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BUDGET/FINANCE COMMITTEE Minutes of the Special Meeting of May 8, 2006



In Attendance:

Voting Members: Mark Snyder (Co-Chairperson), Robert King (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)

Welcome/Introduction

Mark Snyder called the meeting to order. The co-chairpersons briefly discussed priorities & processes for the special meeting, the purpose of which is to develop a 2006-2007 school year budget proposal for recommendation to the Board of Directors. The committee's priorities—in line with those of the Board of Directors—are to fund items that will have the greatest impact on improving student achievement while employing an inclusive, "bottoms-up" process. The committee's mandate is to develop a fiscally sound proposal that meets the needs of the educational programs and operations of the school. After a brief discussion, the committee agreed to the following procedure for the meeting:

- ❑ Examine projection of 2006-2007 revenues.
- ❑ Consider & make recommendations regarding requests:
 - Instructional Materials Account (IMA)
 - Textbook
 - Human Resources
 - Facilities, Technology, & other Capital Expenditures
- ❑ Discuss the Cafeteria budget
- ❑ Consider after-deadline requests
- ❑ Calendar next steps

Revenue

Greg Wood reported as follows:

- ❑ A balance sheet and copy of the P2 Interim Report were distributed. (Financial reports are available to all stakeholders on the school website.)
 - Current projection based on limited information from the State is for a 5.2% increase in general apportionment revenue.
 - Categorical block grant revenue is expected to rise to \$400 per pupil from the current \$257.
 - Total additional revenue from the above listed sources, assuming enrollment is consistent with 2005-2006, is approximately \$1,000,000.

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Requests

In considering requests, particularly IMA, the committee members discussed criteria for approval, including requestors' priorities, amounts requested, details of requests, previous year's amounts, and unspent or unencumbered balances. It was noted that departments would benefit, and facilitate the work of the committee, if chairpersons received training on the preparation of budget requests. The committee agreed that next year's (2007-2008) budget request forms should require greater detail and justification for requests. The committee reviewed requests and approved the following:

- IMA—(Note: the committee reorganized some of the requests—some departments and programs requested items under IMA that should have been in other budgets, e.g. textbooks. These items were subtracted from IMA requests and added to the appropriate budget.)
 - English Department: \$4,000
 - Math Department: \$6,500
 - Science Department: \$12,000
 - Foreign Language Department: \$2,000
 - Social Studies Department: \$4,000
 - Technical Education Department: \$8,500
 - Visual & Performing Arts Department: \$32,000
 - Physical Education Department: \$6,000
 - Counseling Office: \$4,500
 - Special Education Department: \$9,750
 - Health/Life Skills Programs: \$1,050
 - Tobacco Use & Prevention Education (TUPE): \$9,500
 - English as a Second Language (ESL): \$950
 - Attendance Office: \$28,500
 - Student Information System (SIS): \$5,000¹
 - Study Center: \$4,500
 - Textbook Room: \$1,100
 - Main Office: \$20,000²
 - Magnet Program: \$0³
 - Gifted and Talented Education (GATE) Program: \$58,500⁴

¹ This amount is a placeholder, pending further details regarding request.

² This request needs more detail.

³ No justification submitted. Magnet teachers already receive IMA through their departments.

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- Health Office: \$3,8000
- Mathematics, Engineering, and Science Achievement (MESA): \$4,000
- Advancement Via Individual Determination (AVID): \$1,500
- Library: \$4,000
- Assistant Principal (Atlas): \$7,500
- Assistant Principal (Moran): \$3,000
- Small Learning Community Program (SLC): \$7,200
- College Center: \$10,000
- Committees of the Board: \$1,600
- Academic Watch Program: \$3,000
- Dolphin Days Summer Bridge Program: \$20,100
- Tutoring Program: \$300
- Community Service Program: \$800
- Data Management Program: \$6,500
- Dean's Office: \$0⁵
- Emergency Supplies: \$4,100
- Literacy Program: \$700
- Campus Security: \$0
- Summer School: \$5,000
- Technology Coordinator: \$500
- Testing Coordinator: \$8,500
- Yoga Program: \$200

Total IMA = \$310,650

⁴ These funds will be accessible by all departments proportionally under supervision of the GATE coordinator and/or administrator.

⁵ Pending clarification of request—unclear whether IMA for Dean was included in AP Atlas's request.

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❑ Textbooks—

- Textbook requests as a whole amounted to less than either of the previous two years. Additionally, as of May 8, 2006, \$99,083.18 of the 2005-2006 textbook budget remains unspent. The amounts requested were as follows:
 - English Department: \$25,000
 - Math Department: \$21,000
 - Science Department: \$26,000
 - Foreign Language Department: \$25,000
 - Social Studies Department: \$17,000
 - Technical Education Department: \$13,214
 - Visual & Performing Arts Department: \$13,258.48
 - Physical Education Department: \$200
 - Special Education Department: \$8,500
 - Health/Life Skills Programs: \$1,319.75
 - English as a Second Language (ESL): \$800
- ➔ Decision: Text- and other book requests total approximately \$151,300—when software requests are added to this total, it will still be nearly \$100,000 less than 2005-2006. Accordingly, the committee recommends budgeting \$200,000 for all textbook/software requests, ensuring all departments will receive requested amounts.

❑ Human Resources—

- Requests from Human Resources included continuing and new positions. Requested positions were estimated at \$941,840, although clarity of the submission was an issue. Discussion:
 - It is not clear which positions are permanent and which are year-to-year.
 - It appears one or more positions may have been requested twice, as both “continuing” and “new.”
 - Human Resources should prioritize positions—it is not within the Budget & Finance committee’s purview to decide which positions to fund.
 - The committee needs to ensure the school has adequate funds to fulfill its mission and maintain a prudent reserve—committing nearly the entire projected revenue increase to personnel would not be operationally or fiscally wise.
- ➔ Decision: the committee recommends Human Resources be given a budget limit of \$500,000 for increases in personnel expenditure and that Human Resources prioritize and determine which positions to fund.

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- ❑ Facilities/Technology—
 - Despite clear communications of requirements, no budget request from Operations and Facilities committee, administrator, or Technology coordinator has been submitted to the committee.
 - ➔ Decision: the committee recommends to the Board of Directors that, after a 2nd consecutive year without timely budget requests, the Operations and Facilities and Technology committees either be disbanded or given new leadership, and that the performance of supervisory and operational personnel be evaluated.

Cafeteria

Projected deficit in the food service operations for 2005-2006 is approximately \$300,000. Discussion:

- ❑ Unlike LAUSD, PCHS has committed to paying fulltime employees and providing benefits.
- ❑ A deficit in food service may be inevitable and when calculated, amounts to a per person subsidy of approximately 75 cents per day.
- ❑ Costs can be cut by reducing waste and discontinuing vendor-provided (Dominoes, Subway, etc.) food.
- ❑ Sodhexo (food service management company) and the administrator who oversees this area of operations should be asked to develop strategies to minimize food service losses while ensuring students and staff are provided with nutritious choices

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, May 22, 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, May 16, 2006, at 3:00 p.m.)

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