

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Special Meeting of May 14, 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, Simon Santana, Eileen Savage, James Suhr

Non-voting Members: Amy Held, Gloria Martinez, Greg Wood

Visitors:

Opening

Mark Snyder called the meeting to order. Minutes of the regular April 23 meeting were neither read nor approved.

Special Agenda

This meeting's purpose: development of 2007-2008 budget recommendation to Board of Directors.

TEXTBOOKS:

- ❑ Approved \$215,976 net 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 \$350,370 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).
- ➔ Action: approved \$350,370 with \$58,500 GATE funds contingent upon descriptions of expenditures by the Education Program committee in conjunction with the GATE coordinator.

TECHNOLOGY:

- ❑ Requests totaled approximately \$600,000. Discussion:
 - Request includes one-time expenses, e.g. classroom phones, refresh of 2 labs, library mobile-lab upgrade, classroom projectors, cafeteria network integration & implementation of student user authentication system.
 - Lab refresh is on a 5-year cycle.
- ➔ Action: approved \$600,000 with expenditures to be prioritized by the Technology sub-committee of the Operations & Facilities committee, the Executive Director & school technologists.

FACILITIES:

- ❑ Requests, including room subdivisions & other class size reduction measures, totaled \$537,111

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 \$550,000.

HUMAN RESOURCES:

- Requests totaled approximately \$1,500,000. Discussion:
 - Some positions are short-term; others are ongoing. Requests, particularly for ongoing positions, need vetting to determine long-term budget impact.
 - Unfilled current positions should be included in calculations.
- Action: recommend capping ongoing new personnel expenditures at \$500,000 including benefits, but not to include any positions separately funded by the state.

OVERALL:

- Discussion:
 - In order to balance, budget recommendation will require expenditure of reserves.
 - Funds, including reserves, should be used for school & student benefit.
 - School should ensure at least 5% of annual revenue in reserve.
- Recommend Board approve 2007-2008 budget recommendation, including expenditure of reserve funds up to \$500,000 for one-time expenses only.

RESERVES:

- Action: recommend the Board of Directors designate reserves for specific purposes in addition to general purpose funds.

Date, Time, and Location of Next Meeting:

The next meeting was set for Monday, June 18, 2007, at 3:15 p.m. in the school library.