

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of March 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, Richard Held, Rachel Lerner, Karyn Newbill, Simon Santana, Eileen Savage,

Non-voting Members: Michelle Kim, Greg Wood

Visitors: Louis Brathwaite, Brittney Merritt

Opening

Mark Snyder called the meeting to order. Minutes from the regular meeting of February 26, 2007 were read, amended to change "Balance Sheet" in both the Budget Report and ASB sections to "Financial Report," and approved as amended.

Ongoing Business

Budget Report: Chief Business Officer Greg Wood reported as follows:

- Financial Report—
 - The 2nd Interim Report to the State, a summary of revenues, expenditures and fund balances as of January 31, 2007 school year was distributed (& will be posted on the school's website).
 - A snapshot of Textbook/IMA accounts was distributed—it was noted that there are numerous POs in the pipeline and therefore not reflected in the summary.
 - ADA—down slightly but in line with projections.

ASB: Michelle Kim and Louis Brathwaite reported as follows:

- Financial Report—
 - Year-to-date summary of revenues, expenditures and fund balances was distributed.

Booster Club: Sarah Miller reported activities as follows:

- February allocations (\$16,309.40):
 - Leadership class—\$5,000 for Casino Night.
 - ACADEC—\$1,200 for lodging expenses.
 - Science Department—
 - \$1,500 for Yosemite trip
 - \$758.53 for Guided Study program incentives
 - Executive Director—\$5,000 for communications, e.g. website upgrade, fundraising materials, etc.
 - Faculty Association—\$400 for open senate meeting lunches.
 - AIDS Awareness—\$450.67 for supplies.
 - Assistant Principal Evans—\$2,000 for a laptop computer & software.

Health Benefits: Mark Snyder reported as follows:

- Employee Survey—
 - Survey of employees to assess retirement or return-to-LAUSD plans was distributed. Initial response of 74 of 179 employees. Personal encouragement resulted in an additional 82 responses. Discussion:
 - Actuary should produce accurate projections of PCHS needs.

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.

7/23/07

- Is/are PCHS and/or other conversion charters negotiating with LAUSD? Answer: discussions are ongoing with long-time charters providing a model.
- GHCHS has "borrowed" the PCHS survey and is utilizing the same actuarial firm.

2007-2008 Budget Development: Mark Snyder and Greg Wood reported as follows:

- Process has begun—departmental budgets due on March 28. Discussion:
 - To streamline process, two Budget/Finance meetings will be held:
 - Regular April 23 meeting will be devoted to IMA and textbooks
 - Aldersgate meeting on May 14 will be devoted to all other budget categories.
 - Administrators, department chairs, coordinators and program heads should have an opportunity to defend/explain requests at budget development meetings.
 - Budget/Finance committee needs to improve communications and education of stakeholders vis-à-vis access processes and funds distribution history.

New Business

Contract Negotiations:

- Consensus to defer recommendations until process has played out. Discussion:
 - In future, negotiators should be invited to observe and/or participate in Budget/Finance committee's meetings.
 - Although selection of negotiating team is a chapter issue, perhaps a faculty member of the Budget/Finance committee could be considered for inclusion.

Non-Routine Requests:

→ None.

Member Concerns:

- Athletic (& other) Budget—need to ensure that last year's failure to submit budget request will not be repeated. Discussion:
 - Athletic Director is on staff.
 - Meetings with requestors have been and will continue to be held.
 - Executive Director should be involved.
 - Time-lag between the date requests are due and committee review should allow for follow-up.
 - Incomplete or missing requests should be given "placeholders" in the budget recommendation.
- Need to improve on-line access to Budget/Finance information.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, April 24, 2007, at 3:15 p.m. in the school library

(This meeting will be devoted to Textbook and Instructional Materials Accounts for 2007-2008. Other items may not be included on the agenda.)

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,