

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of November 26, 2007



In Attendance:

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

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

Visitors: Susan Frank, Helene Kunkel, Maisha-Cole Perri, Nancy Simon

Opening

Robert King called the meeting to order. Minutes of October 15 were approved;

Old Business

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

- ❑ Enrollment/Attendance:
 - As of the close of the second month, enrollment was 2,697. Modest decline from previous year may be attributable to ISIS implementation & October fires.
- ❑ Independent Audit:
 - 2006-2007 audit will be presented at the next Board of Directors meeting.
- ❑ First Interim Report:
 - Due the first week of December; and
 - Will be submitted despite absence of LAUSD billing for services in the first four months of the year, estimated at \$700,000.
- ❑ Funding Updates:
 - Received a \$2,718 grant for instructional gardens.
- ❑ Cafeteria:
 - Participation rates for Free & Reduced Price program have increased;
 - On-line pay system is “up”; and
 - Quarterly meeting with Sodexo was held to discuss cost reduction & revenue generation.
- ❑ Departmental/Program Funds Balances:
 - List distributed to members & available on-line or from the CBO’s office.

BUDGET/CALENDAR: Executive Director Amy Held reported as follows:

- ❑ Meeting planned for department chairs for budget procedures training & program analysis; and
- ❑ Calendar should allow adequate time for thoughtful & thorough submissions. Discussion:
 - Expect zero COLA from the state.
 - Class size reduction should be factored into funding decisions.
 - Must plan for as-yet unbilled LAUSD charges.
 - Are LAUSD services cost-effective?

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.

- ➔ Action: approved establishment of a subcommittee to analyze cost-effectiveness of purchasing LAUSD services. Volunteers: Jim Suhr, Maisha-Cole Perri, Greg Wood, Amy Held, Eileen Savage. Suggested members: Charlotte Atlas, Mary Bush, Margaret Evans.

HUMAN RESOURCES: Colleen McCarthy reported as follows:

- ❑ Right-of Return (ROR):
 - Revised ROR calendar presented to Board of Directors.
 - Benefits:
 - Subject to negotiations with LAUSD, the Board will make a decision regarding funding retiree benefits.
 - Meetings to be scheduled with brokers to compare benefits packages.
 - Proposal for retiree benefits fund to be placed in a separate trust account rather than in the current PCHS restricted funds account. Discussion:
 - How would account be administered or managed? Most staff members are not qualified financial experts.
 - What kind of selection process for an oversight committee?
 - Is this proposal contingent on a decision to self-fund?
- ➔ Action: refer proposal to Health Benefits subcommittee with subcommittee opened to increased representation of certificated & classified staff.
- ❑ Interviews for ASB finance manager position are ongoing. Position is subject to restructuring.
- ❑ Surveys:
 - Employee surveys are being analyzed.
 - Parent responses available on November 27.

BOOSTER CLUB: Richard Held reported as follows:

- ❑ October allocations totaled \$11,203.00
- ❑ Fundraisers:
 - Silent Auction/Dinner Party—Friday, February 22, 2008
 - Ralphs.com
 - Phone-A-Thon

ASB: Nick Morshed reported as follows:

- ❑ Current ASB account balance of \$117,000.00
- ❑ Leadership is discussing expenditure of carryover funds toward a school-wide project, e.g. swimming pool, but decision is dependent on current student body needs.

COMMITTEE OPENINGS: Robert King reported as follows:

- Constituencies will be contacted to nominate candidates for submission to Board of Directors.
- Voting status of Executive Director. Discussion:
 - Requires a change in committee bylaws & increase in faculty membership
 - Not common practice in industry
 - ➔ Consensus to continue as-is

New Business

NON-ROUTINE:

- Technology: Maisha-Cole Perri reported as follows:
 - Data projectors are being installed or replaced.
 - Ink/toner:
 - Request budget of \$15,000 for school-wide stock. Discussion:
 - Special Education has extraordinary needs which it did not plan or budget.
 - What portion of Special Education & other departments' IMA is unspent?
 - Should departments & individual requestors be expected to plan & budget for their printing needs?
 - Can funds be deducted from department IMA accounts as these resources are accessed?
 - Are there undesignated school supplies funds that can be designated for this need?
 - ➔ Actions: (1) Greg Wood, Maisha-Cole Perri & Sandy Duarte will meet to identify funds in current budget to meet this need; and (2) Greg Wood & Maisha-Cole Perri will meet with department chairs to develop budget & accounting processes.
- College Center: Helene Kunkel reported as follows:
 - SAT preparation—through an oversight, funds were not requested in the 2007-2008 budget. Approximately \$8,000 is needed to fund an SAT preparation course for needy students.
 - ➔ Action: approve up to \$8,000.00 for SAT preparation course.

MEMBER CONCERNS:

- Projectors: installation seems slow & replacement of broken projectors should have priority.
- Processes/policies for receiving ordered items should be reviewed & disseminated.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, January 28, 2008, at 3:15 p.m. in room F-201.