



PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of December 8, 2008

I. PRELIMINARY

A. Robert King called the meeting to order.

B. In Attendance:

Voting Members: Robert King (Co-Chairperson), Mark Snyder (Co-Chairperson), Richard Simon (Secretary), Susan Curren, Sandra Duarte, Richard Held, Karyn Newbill, Simon Santana, James Suhr

Non-voting Members: Jose Aguilar, Amy Dresser Held, Kevin Olson, Eleanor Rozell, Greg Wood

Visitors: Lisa Saxon, Rick Steil

C. Minutes:

- ❑ November 10, 2008 minutes were approved with the following amendments:
 - Under Non-routine Requests, Marching Band, “departmental” was changed to read “state.”
 - Under Old Business, Small Business Management Class, “vetted by Education Program committee” was redacted.

D. Selection of recorder: R. Simon

II. NON-ROUTINE BUDGET REQUESTS

A. Photography Class—

- ❑ \$3,187 for cameras, strobes, flashes, backdrops, light stands, and a boom.

Discussion:

- New teacher to PCHS did not have opportunity to plan budget.
 - Due to budget crisis, state VAPA funds may not be available.
 - Teacher should ensure responsible use and make students accountable for equipment.
- ➔ ACTION: Approved \$3,187 from contingency budget, with agreement that equipment will be used responsibly and teacher will ensure accountability.

III. OLD BUSINESS

A. BUDGET UPDATE—Greg Wood reported as follows:

- ❑ 2008-2009 budget—
 - Potential state budget cuts as much as \$400,000.
 - Potential for other cuts and/or district charges or funding reductions.
 - Current position year-to-date: +\$24,168.
 - Discussion:
 - Need to develop strategies to deal with contingencies.
 - ➔ ACTION: Suggest development of a memorandum to staff advising everyone to be mindful of spending, soliciting cost-saving ideas, and plan carefully for next year's zero-based budgeting process.

B. HUMAN RESOURCES—

- ❑ Potential changes to district health benefits programs:
 - Charge to members for higher cost plans.
 - No lifetime benefits for new employees.
 - Discussion:
 - These are collective bargaining items.
 - PCHS should consider options, including purchasing benefits from vendors rather than reliance on LAUSD.

C. BOOSTER CLUB—Richard Held reported as follows:

- ❑ \$2,470.21 in November, 2008 allocations, including:
 - \$495.21 for PE department refrigerator;
 - \$1,075 to Sissel Hawkes for field trips to between 125 and 145 students, depending on venue;
 - \$900 to the faculty-staff association for the annual holiday party;

D. ASB—Katrina Rochlin & Kevin Olson reported as follows:

- ❑ Winter Formal Dance:
 - Proposal for Winter Formal is being considered. Experience with Homecoming should lead to a more cost effective event.
- ❑ Sadie Hawkins dance is scheduled for early spring.

E. Bylaws and Elections—

- ❑ Changes to committee bylaws designed to align them with the charter and with board policies were suggested, including:
 - Composition—
 - Faculty has right to compose a majority;
 - Seven certificated members;
 - Staggered terms—one half of membership must stand for election each year;
 - Quorum—
 - Meetings may be held but the committee cannot take on action without a quorum.
 - Participation—
 - “The PCHS Budget and Finance Committee encourages broad participation throughout the school community and all are welcome to attend and participate in Committee discussions. Only members may vote. Alternates may vote in the absence of that stakeholder group’s voting member.”
- ➔ ACTION: Committee approved proposed changes subject to legal opinion.

IV. NEW BUSINESS

A. 2009-2010 ZERO BASED BUDGETING

- ❑ Due to state fiscal crisis, need to prepare for a prudent and conscientious budgeting process.

B. CONCERNS:

- ❑ None.

C. DATE, TIME, AND LOCATION OF NEXT MEETING:

The next regular meeting was set for Monday, January 12, 2009 @ 3:30 p.m. in the school library.

Agenda items must be submitted to R. King no later than Wednesday, January 7 at 2:00 p.m. via email to: rking@palihigh.org