



BUDGET/FINANCE COMMITTEE
Minutes of the Regular Meeting
of
February 27, 2006



In Attendance:

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

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

Visitors: Mary Moran, Melody Platt, Dan Warren

Welcome/Introduction

Mark Snyder called the meeting to order. Minutes from the regular meeting of January 23, 2006 were amended as follows: a \$1,315 request from Assessment & Accountability was included in the "Non-routine requests" section under "New Business." This request had been approved.

Old Business

Budget Report: Greg Wood reported as follows:

- ❑ Monthly operating statement with projections was distributed. The monthly report is available to all stakeholders on the school website.
 - Majority of funds are on deposit at LACOE. Cash deposits are in high-yield accounts at Bank of America.
- ❑ STRS/PERS Update: LACOE has been unable to meet its obligations and accounts still appear not to be fully credited.
- ❑ Second Interim Report for 2005-2006 is due March 3, 2006.

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

- ❑ Allocated approximately \$9,735 last month to various activities & programs, including:
 - \$2,500 for the Palihigh Newsletter
 - \$1,800 for conference furniture in the Principal's office.
 - \$2,000 for English department "high interest" books.
 - \$500 for life skills class dolls.
 - \$9,000 for school storage containers
 - \$1,000 for the *Tideline* (journalism class).
- ❑ Members suggested a form (similar to pink form) for Booster Club requests in a unique color be available in the main office.

Human Resources: Linda Ello reported as follows:

- ❑ Human Resources recommends approval of a request by Assistant Principal Charlotte Atlas regarding the Dean:

In accordance with the Brown Act requirement to post agendas 72 hours prior to committee meetings, items for consideration by the Budget & Finance Committee must be submitted the week prior to scheduled meetings, no later than Tuesday @ 3:00 p.m.

- Part I: Request for Magnet School coordinator to receive an auxiliary period to continue assisting the Dean during the spring semester. Cost of approximately \$4,000 would come from the unfilled Dean's position in the 2005-2006 budget. Discussion:
 - Administration should plan for needs and make funding requests this spring for the 2006-2007 school year.
 - As this incurs no additional costs, is this request necessary?
- ➔ Approved for 2005-2006.
- Part II: Request stipend of \$4,500 per semester for the Dean to run after-school program. Discussion:
 - Auxiliary? Per contract, teachers cannot have two auxiliaries.
 - Stipend or coordinatorship? Contractual issue.
 - Members object in principle to retroactive requests.
- ➔ Approved stipend for 2005-2006 including retroactive compensation for fall semester pending resolution of contractual issues, with recommendation that compensation for Dean position(s) be taken up in contract negotiations.
- The committee received proposed new classified employee salary steps table, including projected costs through school year 2007-2008.
 - As in January, members expressed need for legal/bargaining unit input and approval.
 - ➔ Action: Item was tabled for consideration as part of the 2006-2007 budget. Item will be included in the 2006-2007 budgeting process.

ASB Oversight: Board of Directors has approved Budget and Finance committee and CBO office oversight of ASB budget, with an annual audit at school expense; all financial and business operations will be under the supervision of the Executive Director.

- ➔ Action: Committee requests ASB office to provide data.

Status of Technology Requests:

- Technology Coordinator Dan Warren presented tables documenting project status and expenditures. Discussion:
 - Progress on many projects seems unreasonably slow. Classroom technology needs should be given highest priority. Committee members expressed dissatisfaction.

New Business

2006-2007 Budget Formulation: Mark Snyder and Greg Wood presented a planning calendar and formats for budget preparation.

- Discussion:
 - Funding categories for departmental and other requestors include IMA, textbook, "requirements" (furniture, capital expenditures, etc.) and personnel needs. Discussion:

In accordance with the Brown Act requirement to post agendas 72 hours prior to committee meetings, items for consideration by the Budget & Finance Committee must be submitted the week prior to scheduled meetings, no later than Tuesday @ 3:00 p.m.

- Questions regarding structure of request forms. Forms will be separated and distributed to appropriate committees, administrators, etc. for review.
- Process requires departments and others to plan—submissions are due by March 27, with vetting by committees due May 1.
- Per agreement from last year, department chairs are to review all textbook requests prior to May 1.
- Some committee members suggested a 2-day special meeting to review all requests and finalize recommendation to the Board of Directors. Consensus was for one-day meeting with an additional day if necessary.

Board of Directors Communication:

- The board has requested streamlined, formalized communications from each committee, documenting the committees' activities and recommendations. Discussion:
 - With normal meetings of Budget and Finance occurring one day before board meetings, it is barely possible to complete and review minutes and impractical to create a new reporting format.
 - Committee minutes are clear, with action items noted. Three members (voting and non-voting) from the Budget and Finance committee participate in board meetings.
 - Board members present at this meeting suggested that Budget/Finance committee communications had been adequate.

Budget Guidelines for the Athletic Department:

- Athletic department requests guidelines regarding access to general education funds. Discussion:
 - Do we need a legal opinion? Can CCSA help?
 - ➔ Action: Committee recommends seeking legal opinion and guidance.

Non-routine requests:

- Melody Platt of the special education department requests funds to purchase a washing machine.
 - ➔ Action: Approve up to \$500, including service contract.
- Assistant Principal Mary Moran requests:
 - Additional funds for expenses related to the upcoming WASC visit.
 - ➔ Action: Approved \$1,500.
 - Graduation ceremony expenses (teacher caps & gowns, etc.)
 - ➔ Action: Approved up to \$750, with Booster Club commitment to cover costs exceeding \$750
 - Reimbursement to teachers of up to \$3,000 for credentialing/BTSA program. Discussion:
 - BTSA is required for teachers who obtained preliminary credentials after July 2004; LAUSD provides a program for its teachers.

- Committee members expressed support for funding LAUSD BTSA program. Cost: \$1,500 per year for 2 years, plus 2 substitute days per year and a mentor teacher stipend of \$1,000 per year for 2 years.
- Concerns regarding funding non-LAUSD programs (\$2,500-\$4,000 per teacher)—participants receive units, moving them on the salary table. Other programs (graduate degrees, etc.) are not funded.

→ Action: None. This request was determined to be a board policy/contract issue.

Member Concerns:

- Consultants: members request an analysis of technology consultant fees.
- Healthcare costs: members expressed concern that LAUSD, with a current estimate of \$10 billion in unfunded retiree healthcare costs, may renege on its future obligations. Members questioned whether it would be prudent to establish a PCHS retiree healthcare fund and asked that issue be agendaized.

Date, Time, and Location of Next Meeting:

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

(All items for consideration on the March agenda must be submitted no later than Tuesday, March 21, 2006, at 3:00 p.m.)