

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of October 13, 2008
(Note: meeting location was moved from F201 to the PCHS Library)



IN ATTENDANCE:

Voting Members: Mark Snyder (Co-Chairperson), Richard Simon (Secretary), Sandra Duarte, Richard Held, Rachel Lerner, Karyn Newbill, Simon Santana, James Suhr

Non-voting Members: Amy Dresser Held, Colleen McCarthy, Kevin Olson, Katrina Rochlin, Greg Wood

Visitors: DeVere Claus, Martin Griffin

OPENING

- Mark Snyder called the meeting to order.
- Minutes:
 - September 8, 2008 minutes were approved with the following amendment:
 - Under Non-Routine Requests, Library, motion changed as follows to reflect amount of funds transfer: “approved transfer of \$5.00 in Library IMA to subscriptions category.”

NON-ROUTINE BUDGET REQUESTS

- Computer Animation textbooks, approximately \$2,000. Discussion:
 - Requestor is not present to explain request and planning process.
 - Does ROP have a separate budget & can they participate?
- ➔ Recommended requestor should work with Tech Ed department & ROP for funding.
- Parent Liaison Hours—
 - No funding request at this time but expect an increase in 2009-2010 budget.
- Business Cards for Staff—
 - Tabled.

OLD BUSINESS

BUDGET UPDATE—Greg Wood reported as follows:

- 2008-2009 budget—
 - Year-to-date summary distributed and available on school website.
 - State budget approved. Highlights:
 - Funded COLA of 0.68 percent.
 - No cuts to categorical funding.
 - Current estimates are \$225,929 above earlier 2008-09 budget projections but further downward adjustments in state funding are anticipated.
- Federal guidelines for tax return compliance by non-profit charter schools—

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.

- Currently, PCHS practice is in compliance with newly released guidelines.

HUMAN RESOURCES—Colleen McCarthy reported as follows:

- All open positions hired, with exception of recently resigned security aide.
- Current issues:
 - Analysis of all auxiliaries & stipends. Discussion:
 - Current estimates of costs are approximately \$1.2 million.
 - Need to ensure resources are being efficiently used to improve student achievement.
 - Right-of-Return. Discussion:
 - Unknown if LAUSD plans further extension, although state education code is specific about the 5-year limit.
 - Healthcare benefits—ongoing negotiations between LAUSD & consortium of charter schools to clarify rights, responsibilities, costs, etc.
 - Compensation—reviewing all employees’ compensation.
 - Recruiting Fairs—continuing to participate in events to raise PCHS profile & locate the best applicants for open positions.
 - Training/Professional Development—ongoing activities for staff, including compliance training, e.g. sexual harassment.
 - Budget—need to revisit HR and/or Executive Director & Principal’s budgets, particularly to fund board-directed projects. Discussion:
 - Need to work with administration to develop a proposal & agendize.

BOOSTER CLUB—Richard Held reported as follows:

- Approximately \$7,641.34 in September, 2008 allocations, including:
 - Crow’s Nest at the Stadium-by-the-Sea: up to \$1,000.
 - *Tideline*: \$3,000 for student participation in national conventions.
 - Swim Team coach: \$150 for a gasoline card to defray expenses of driving students to SMC pool due to closure of Palisades YMCA facility.
 - Technology Department: \$850 for refreshments to encourage use of faculty technology center.
 - Soccer Teams: \$2,341.34 for boys & girls uniforms, contingent upon review of ASB accounts to ensure there is no redundancy.
 - Pali Ambassadors Program: \$300 for polo shirts.

ASB—Katrina Rochlin & Kevin Olson reported as follows:

- Successful Back-to-School Night fundraising.
- All accounts reviewed; balance sheet indicates approximately \$44,300 cash equity.

NEW BUSINESS

BUDGET COMMITTEE GOALS

- Prioritization reviewed. Discussion:
 - Very small range of difference; most items on list should remain priorities for 2009-10 budget.

- Budgeting should always be about supporting student achievement.

BYLAWS & ELECTIONS

- Board is looking to standardize opportunities for committee participation & reconcile committee policies & procedures with charter. Discussion:
 - Consideration should be given to need for experience, corporate memory, & high level of function in the Budget & Finance committee.
 - Need to agendaize this issue & possibly devote a special meeting to review of current practice & development of revised bylaws.

HUMAN RESOURCES BUDGET

- See Human Resources Report above.

CONCERNS

- Retiree Health Benefits Account. Discussion:
 - Designated fund amount of \$1.5 million. Money is not in a trust account because negotiations are ongoing with LAUSD about the future of PCHS participation in district benefit programs.
 - How much is being added each year?
 - Ad hoc benefits committee needs to reconvene to analyze current standing of benefits program & communicate with stakeholders.

DATE, TIME, AND LOCATION OF NEXT MEETING:

The next regular meeting was set for Monday, November 17, 2008 @ 3:15 pm, in room F201.