

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of October 23, 2006



A California Distinguished School

In Attendance:

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

Non-voting Members: Michelle Kim, Greg Wood

Visitors: Linda Burgess, Karen Perkins

Opening

Mark Snyder called the meeting to order. Minutes from the regular meeting of September 25, 2006 were read and amended as follows: the spelling of the last name of visitor Max Toves was corrected to "Taves" and he was identified as a *Palisadian Post* reporter.

Ongoing Business

BUDGET REPORT: Chief Business Officer Greg Wood reported as follows:

- ❑ Measure R:
 - No news at this time—awaiting late October site visit. Executive Director Amy Held is monitoring process.
- ❑ Enrollment/Attendance:
 - Both enrollment (2,705) and ADA (2,669.3) were above projections at the end of the first month's operation.
- ❑ Audit:
 - Independent audit of the 2005-2006 school year will take place the week of November 6, with a completion deadline of December 15, 2006.
- ❑ CDE Funding Updates:
 - Ongoing—approximately \$67 per ADA (\pm \$175,000) for additional counselors. Goal is a ratio of 300 students per counselor.
 - One-time—approximately \$80 per ADA (\pm \$200,000) for art, music and P.E. instructional materials. Access to this funding is as yet undetermined.
- ❑ STRS/PERS:
 - PCHS is the first L.A. County independent charter with an outside payroll provider to have posted data and contributions through June 30, 2006. Statements mailed in November and December will reflect full year's data. PCHS is being billed \$1.46 million for past contributions awaiting LACOE action in escrow accounts.
- ❑ LACOE Charges:
 - LACOE approved proposal prepared under auspices of CCSA by PCHS on behalf of all charters in L.A. County regarding charges for services. PCHS fee will be \$30,000 for 2006-2007, less than half the budgeted amount and well below LACOE's initial proposal of approximately \$200,000.

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- ❑ Monthly Balance Sheet:
 - Currently, fund balance and liabilities are in equilibrium, but due mostly to capital expenditures, end-of-year projection is for a reduction in the school's reserve. Balance sheet will be posted on the school website.

HUMAN RESOURCES: Not reported—Human Resources processes are being reformulated.

BOOSTER CLUB: Richard Held reported September activities as follows:

- ❑ Allocations:
 - English department—up to \$5,000 (Will Geer theater field trip).
 - Choral program—\$3,000
 - Football field speakers—up to \$10,000 (see below)
 - College Center—\$2,000 (test fees)
 - Mailing—\$1,000
- ❑ Fund Raisers: silent auction (February 9, 2007) and phone-a-thon are being planned.

HEALTH BENEFITS: Mark Snyder and Greg Wood reported as follows:

- ❑ Background—
 - PCHS pays LAUSD nearly \$600,000 annually to include employees in District's retiree benefits program.
 - LAUSD has not set funds aside to pay for benefits programs.
 - PCHS has a restricted retiree health benefit account.
 - PCHS has commissioned an actuarial study.
- ❑ Discussion:
 - Which way should PCHS go—continue to depend on LAUSD or fund/provide retiree benefits?
 - Should form a subcommittee to study issue.
- ➔ Action: Budget and Finance committee formed a subcommittee consisting of Linda Ello, Amy Held, Eileen Savage, Mark Snyder, and Greg Wood to study retiree health care issue and report to all affected stakeholders

New Business

DEPARTMENT BUDGETS/PROCESS FOR REQUESTING BUDGETS:

- ❑ Mark Snyder (for Amy Held) noted that meetings will be held with department chairs at the earliest opportunity in order to discuss and standardize the processes for creating the 2007-2008 budget.

CAFETERIA:

- ❑ The cafeteria manager, in consultation with staff, has developed an action plan to reduce the deficit in food service operations.

NON-ROUTINE REQUESTS:

- ❑ Science department requests \$2,500 for 10 microscopes. Discussion:
 - Should have considered needs and requested appropriate amount during the 2006-2007 budgeting process.
 - The respective department chair or program leader and the supervising administrator must approve all non-routine requests.

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- With 40 students in physiology class, actual need is 30 new microscopes.
- ➔ Agreed to split costs with Booster Club for 30 new microscopes (approximately \$3,750 each), subject to approval and signatures from department chair and administrator.
- ❑ Time Clock:
 - ➔ Referred to the Executive Director and the Board of Directors for determination of policy.
- ❑ Mail Meter:
 - ➔ Referred to the Executive Director and the Board of Directors for decision.
- ❑ Song Leaders: Discussion:
 - This is not a general education budget request. New team wants access to ASB funds.
 - All groups should have access to ASB funds.
 - ASB should be accountable.
 - ➔ Referred to ASB treasurer to guarantee access to funds.
- ❑ Football Field Speakers: Discussion:
 - Estimate of cost is \$25,000 or more.
 - Is this an Athletic department request or does the school utilize speakers for non-athletic activities?
 - ➔ Referred to Athletic Director to submit non-routine budget request in accordance with procedures.

MEMBER CONCERNS:

- ❑ Small Learning Community IMA budgets may need increase due to incorporation of science classes in “pods.”
 - ➔ Referred to SLC coordinator to submit non-routine budget request in accordance with procedures.
- ❑ Notification of meetings. Discussion:
 - Notification of Budget/Finance committee meetings and agendas are not being disseminated in a timely manner. Need to contact Mrs. Evans for posting to all stakeholders, particularly for meetings not on the regular date.
- ❑ Policy regarding payments and reimbursements. Discussion:
 - Some members are presenting bills for expenditures not authorized by school policy.
 - ➔ Sandra Duarte will bring proposal to next regular Budget and Finance committee meeting.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, November 27, 2006, at 3:15 p.m. in the school library
(Items to be included on the agenda must be submitted by Tuesday, November 21 no later than 3:00 p.m.)