in the school library.