



BUDGET/FINANCE COMMITTEE
Minutes of the Regular Meeting
of
January 23, 2006



In Attendance:

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

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

Visitors: Ann Davenport, Michele Echeverri (Sodexo), Margaret Evans, Mary Moran, Daniel Valles (Sodexo), Dan Warren

Welcome/Introduction

Mark Snyder called the meeting to order. Minutes from the regular meeting of December 12, 2005 were approved.

Old Business

Budget Report: Greg Wood reported as follows:

- ❑ A cash-basis monthly balance sheet and statement of activities for December 2005 was distributed to the committee. The report is posted on the school website.
- ❑ PCHS Attendance Report (P1) was submitted to the State on December 30, 2005. Enrollment & ADA was 2,702 & 2,591 respectively. PCHS funding in February will be updated by the State to reflect these reported amounts.
- ❑ For the 2006-2007 school year, the Governor's Office has indicated a 5.2% increase in general purpose revenue (represents approx. 60% of PCHS funding) and up to a 20% increase in categorical block grant funding (funding represents 5% of total revenue). The CBO will be attending a Budget meeting this month that will provide more updated information.
- ❑ Mandated Cost Reimbursements: Brown Act meetings and collective bargaining costs may be reimbursable from the State.
- ❑ Measure R: LAUSD is holding funds to be used to provide bungalows and/or furniture, fixtures and equipment to charter schools in order to relieve overcrowding at specified District schools. On short notice, PCHS prepared an application for approximately \$1,000,000, justified by the 20.2% of the PCHS student body who travel from the home attendance areas of district-identified impacted schools.
- ❑ LACOE Update:
 - Meeting to discuss utilization of the county payroll system yielded a surprising result. While using county payroll would ease the process of making contributions to PERS/STRS & provide more informative pay stubs, LACOE proposed a charge of 1% of the school's revenue (approximately \$180,000). Currently, the school pays ADP approximately \$7,000 for payroll services. Discussion:
 - Amount proposed by LACOE is exorbitant.
 - PERS/STRS reporting has been lagging, perhaps due to school-to-LACOE mechanism. Members may request update online.
 - PCHS should commit to developing a solution to PERS/STRS and other payroll issues.
 - ➔ Action: Committee recommends a memo be generated by administration to inform eligible employees of opportunity to request update of PERS/STRS accounts online.
- ❑ Presentation made to Optimist Club regarding funding of charter schools.
- ❑ Second Interim Report for 2005-2006 is due March 3, 2006.

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Food Service: Daniel Valles and Michele Echeverri presented a food service financial reconciliation (accrual basis) report.

- ❑ Projected deficit for 2005-2006 is estimated at \$266,275. Discussion:
 - Deficit is due to high food costs. Contributing factors include: (1) employees; (2) vendor-purchased food, e.g. *Subway, Dominoes*, etc.; and (3) prices.
 - LAUSD hires part time food service workers who receive no benefits. PCHS has 12.5 fulltime equivalent employees who receive benefits—an expression of the value the school places on its employees and its commitment to attract and keep a quality staff.
 - Quality staff and facilities are necessary to serve large numbers of students and staff in limited periods of time.
 - Subsidizing food service to some extent may be necessary, but students should get healthy meals. Losing a quarter of a million dollars to provide junk food is not good stewardship by those entrusted with school resources or students' care.
 - Large deficit may be unsustainable. Efficiencies should be explored. For comparison, Granada Hills CHS runs a deficit in food service of approximately \$185,000, with 4,000 students and a commensurably larger staff.
 - Prior to school's conversion to independent status, projections were for a break-even or better food service operation.
 - Sodexo, working with school officials and stakeholders, will be working on developing options designed to mitigate or possibly eliminate food service deficit.

Expenditure Breakdown: Sandy Duarte presented a packet of spreadsheets with item-by-item documentation of all school purchases for the current school year.

Booster Club: Richard Held reported December Booster Club activities as follows:

- ❑ Allocated approximately \$9,735 last month to various activities & programs, including:
 - \$1,785 for two potter's wheels for the ceramics classroom.
 - \$1,500 for new uniforms for next year's varsity basketball team.
 - \$2,750 for technology dedicated to special education (with costs shared by the school).
 - \$3,700 for hardware & software for journalism class.(Note: some of the above funds may have been previously allocated but not yet spent)
- ❑ On the agenda for January 24:
 - A request by Dr. Martinez request for:
 - Conference table—\$850
 - 8 chairs—\$800
 - Filing cabinet—\$250
 - Reading books—\$2,000

Human Resources: Ann Davenport reported as follows:

- ❑ Human Resources recommends adoption of a new salary table for classified staff to include two additional steps for a total of seven. Discussion:
 - Need breakdown of total cost upon implementation and projections for future years.
 - Need legal/bargaining unit input and approval.
 - Desire to approve request mitigated by necessity to be conscientious regarding financial implications.
 - ➔ Action: Committee tabled request until the February meeting, at which time Human Resources will provide projections and answer other concerns.

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ASB: Committee asks that Board of Directors act on committee's December recommendations.

New Business

Status of Technology Requests: Richard Simon questioned the status, timetables and expenditures for installation of classroom technology resources.

- ❑ Members expressed concerns. Discussion:
 - While this is primarily an Operations and Facilities committee issue, expenditures are within Budget and Finance committee's purview and members want to know where budgeted items are located.
 - How will this year's technology expenditures—successes and disappointments—affect the 2006-2007 budgeting process?
 - Is the school currently “on-budget” or has it overspent for each of the projects budgeted?
- ❑ Dan Warren reported as follows:
 - A line-item technology budget will be developed and provided to the committee and other stakeholders.
 - A report will be created, in coordination with the Operations & Facilities Committee, documenting status and timelines for all technology projects.

Non-routine requests:

- ❑ Counseling Office:
 - Requests \$6,825 for a SAT workshop for 30 students entitled to free and reduced price lunch.
 - ➔ Action: Approved
- ❑ Professional Development:
 - Requests approximately \$5,000 for 10 reserved places at the August PLC conference in Los Angeles.
 - ➔ Action: Approved up to \$7,500 for the 2006-2007 School Year, subject to requests by staff for attendance.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, February 27, 2006, at 3:15 p.m. in the school library.

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