

DRAFT

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of August 18, 2006



A California Distinguished School

In Attendance:

Voting Members: Mark Snyder (Co-Chairperson), Robert King (Co-Chairperson), Richard Simon (Secretary), Susan Curren, Rachel Lerner, Karyn Newbill, Simon Santana, Eileen Savage

Non-voting Members: Amy Held, Michelle Kim, Eleanor Rozell, Greg Wood

Visitors: Minh Ha Ngo

Opening

Mark Snyder called the meeting to order. Minutes from the regular meeting of June 19, 2006 were read and amended as follows: under "Date, Time, and Location of Next Meeting," the regular meeting time for Monday, August 28, 2006 was changed from 3:15 p.m. to 1:00 p.m.

Old Business

BUDGET REPORT: Chief Business Officer Greg Wood reported as follows:

- 2005-2006 Review:
 - Monthly balance sheet:
 - Unaudited actuals show increase in end-of-school-year unrestricted fund balance of approximately \$780,000 for a total of approximately \$3.159 million.
 - Restricted funds totaled \$318,237.
 - Textbook/IMA report:
 - 78.8% of textbook budget & 83.5% of IMA were spent. Discussion:
 - Report will be useful in developing 2007-2008 budget.
 - Department chairs should discuss with department members.
 - Department chairs should be in-serviced on processes to account for textbook accounts & IMA.
 - Consultant expenditures report:
 - Total for 2005-2006 of \$238,504. Largest amounts include \$90,590 to Sodexo & \$65,463 for special education services.
 - Cafeteria report:
 - Deficit of approximately \$280,000. Discussion:
 - Other charter schools, including Granada Hills CHS, lose money on food service, but considering the many needs of the school, an annual quarter million dollar deficit should be unacceptable.
 - PCHS has expressed its values by committing to fulltime hours & benefits for food service employees. While labor costs should be considered, budget should not be balanced by exploiting cafeteria workers.
 - Menu items, particularly food from Subway & Dominoes, should be analyzed for cost effectiveness; nutritional issues should also be considered.
 - Waste should be analyzed & minimized. A substantial consulting fee is paid to Sodexo; cafeteria should be managed to minimize spoilage & waste.

DRAFT

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

DRAFT

- ➔ Action: request Executive Director manage a process organized by Assistant Principal Evans that would develop solutions to minimize cafeteria deficit while ensuring healthy food choices & provide an update to the Budget & Finance committee within 60 days.
- ❑ 2006-2007 Budget Update:
 - Monthly balance sheet indicates projected expenditures of \$21,168,295, exceeding projected revenues by \$434,993. Discussion:
 - Revenue projections are typically conservative, particularly regarding ADA.
 - Accessing prudent reserve was necessary to achieve certain goals, e.g. acquisition of additional classrooms.
 - Projected end-of-year reserve of \$2.724 million is above CDE recommendations.

ASB: Robert King reported as follows:

- Better communication & cooperation with Finance Office
- Student involvement
- New Athletic Director
- ➔ Action: a subcommittee consisting of Budget & Finance committee co-chair Robert King, Executive Director Amy Held, CBO Greg Wood, & ASB Treasurer Michelle Kim was formed to oversee ASB & report to Budget & Finance committee.

New Business

MEASURE R: Greg Wood reported as follows:

- ❑ Last year's submission to LAUSD was rejected for what seemed an arbitrary reason; goalposts appear to have been moved after request was submitted.
- ❑ A new submission of approximately \$900,000 in furniture, fixtures, & equipment has been prepared & will be submitted in accordance with the LAUSD deadline. Discussion:
 - PCHS should qualify, as approximately 20% of its students reside in impacted school areas.
 - LAUSD Charter Office, LAUSD Board President Marlene Canter, LAUSD Bond Oversight Committee, & PCHS attorneys should be involved.

HEALTH BENEFITS FOR RETIREES: Amy Held & Greg Wood reported as follows:

- ❑ An independent actuarial report indicates necessity to set aside \$800,000 per year to fully fund future retirees' benefits. Discussion:
 - Currently paying \$585,000 annually to LAUSD for retiree benefits. Need to negotiate with LAUSD, which manages its \$15 billion liability on a "pay-as-you-go" basis or decide to set aside our own funds to ensure retiree benefits.

MEMBER CONCERNS:

- ❑ Status of Proposition 39 negotiations.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, September 25, 2006, at 3:15 p.m. in the school library
(Items to be included on the agenda must be submitted by Tuesday, September 19 no later than 3:00 p.m.)

DRAFT

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