



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



**In Attendance:**

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

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

**Visitors:** Zach Balin, Jeanne Jensen, Dan Warren

**Welcome/Introduction**

Mark Snyder called the meeting to order. Minutes from the regular meeting of February 27, 2006 were amended as follows: Under "Budget Report," "Monthly balance sheet..." was changed to read "Monthly operating statement..."; under "Booster Club," "\$3,000 for conference furniture..." was changed to reflect the actual amount spent, \$1,800; and under "Human Resources," the action regarding the proposed classified employee salary steps table was changed to read "Item was tabled for consideration as part of the 2005-2006 budget. Item will be included in the 2006-2007 budgeting process."

**Old Business**

*Budget Report:* Greg Wood reported as follows:

- CBO Report with projections was distributed. This report will be available to all stakeholders on the school website.
  - Enrollment & ADA data
  - P2 report submitted to the State on March 3, 2006 indicates a projected increase of approximately \$207,000 to reserve for an estimated balance of \$2,586,000 at the start of the 2006-2007 school year.
  - PCHS Swimming Pool Fund—
    - A restricted bank account has been established at Wells Fargo Bank.
    - First of 3 annual contributions from Rose Gilbert has been deposited; other donors are being solicited.
- STRS/PERS Update:
  - STRS: 2003-2004 are up to date; 2004-2005—4 months still not updated; some 2005-2006 contributions have been accepted.
  - PERS: updated through December 2005. Discussion:
    - Can PCHS make contributions directly to State? No—legislation is required.
    - LACOE has adjusted its original proposal for payroll (& other) services, which would ameliorate the STRS/PERS reporting issue, to .5% of school's revenue—approximately 3 times the amount the school now pays for these services.

*Booster Club:* Richard Held reported February Booster Club activities as follows:

- Allocated:
  - \$800 for a pottery wheel
  - \$1,055.75 for the Yosemite Field Trip
  - \$5,487 for B-101 renovation—
    - This item is subject to change. The Boy Scouts have volunteered to do the painting but need to resolve liability insurance issues with the school.
  - Unspecified amount for teacher caps and gowns to be covered when/if school exceeds budgeted amount.
  - \$3,000 for Data Analysis coordinators' supplies and equipment.
  - Unspecified amount for Casino Night Security—
    - Booster Club suggests that in future, school limit obligation for this item—entire profit can be used to pay contract security.
  - \$3,500 for ice machine in the school cafeteria—discussion:
    - School should be obligated to replace equipment; Booster Club funds should be used for students and classrooms.

*2006-2007 Budget Formulation:* Greg Wood and Mark Snyder reported as follows:

- All-day meeting has been schedule for May 8, 2006 at 10:00 a.m. in the school library. (Faculty members of the committee are urged to arrange for substitutes.)
  - ➔ Some departments, programs, etc. have not yet submitted their proposals. Initial requests distributed for cursory examination.

*Budget Guidelines for the Athletic Program:* Mark Snyder reported as follows:

- According to an opinion provided by the school's lawyers (SMY&M), PCHS, as an independent charter school, is not subject to LAUSD restrictions on the use of general education funds for athletic programs. Discussion:
  - Budget & Finance committee should develop a policy and guidelines for athletic department requests with the following criteria:
    - Funds should be provided for basic needs, e.g. uniforms and equipment, for all sports.
    - Athletic Department in coordination with ASB should be responsible for fundraising to provide extras.
    - Budget & Finance committee chairs should consult with Athletic Director regarding budget and policy. Item should be agendized.

## **New Business**

*Audit Proposal:* Greg Wood presented a proposal for this year's independent audit.

- Cost is \$12,800. This proposal does not include audit of ASB. Discussion:
  - This will be the 3<sup>rd</sup> year the school will be audited by Vicenti, Lloyd & Stutzman. Is it wise to have the same firm audit the school every year?

- While it's a good idea to change auditors periodically for a fresh look, it is a bad idea to change too often.
- Need to negotiate additional cost of ASB audit.
- ➔ Action: approved recommendation to Board of Directors for \$12,800 plus the cost of the ASB audit.

*Retiree Healthcare Benefits:*

- LAUSD benefit programs are not separately funded; all benefits, including those provided to retirees, are on a "pay as you go" basis. This "unfunded mandate" was recently estimated to be \$10 billion. If LAUSD were to fail to meet its obligations, what would it mean to PCHS? Would it be prudent to establish a fund? Discussion:
  - Need actuarial assistance to make a projection of future needs.
  - Richard Simon and Greg Wood will research issue for presentation at the next Budget & Finance committee meeting.

*Alumni Association:*

- Jeanne Jensen, president of the Palisades High School Alumni Association discussed the need for a liaison to the school. Discussion:
  - The Alumni Association would like to participate in various projects but wishes to avoid controversy over which projects are authorized.
  - Need to get the Executive Director (when hired) involved.
  - Need to find a liaison or conduit from among the many Pali alumni currently on the staff.

*Non-routine requests:*

- On-line training: required sexual harassment training for all administrators and supervisors at a cost of \$1,995 for one year or \$4,985 for 3 years. Discussion:
  - Is LAUSD training adequate?
  - New, more stringent legislation requires all supervisory personnel to undergo training.
  - Web-based course is available to all employees, reduces productivity loss and provides better documentation.
 ➔ Action: Approve \$5,000 for three-year license.
- TeacherWeb:
  - Dan Warren (for Steve Burr) requests \$760 for an additional 40 TeacherWeb licenses.
 ➔ Action: Approved.

*Member Concerns:*

- ❑ Long-term planning.
- ❑ Possible operations expenditures to provide adequate restroom facilities.

**Date, Time, and Location of Next Meeting:**

The next regular meeting was set for Monday, April 24, 2006, at 3:15 p.m. in the school library.

(All items for consideration on the April agenda must be submitted no later than Tuesday, April 18, 2006, at 3:00 p.m.)