

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

Minutes of the Regular Meeting of February 26, 2007



A California Distinguished School

## **In Attendance:**

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

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

**Visitors:** Louis Brathwaite, Ann Davenport, Brittney Merritt, Sarah Miller, J. Rauschuber

## **Opening**

Mark Snyder called the meeting to order. Minutes from the regular meeting of January 22, 2007 were read, amended to include notation of a 3<sup>rd</sup> consecutive “clean” audit in the Budget Report section, and approved.

## **Ongoing Business**

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

- ❑ Financial Report—
  - Summary of revenues, expenditures and fund balances for the 2006-2007 school year was distributed (& will be posted on the school’s website).
- ❑ Grants—
  - Applied for \$15,000 for food service.
  - Applied for \$150,000 for ROP/technical-career education.
- ❑ Second interim report to LAUSD due this week.

**ASB:** Michelle Kim and Louis Brathwaite reported as follows:

- ❑ Financial Report—
  - Year-to-date summary of revenues, expenditures and fund balances was distributed. Discussion:
    - Are revenues down since vending machine offerings were changed to healthy drinks and snacks? Answer: initial drop-off followed by increase but still below former revenues.
    - Report should include revenue sources.

**BOOSTER CLUB:** Sarah Miller reported activities as follows:

- ❑ Silent Auction on February 9—approximately \$80,000 raised.
- ❑ Allocations:
  - Jesse Billauer assembly—\$1,500.
  - AVID/MESA—\$8,000
  - Track & Field Project—pledge of \$50,000 over two years (\$25,000 payable in June).
  - Ms. Castro/SLC—\$421.
  - Mr. Castro/Football—\$6,047.95.

*HEALTH BENEFITS:* Mark Snyder and Sandra Duarte reported as follows:

- Employee Survey—
  - Survey of employees to assess retirement or return-to-LAUSD plans was distributed. So far, actuary has received only 66 responses out of 176 employees. Discussion:
    - Is small sample enough for actuary?
    - Need to be prudent with resources, setting aside funds for these benefits.
    - Need to continue consortium negotiations with LAUSD for appropriate costs of retiree benefits.

*2007-2008 BUDGET DEVELOPMENT:* Mark Snyder and Greg Wood reported as follows:

- New calendar was distributed. Discussion:
  - Should two all-day meetings be scheduled? Answer: hopefully not. Aldersgate is available for one day, May 14.
  - Perhaps the order of items for consideration should be changed—start with capital expenditures and new programs and finish with IMA and textbooks.
  - If a second day is necessary, it should not conflict with testing schedules.

## **New Business**

*NON-ROUTINE REQUESTS:*

- Data Management Program—\$5,760.51 for additional computer and Scantron machine. Discussion:
  - With pressure of PLC common assessments and finals, it is inefficient and unwise to rely on one computer/scanner combo.
  - Funds exist in school technology budget.
  - ➔ Action: Requestors directed to submit PO with expenditure to be deducted from school technology budget.
- Data Management Program—\$6,000 for “In-N-Out Burger” 800 API incentive. Discussion:
  - Cannot use general education funds for this purpose.
  - ➔ Action: Suggest requestors work with Booster Club.
- SAT Test Preparation—\$7,980 for Princeton Review class for qualified students. Discussion:
  - Students must be on lunch program or eligible for fee waivers, on track to complete UC/CSU pattern, and not had an opportunity to take a previous SAT course.
  - Do Title I funds apply? Answer: unclear.
  - ➔ Action: Approved request.
- Business Course Textbooks—\$2,570.40 for WLA College course taught at PCHS campus. Discussion:
  - Funds were deducted from Technical Education department budget. Request would restore those funds.
  - A “cushion” exists in the budget for this type of unforeseen expenditure.
  - ➔ Action: \$2,750 will be charged to the “undistributed” textbook account and restored to the account of the Technical Education department.
- Map Set—\$600 for a map set for the social studies classroom in the new bungalows. Discussion:
  - Do funds exist in the Executive Director’s “moving” budget?
  - ➔ Action: Approved request.

*MEMBER CONCERNS:*

- Purchasing Process. Discussion:
  - Processes for accessing budget are unwieldy and convoluted.
  - Current legacy system precludes on-line ordering and other efficiencies. Can batches of POs be made available to department chairs? Can non-numbered POs be made available, with numbers assigned by staff at the end of the process?
  - Do we need additional clerical staff to process orders?
  - Should a flow chart be developed so that all stakeholders will know any category or funds may be accessed?
- ➔ Action: Issue to be forwarded to Executive Director.
- Copier in Graphic Arts classroom. Discussion:
  - Needs a part not covered under repair contract.
  - Equipment repair/replacement budget exists.
- ➔ Action: Technical Education department chair should forward request to the administrator who oversees operations/equipment, Mrs. Atlas.
- State Budget. Discussion:
  - Current estimates of legislative analysts indicate large shortfall in state revenue; education revenues may be affected.
  - Salary increases must be factored into budgets.
  - Budget and Finance committee and school-at-large should act prudently to ensure future solvency.

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

The next regular meeting was set for Monday, March 26, 2007, at 3:15 p.m. in the school library

(Items to be included on the agenda must be submitted by Tuesday, March 20, 2007, no later than 3:00 p.m.)