

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of April 23, 2007



A California Distinguished School

In Attendance:

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

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

Visitors: Ann Davenport

Opening

Robert King called the meeting to order. Minutes from the regular meeting of March 26, 2007 were read, amended to remove Ann Davenport from the list of visitors, and approved as amended.

Special Agenda

Chief Business Officer Greg Wood presented budget requests from departments and other school programs, offices, and activities. Members discussed strategy for reviewing requests and determined to develop preliminary recommendations, subject to review pending additional details from requestors and clarification of overall budget picture.

TEXTBOOKS:

- ❑ Approved \$215,976 plus an additional \$50,000 for the library—
 - Need further justification from the English department. Mr. King will work with English department co-chair to formulate a specific proposal.
 - Request Science Department re-think physiology request as this program received substantial resources during the 2006-2007 school year.
 - Library request is expected to be consistent over the next four years as antiquated titles are replaced.
 - An “adoption year” schedule may be desirable for future years.
 - A “cushion” may be added at the time of final budget formulation.

IMA:

- ❑ Approved \$357,800 net IMA—
 - Included \$58,500 of GATE IMA that is to be placed on hold, subject to a review of 2006-2007 plan and analysis of requests and expenditures.
 - Planning for IMA has improved, but some requestors need to provide specific justifications. In the future, the school may want to limit requests with an annual cost of living adjustment (COLA).

NON-ROUTINE REQUESTS:

- ❑ Counseling Office—Ann Davenport requested \$15,240 for initial assessment of incoming 9th graders.
Discussion:
 - Paul Revere CMS is unable to perform testing.
 - Amount is above Budget/Finance \$10,000 limit for approval and Board will not meet prior to test date.
 - Executive Director Held will commit discretionary funds to supplement Budget/Finance committee.
- ➔ Action: approved request with amount to be shared by Budget/Finance committee and Executive Director Held's accounts.

CONCERNS:

- Independent Audit—Greg Wood presented a memo explaining his recommendation of Vicenti, Lloyd & Stutzman (VLS) as auditors for 2006-2007.
 - Changing auditors can be seen as a “red flag” to those who are responsible for oversight in LAUSD & State Department of Education.
 - VLS has extensive school auditing experience, providing services to 20 L.A. county districts and is the largest auditor of charter schools in California.
 - “Fresh Eyes” may be desirable periodically, but can be accommodated within the auditing firm by changing the personnel conducting audits.

Date, Time, and Location of Next Meeting:

The next meeting was set for Monday, May 14, 2007, at 8:30 a.m. at the Aldersgate meeting center.

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