



BUDGET/FINANCE COMMITTEE
Minutes of the Regular Meeting
of
August 22, 2005



In Attendance:

Voting Members: Mark Snyder (Co-Chairperson), Robert King (Co-Chairperson), Sandra Duarte, Richard Held, Simon Santana, Richard Simon (Secretary)

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

Visitors:

Eileen Savage, Dan Warren

Welcome/Introduction

Mark Snyder called the meeting to order. Minutes from the regular meeting of June 6 were approved with the following amendment: Richard Simon was added to the list of members indicating willingness to serve on the committee for 2005-2006.

Old Business

Budget Report: Greg Wood reported as follows:

- ❑ For 2004-2005, the unaudited actual reserve equaled \$375,000, significantly less than the projection of approximately \$1,000,000. Main factors contributing to this variance were:
 - Faculty/staff pay increases
 - Special Education
 - Charges from LAUSD of approximately \$600,000 that came after preparation & approval of the budget. Discussion:
 - Many charges are without detail & some are for programs that are out of existence & will be challenged
 - District should be obligated to bill for services prior to budget deadline
- ➔ Action: the committee recommends to the Board of Directors a three-pronged approach: (1) develop new internal processes for obtaining services rather than always calling the District; (2) request detail, including access to the District's Internal Financial system (IFS), from the Charter Office & LAUSD Board President Marlene Canter; and (3) work with other charters to resolve this issue.

Membership: Eileen Savage has applied for a seat on the committee (as a parent).

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

- ❑ \$3500 for a cart for campus security, with matching amount funded by school
- ❑ \$3600 for "Just Do It" fitness
- ❑ \$600 for Dolphin Days
- ❑ \$2000 for California Distinguished School plaque.
- ❑ \$729 for pizza for orientation activity.
- ❑ \$4000 for cheerleader camp attendance.
- ❑ \$1500 for laptop to be used by G. Miller for the community service program. (Note: this allocation was redirected—it was previously earmarked for the Budget & Finance Committee.)

Discussion: S. Duarte asked to be notified when Boosters approve funding requests.

Authorization process for non-routine requests:

- Discussion: School needs a consistent, fair format & procedure. Requestors should ensure IMA is exhausted (for instructional materials requests) before attempting to access general education budget. Departments should encourage members to plan for expenditures & include requests in budget preparation process.
 - ➔ Action: committee approved the following procedure: (1) requests should be on pink request form; (2) form should be signed by department chair or program leader and appropriate administrator; (3) request should be submitted to committee chairperson with all relevant documentation; and (4) requestor should attend committee meeting to answer any questions regarding request.

New Business

Non-routine requests:

- Social Studies requests \$1850 for additional AP World History textbooks.
 - ➔ Action: approved.
- S. Burr requests \$421 reimbursement for lodging & food expenditures for a June, 2004 Professional Learning Community conference. Discussion:
 - “Statute of limitation” on this request should have expired.
 - Need to have a clear policy on conference attendance. Currently, only Board-directed conferences are entitled to lodging, food & mileage reimbursement & members are limited to two conferences per school year.
 - ➔ Action: tabled.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, September 19, at 3:15 p.m. in the school library.