



BUDGET/FINANCE COMMITTEE
Minutes of the Regular Meeting
of
September 19, 2005



In Attendance:

Voting Members: Mark Snyder (Co-Chairperson), Sandra Duarte, Richard Held, Rachel Lerner, Karyn Newbill, Simon Santana, Eileen Savage, Richard Simon (Secretary)

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

Visitors:

Jim Bailey, Dan Warren

Welcome/Introduction

Mark Snyder called the meeting to order. Minutes from the regular meeting of August 22 were approved with the following correction: under "Booster Club," "\$7000 for a golf cart. . ." was amended to "\$3500 for a cart for campus security, with matching amount funded by school."

Old Business

Budget Report: Greg Wood reported as follows:

- ❑ For 2005-2006, projection based on enrollment of 2500 indicates a reserve of \$9000. This report is based on what has occurred, as noted in the minutes of last month's meeting, since the preparation & approval of the 2005-2006 budget. It is important to note that this low projected surplus is for this school year only, and has not affected the cumulative reserve, currently approximately \$2,300,000. Discussion:
 - Questions regarding particular items in the budget need to be agendaized
 - Questions regarding mechanisms for tracking expenditures & ensuring school remains "in bounds"
 - Encumbrances (funds obligated but not yet spent) should be factored in with expenditures
 - Consortium of independent conversion charter schools is negotiating with LAUSD regarding a use agreement to include delineate District billing practices

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

- ❑ Booster Club expressed the need to coordinate billing & payments on shared-funding items
- ❑ Jerseys have been purchased—Booster Club would like to encourage team sports fundraising
- ❑ A new grill for the snack shack has been purchased

Human Resources: Susan Curren (for Linda Ello) reported as follows:

- ❑ Human Resources committee requests funding for two auxiliary periods for the Dean's Office, enabling after-school detention, parent meetings & time for documentation requirements. Human Resources estimated the request at \$9000 & noted that \$60,000 had been budgeted for a second dean's position that has gone unfilled—this request would come out of that budget. Discussion:
 - Need to track expenditure & ensure if amount is to be exceeded, a supplemental request is made
- ➔ Action: approved

New Business

Monthly Reporting of Budget Information: Mark Snyder presented as follows:

- ❑ Suggestion for monthly summaries of revenues & expenditures. Discussion:
 - Very difficult to fully & accurately report budget on a monthly basis as revenues are received monthly in unequal amounts & LAUSD charges are sporadic & not well documented. Also, as noted above (*Budget Report*), encumbrances need to be factored into cash flow reports.
 - Interim & final budget reports to LAUSD & CDE, essentially quarterlies, are published & available for review, as is a required annual independent audit.

- ➔ Action: consensus to have Greg Wood & Mark Snyder develop a calendar & format for budget reporting to be presented for approval by the Budget/Finance committee.

GATE & Magnet IMA: Greg Wood presented as follows:

- ❑ Although the GATE program did not submit justifications for its 2005-2006 budget request, the Board approved a budget with a “placeholder” equivalent to the previous year’s amount. Ann Davenport will be contacted regarding development of an itemized request upon which the Budget/Finance committee can act.
- ❑ Magnet also needs to develop & submit an itemized request. Tom Seyler will be contacted. Discussion:
 - Programs like GATE no longer have dedicated funding, but are instead included in block grants.
 - In order for the Budget/Finance committee to perform its “due diligence,” all requests for expenditure should have documented justifications.

Technology Expenditures: Mark Snyder reported as follows:

- ❑ The concerns of many faculty & staff regarding technology expenditures have been brought to the committee’s attention. Discussion:
 - Should the Budget/Finance committee have a role in reviewing & incorporating technology & other capital expenditures in the budgeting process? If not, should the committee be limited to strictly educational expenditures? If so, while the committee may have a mandate to review all expenditures, it should not have oversight of work being done.
- ➔ Action: approved a motion to request Board of Directors’ guidance regarding the role of the committee vis-à-vis capital expenditure budgeting & approval processes.

Mileage: Sandy Duarte reported as follows:

- ❑ Mileage reimbursements are out of line with past experience. For example, one employee claimed approximately \$1300 for the last school last year. Discussion:
 - Depending on who the employee is, this is either a policy or management issue. In any case, standards must be developed & enforced.
 - Policy committee has already agendized this issue. Sandy Duarte will attend & inform Policy committee of particulars, including past practices.

Non-routine requests:

- ❑ Science department requests \$73,403.45 for physiology supplies & textbooks. Discussion:
 - Dr. Perkins is taking over a program & moving to a new classroom. Previous teacher made no request—therefore, this request was not incorporated into department submission last spring.
 - It was noted that the purchase of workbooks may not be necessary.
- ➔ Action: approved recommendation to Board for \$24,000 in textbooks & \$23,000 IMA for laboratory supplies.
- ❑ Plant Manager requests approximately \$500 to purchase a desktop copier.
 - ➔ Action: approved.
- ❑ Marching Band requests \$9265 for instruments & band equipment. Discussion:
 - Band has greatly expanded & needs to increase its inventory of instruments & related equipment.
 - Members of the much improved band receive course credits for their participation.
- ➔ Action: approved one half of request, with Booster Club & band fundraising to make up the difference.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, October 17, at 3:15 p.m. in the school library.