



BUDGET/FINANCE COMMITTEE  
Minutes of the Regular Meeting  
of  
May 22, 2006



**In Attendance:**

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

**Non-voting Members:** Linda Ello-Kay, Eleanor Rozell, Greg Wood (Chief Business Officer)

**Visitors:** Zach Balin, Leo Castro, Dan Warren

**Welcome/Introduction**

Mark Snyder called the meeting to order. Minutes from the regular meeting of April 24 were amended: In the *Budget Report* section, “While substantial funds are deposited with LACOE, interest-bearing accounts...” was reworded to “Substantial funds are deposited with LACOE; these and other interest-bearing accounts....” April minutes were approved as amended.

**Old Business**

*Budget Report:* Greg Wood reported as follows:

- ❑ Monthly balance sheet was distributed to members and will be available to all stakeholders on the school website.
  - Cash balance of approximately \$6.5 million, including restricted cash accounts.
  - Revenues above projections, due in part to unexpected amount of TIIG funds.
- ❑ 2006-2007 Revenue:
  - Projected funding increase of 5.92%
- ❑ Measure R:
  - LAUSD rejected submission, claiming PCHS is “not qualified,” but with no further explanation. PCHS may seek legal assistance and remedy.
- ❑ STRS/PERS:
  - LACOE seeks to recover “actual costs”—approximately \$130,000—for processing STRS/PERS contributions. Discussion:
    - Amount seems excessive
    - Legal authority to charge school? Does LACOE charge other county schools and small districts?
    - Can PCHS make contributions directly to STRS/PERS? Answer: no; would require legislation.
- ❑ Sandy Duarte is processing end-of-year purchase orders and noted that LAUSD’s cutoff for expenditures is May 15, a week earlier than PCHS.

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

- Allocated:
  - \$17,577.97 for new sound equipment in Mercer Hall.
  - \$1,300 for cameras & memory cards for the journalism program.
  - \$2,025 for Math Department Showcase Night prizes.
  - \$6,300 for STAR testing food & prizes.
  - \$532 for a calculus retreat.
  - \$2,500 for a grant writer to assist in acquiring funds for the swimming pool project.
  - \$1,270 for summer football camp transportation.
  - \$3,634 in matching funds for two new fitness center machines (other funds from the William Simon Foundation).
  - \$150 (ongoing monthly expense) for the Booster Club web link manager.

*Human Resources:* Linda Ello reported as follows:

- Human Resources committee wishes to discuss process issues and coordination with Budget and Finance committee regarding preparation of annual budget, including a possible joint committee meeting. Because amount allocated for new positions was less than expected, HR is returning proposals to requestors for prioritization in accordance with the needs and mission of the school. Discussion:
  - Entire request for Special Education mandated positions should be funded without prioritization.
  - Classified employee step increases are the decision of the Board of Directors.
  - Unclear as to amount for continuing and new positions.

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

- Special meeting of the Board of Directors to finalize budget on June 13, at 3:30 p.m., in the school library. Discussion:
  - Guidance goes both ways: *from* the Board of Directors to the Budget and Finance committee in regard to mission and priorities; *to* the Board of Directors from the Budget and Finance committee in regard to advisability of particular expenditures and fiscal prudence.
  - Executive Director will be expected to implement the school's vision as expressed in the charter, and articulated by the Board of directors and the standing committees.
- Late Requests:
  - Capital Expenditures budget request received today, May 22. Discussion:
    - Brown Act prevents agendaing items submitted less than 72 hours prior to the meeting.
    - Technology Coordinator Dan Warren wishes to amend the request submitted earlier today.
    - Process:
      - Members expressed the view that those who do not submit budget requests in a timely manner be given zero funds.
      - Members also recognized that ultimately the students, not the requestors, would suffer.
      - Members want the Executive Director and/or Principal to ensure appropriate action be taken regarding administrative failure to comply with the budget process.
      - Members would like a clear policy for future occurrences.

*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.*

- ➔ Action: late capital expenditures request will be forwarded to the Board of Directors with a notation that it was unexamined, undigested, and received no recommendation from the Budget and Finance committee. A placeholder in the budget for the relevant line items could not be determined at this time.

## **New Business**

### *Non-routine requests:*

- ❑ Weight Room Safety—Leo Castro requested funds for equipment related to safety in the weight room.
  - ➔ Action: Approved \$1,250.
- ❑ Summer Football Camp Transportation—Leo Castro requested funds for transportation to and from the University of the Pacific for approximately 25 football team members.
  - ➔ Action: Approved \$1,300.
- ❑ Motion: during the future budget formulation processes, the Athletic Director will develop and submit an Athletic Department budget for consideration by the Budget and Finance committee.
  - ➔ Action: Approved.

### *Member Concerns:*

- ❑ ASB: status of budget is unknown. ASB has not provided requested information despite being directed to do so by the Board of Directors.

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

The next regular meeting was set for Monday, June 19, 2006, at 3:15 p.m. in the school library.

(All items for consideration on the regular May agenda must be submitted no later than Tuesday, June 13, 2006, at 3:00 p.m.)