

# ***PCHS BUDGET AND FINANCE COMMITTEE***

Minutes of the Regular Meeting of October 15, 2007



## **In Attendance:**

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

**Non-voting Members:** Amy Dresser Held, Nick Morshed, Eleanor Rozell, Greg Wood

**Visitors:** Susan Frank, Marcia Haskin, Russel Howard

## **Opening**

Robert King called the meeting to order. Minutes from the meeting of September 17 were read and approved.

## **Old Business**

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

- CBO's October report to the Board of Directors was distributed. Included in the report:
  - Enrollment/attendance:
    - First month enrollment at 2,699;
    - ADA decline attributed to implementation of ISIS in 2006-2007.
  - Annual audit of 2006-2007 school year scheduled for the week of November 5<sup>th</sup>. Audited Financials need to be completed by December 15, 2007;
  - CDE: PCHS received \$44,000 in unrestricted CAHSEE supplemental instruction funding;
  - Cafeteria:
    - PCHS actively encouraging participation by eligible students in the Free & Reduced priced lunch program; to date, 579 students (21.4% of student body) has qualified as either free or reduced;
    - Cafeteria POS system increasing participation in Free & Reduced program, thus increasing cafeteria revenues;
    - Online pay system for parents should be "up" in two weeks; and
    - Monthly menus to be posted on the PCHS website.
  - CCSA Conference:
    - Submitted proposals for PCHS to be presentors at the CCSA Conference in March, 2008: budgeting process, food service in conjunction with Sodexo, & a collaboration with Granada Hills Charter High School (GHCHS) on best practices/financial health.

*ATHLETICS:* Mark Snyder reported as follows:

- Meeting held with Athletic Director Rich McKeon:
  - Mr. McKeon will present information at the November 26 Budget and Finance committee meeting;
  - Athletics should be ready for the spring 2008 budget formulation process.

*TRANSITION ISSUES:* Greg Wood reported as follows:

- PCHS staff met with LAUSD officials, including Greg McNair & Aaron Earlywine.

*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.*

- Discussed self-funding of health benefits & related MOU and right-of-return.
- LAUSD Charter Office seemed unprepared & not empowered to negotiate agreements.
- PCHS participated in conference calls with GHCHS & Santa Monica Blvd. Charter Elementary School to discuss common transition issues.

*TRACK/FIELD & POOL:* Greg Wood reported as follows:

- Track & Field is on schedule; and
- Pool:
  - CEQA approval necessary;
  - Funding behind schedule but fund-raiser hired & strategy in place; and
  - Request to use portion of ASB surplus from previous years taken under advisement by student leadership. Nick Morshed to report at November 26 Budget and Finance committee meeting.

*ZERO-BASED BUDGETING:* Marcia Haskin reported as follows:

- Concept presented at department chairperson meeting:
  - Departmental goals to be established; and
  - All programs to be evaluated for academic effectiveness using data & surveys, although evaluators, priorities & process have not yet been determined.

*HR:* Greg Wood (for Colleen McCarthy) reported as follows:

- HR budget, reconciled with existing funding, presented:
  - Total of \$82,839, with \$65,394 in new funding. Discussion:
    - Did vetting process include Executive Director Held & CFO Wood? Answer: yes;
    - Is the requested amount within the 2007-2008 funds balance? Answer: yes;
    - Board approved HR position & should have established an operational budget.
  - ➔ Action: approved recommendation to Board of Directors for \$65,394 in new funds given budget carryover.
- Russel Howard presented a request to fund a full-time position to assist the deans. Cost: \$11,000 for the remainder of the fall semester & \$18,000 for the spring.
  - ➔ Action: forwarded to HR Director McCarthy.

*BOOSTER CLUB:* Richard Held reported as follows:

- September allocations totaled \$10,363.46:
  - Science teachers' hotel/parking: \$650;
  - Faculty Lounge refurbishment: \$2,500;
  - Student-of-the-Month program: \$3,473.46;
  - Board needs—graphics, team-building: \$1,000;
  - Girl's basketball: \$2,500; and
  - Dolphin Days reimbursement: \$240.

## **New Business**

*MEMBER ELECTION/SELECTION:* Mark Snyder reported as follows:

- Committee membership election schedule modified by the Board of Directors.

- Application for membership:
  - Notices for members wishing to continue serving were distributed.
  - Notification of membership opportunities will be distributed to other stakeholders.
  - Per the committee's bylaws, "[s]hould an excess number from any stakeholder group apply, an election of the relevant stakeholder group(s) shall be held."

*MEETINGS:* Mark Snyder reported as follows:

- In order to report to Board of Directors in time for items to be agendaized, Budget and Finance committee meetings should be the second Monday in the month.
  - ➔ Action: agreed to hold meeting on November 26 & meetings beginning January 2008 on the second Monday of the month.

*NON-ROUTINE:*

- Technology Pod English: Sarah Rosenthal presented a \$3,000 request for licenses to use the Vantage writing program, an automated system.
  - ➔ Action: approved \$3,000.
- Life Skills: Request for \$250 IMA.
  - ➔ Action: approved \$250.
- AP Studio Art: Susan Curren presented a request for \$1,000 for another faculty member to photograph student projects. Discussion:
  - Program has existing funds; manner of contracting service needs to be determined.
  - ➔ Action: forwarded to HR.

*MEMBER CONCERNS:*

- Equipment replacement: has the school prepared for equipment failures during the year?
- Furniture: science classroom furniture has not yet been deployed; has it been ordered?

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

The next regular meeting was set for Monday, November 26, at 3:15 p.m. in room F-201.