

## DRAFT



### BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting  
of  
June 19, 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, Eleanor Rozell, Greg Wood (Chief Business Officer)

**Visitors:** Zach Balin, Michelle Kim, Dan Warren

#### **Welcome/Introduction**

Mark Snyder called the meeting to order. Minutes from the regular meeting of May 22 were amended as follows: In the *2006-2007 Budget Process* section, under "Late Requests" ⇒ "Process," the third bullet was changed to read, "Members want the Executive Director and/or Principal to ensure appropriate action be taken regarding administrative failure to comply with the budget process." May 22 minutes were approved as amended.

#### **Old Business**

*Budget Report:* Greg Wood reported as follows:

- ❑ Monthly balance sheet will be available to all stakeholders on the school website.
  - Projected end-of-school year fund balance of approximately \$3.058 million, including restricted cash accounts, with a net increase for 2005-2006 of \$679,311.
- ❑ 2006-2007 budget development:
  - Positives:
    - Earlier start
    - More committees involved in review process
    - 40% increase in requests by departments & programs
    - Improvement in request rationale & documentation
  - Improvements needed:
    - Complexity of process requires more time to vet requests
    - Need to improve collaboration, including possible joint meetings, with other committees
    - Committees & departments need input from Executive Director, Principal, & Board of Directors regarding educational & operational priorities

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- Budget Presented to Board of Directors:
  - Budget & Finance Committee & CBO recommendations were presented to the Board of Directors. Proposal included placeholders for as yet to be determined human resources and operations requests. Board approved budget will be posted on the school's website. Discussion:
    - Approved budget will require utilization of a portion of reserve funds
    - Due to late requests, Budget/Finance Committee was unable to review all proposed expenditures
    - Development process improvements should prevent future deficit budgets
    - School goal to reduce traveling by teachers & reduce class sizes necessitated dipping into reserve to acquire bungalows from LAUSD
  - Notification to requestors:
    - Information was disseminated in writing to requestors on Friday, June 16 following Board approval of 2006-2007 budget

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

- Allocated:
  - \$500 for Board of Directors' hosted dinner
  - \$2,000 for Student of the Month end-of-year festivities
  - \$4,000 for women's soccer program
  - \$3,000 for the surf team
  - \$260 for a field trip (A. Stephens)
  - \$2,000 for Infirmary kitchenette
  - \$1,000 for refrigerator for Mercer Hall
  - \$3,500 for senior class leis
  - \$1,200 for senior class cameras
  - \$500 for senior awards night
  - \$733 for the tennis team
  - \$510 for tennis shed repair

*Human Resources:* Mark Snyder reported as follows:

- As noted in minutes of May 22, Human Resources Committee wishes to coordinate with Budget and Finance committee regarding preparation of annual budget, including a possible joint committee meeting. Discussion:
  - Coordination with all committees is desirable
  - Strategic Planning committee, consisting of committee & department chairs should be re-established
- ➔ Action: recommend to Board of directors that the Strategic Planning Committee be re-established, with membership to be considered as part of the duties of department & committee chairpersons (in other words, no additional stipends)

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### *Committee Membership:*

- ❑ Mark Snyder distributed & collected a form on which members of the Budget & Finance Committee could indicate their intention to continue serving on the committee during the 2006-2007 school year. Openings, if any, will be publicized according to the committee's bylaws.

### **New Business**

#### *Associated Student Body (ASB) Accounts:* Robert King reported as follows:

- ❑ A meeting was held with Mr. Brathwaite of the finance office. Resulting agreements included:
  - ASB will provide financial information to Budget & Finance Committee by June 13, 2006
  - A meeting will be called to include Mr. Brathwaite, Budget & Finance Committee co-chairs, Assistant Principal Atlas, CBO Greg Wood, & ASB Treasurer-Michelle Kim to review/establish:
    - Definition of Budget & Finance Committee & CBO's oversight role of ASB
    - Organizational "chain of command"
  - Development of guidelines for expenditure of ASB funds, including:
    - Limits on reimbursements
    - Initiation of purchase orders (POs) by the finance office
    - Possibility of an LAUSD-style "P-card"
  - Requests for quarterly ASB financial statements be in writing

#### *Non-routine requests:*

- ❑ P.E. department—Pam Harbour requested funds for volleyball nets. Discussion:
  - Request should have been included in department request
- ➔ Action: Ask P.E. department to utilize IMA first
- ❑ Technology Program—Dan Warren requested funds to deal with air conditioning problem in main data frame (MDF) room, upstairs in the J building. Discussion:
  - Whether LAUSD or a private contractor does work, need to ascertain District standards for roof-vented air conditioning unit.
- ➔ Action: Utilize funds allocated in technology or capital expenditures budget placeholders
- ❑ Science department—Karyn Newbill requested funds to maintain five fish tanks in the marine science room. Discussion:
  - This expense was unknown at the time of budget formulation—Mr. Millette left mid-year & his replacement was new to PCHS.
  - Science department will include this expense in future annual requests
- ➔ Action: Approved \$1,500.

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### *Member Concerns:*

- ❑ Budget request forms should include a rationale for how funds help to achieve organizational goals & how effectiveness of expenditures will be measured
- ❑ To ensure future solvency & ability to deal with contingencies, the committee should develop a policy to set aside a certain percentage of revenue each year

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

The next regular meeting was set for Monday, August 28, 2006, at 3:15 p.m. in the school library

(Note: date and time of August meeting subject to change due to buy-back day schedules)

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