

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of September 17, 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

Non-voting Members: Amy Dresser Held, Colleen McCarthy, Greg Wood

Visitors: Lauren Allen, Marcia Haskin, Steve Jesson

Opening

Robert King called the meeting to order. Minutes from the meetings of April 23, May 14, June 18, and August 27 were read, and with the following amendments, approved;

May 14: Under "IMA," remove "GATE" subheading and amend wording as follows:

"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."

August 27: Under "Budget Report," add to the end of the first bullet:

"...based upon submission of the 2006-2007 unaudited actuals report."

Old Business

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

- State and federal funding projections for 2007-2008 are available. Included in the report:
 - Changes from the State's May revision—a reduction of approximately \$15,000;
 - Changes in funding of federal programs—a reduction of approximately \$30,000;
 - Per ADA revenue volatility from 1999-2000 to 2007-2008;
 - Proposition 98 funding from 2006-2007 to 2007-2008;
 - Indication of a lack of State funding for mandated costs;
 - Potential regulatory changes affecting charter school boards;
 - Changes to categorical and block grant programs;
 - Estimates of COLAs through 2011-2012; and
 - Updates on STRS and PERS.

TRANSITION ISSUES:

- Executive Director Amy Held provided an overview: this school year, many employees will confront a variety of issues as they consider whether to commit to continued employment at PCHS or to exercise their right of return to LAUSD.
- Human Resources (HR) Director Colleen McCarthy presented a timeline for various transition events.
- Mark Snyder expressed a need for a process to disseminate benefits information and choices.

ZERO-BASED BUDGETING: Marcia Haskin reported as follows:

- ❑ The school needs to analyze and evaluate all programs and determine if resources are being appropriately applied to achieve educational goals, particularly in regard to narrowing the achievement gap. Discussion:
 - All requestors must present a rationale for proposed expenditures, not simply ask for the previous year's level plus some increase.
 - Funding requests should include mechanisms for accountability.
 - What effect will this have on the budgeting calendar and process?
 - Department chairs need to collaborate with one another to ensure fair and effective distribution of resources.

HR: Colleen McCarthy reported as follows:

- ❑ Employee survey results are available indicating areas of success and of concern; and
- ❑ HR operation was established after the approval of the 2007-2008 budget and many needs require funding. Discussion:
 - HR budget should be reconciled with existing school budget and added to Budget and Finance agenda for action in October.

BOOSTER CLUB: Richard Held reported as follows:

- ❑ June allocations totaled \$1,932
- ❑ August allocations totaled \$11,087.43, including \$7,832.43 for a donor plaque.

New Business

NON-ROUTINE:

- ❑ Social Studies: Steve Jesson presented a request for \$5,706.66 for supplemental 10th grade social studies reading materials (*All Quiet on the Western Front*). Discussion:
 - Request is targeted to area of weakness on CST. As test results were not available until after budget formulation, request could not be planned in advance.
 - School needs accountability and evaluation of effectiveness of this expenditure.
 - ➔ Action: approved \$6,250 for books, including tax and shipping costs.
- ❑ Counseling Office: Mark Snyder (for Ann Davenport) presented a request for \$1,886.09 for additional WLACC business course books. Demand for class required additional section. Students attend classes during the regular school day and receive dual credit.
 - ➔ Action: approved up to \$3,000 for additional books and to cover previous over-budget order.
- ❑ Technical Education: Richard Simon presented a request \$3,269.44 to replace crashed server in D-202.
 - ➔ Action: approved \$3,500.
- ❑ Science: Karyn Newbill requested \$54,000 in IMA and \$28,000 in textbook funds due to State failure to include mandated cost reimbursement.
 - ➔ Action: approved recommendation to Board of Directors to add \$82,000 to Science department budget for 2007-2008.
- ❑ Technology: Amy Held (for Maisha-Cole Perri) requested funds for classroom projectors, copiers and other technology projects. Discussion:
 - Need accounting for current projects and expenditures.
 - \$100,000 prioritized for classroom phone system.

- Committee needs to distinguish between one-time expenditures and ongoing expenses.
- ➔ Tabled pending report on current projects and expenditures.

MEMBER CONCERNS:

- Phone system is a worthy expenditure but lack of phones in department offices contributes to confidentiality issues.
- Committee membership and selection process needs to be reviewed.

Date, Time, and Location of Next Meeting:

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