

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Annual Budget Formulation Meeting of May 27, 2008



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, Eileen Savage, James Suhr

Non-voting Members: Marcia Haskin, Colleen McCarthy, Kevin Olson, Eleanor Rozell, Greg Wood

Visitors: Maisha-Cole Perri

OPENING

- Robert King called the meeting to order.
- Regarding prudent decisions for school finance, the committee agreed to the following goals and recommendations:
 - Recommendation to Board of Directors should be for a balanced budget that does not impede the progress of educational programs.
 - School should analyze purchase of LAUSD services vs. outside contracting.
 - Streamlining of organization.
 - School should conduct an analysis of the use and possible realignment of National Board Certified (NBC) teachers.
 - Administrators, departments, and other requestors should engage in long-term planning (3 to 5 Years).
 - Disseminated budget information should include the person responsible for facilitating purchase.
 - Department level vetting of textbook, IMA, field trip, and conference requests should be included within the timeline of the budget calendar.
 - School should audit personnel expenditures regarding compensation outside regular salary and benefits.
 - In Field Trips and Conferences, amount budgeted is less than requested. Administrator in Charge of these accounts should use submitted budgets for guidance in approving requests throughout the year.

OVERVIEW

2008-2009 BUDGET— Chief Business Officer Greg Wood reported as follows:

- 2007-2008 budget expected to close out close to balance.
- \$3.8 million currently in unrestricted reserve fund. Unrestricted reserves do not include \$1.5 million in designated retiree health benefits account and restricted accounts.
- 2008-2009 budget:
 - Freezes and reductions:
 - Funding for 2008-2009 will not increase from the 2007-2008 levels. The 5.5% COLA will not be funded—the State will apply those funds to offset budget deficits.
 - Categorical grants will be reduced by 6.5%
 - One-time funding for arts, music & PE supplies etc. to be eliminated

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.

- Food costs expected to rise by 5% and have been factored into the Budget
- LAUSD fees expected to rise, including a one percent increase in the facilities use fee
- LAUSD currently is discussing the elimination of Targeted Instructional Improvement Grant (TIIG) funding for charter schools (used to support Magnet Integration Program), a \$500,000 reduction in revenue
- Some losses may be offset by increasing ADA. Currently, attendance rate is 95.3%--a better effort can be made to improve this rate and keep enrollment closer to operating capacity

2008-2008 BUDGET

CAPITAL REQUESTS

- Discussion:
 - Designation of item #7 in the capital request spreadsheet (see attached) should be clarified.
 - Contingency funds for capital projects, including emergency repairs, should be included in the school's general reserve.
- ➔ Approved items #1 through #6 and item #8 in the capital request spreadsheet (see attached).

TECHNOLOGY

- Discussion:
 - Timeline for availability of a digital projector in each classroom should be publicized
 - Is software a departmental (IMA, textbook, etc.) or a school-wide issue?
 - Are consumables (toner, etc.) a departmental or a school-wide issue?
- ➔ Approved items #1 through #5 in the technology request spreadsheet (see attached) with specific information communicated to departments regarding requests including identification of responsible facilitator.

TEXTBOOKS

- ➔ Approved \$374,455 of \$484,455 requested in the textbook request spreadsheet (see attached), with \$135,000 of \$250,000 Mathematics Department requests voluntarily deferred and a \$25,000 contingency.

INSTRUCTIONAL MATERIALS ACCOUNTS (IMA)

- ➔ Approved \$393,222 in the IMA request spreadsheet (see attached), plus \$25,000 in contingency funds.

FIELD TRIPS

- ➔ Approved \$40,000 under supervision of appropriate administrator using budget requests as a guideline.

CONFERENCES

- ➔ Approved \$60,000 for conferences, under supervision of appropriate administrator using budget requests as a guideline and including \$10,000 earmarked for an all-staff retreat.

PERSONNEL

- Discussion:

- Requests appear to have been forwarded without administrative vetting.
 - Additional out-of-classroom positions may add to perceptions of a “top-heavy” structure.
 - Commitments to ongoing expenditures are unwise in a period of austerity budgets.
 - Analysis of current employee utilization, including teacher auxiliaries, teachers-of-record, NBC teacher duties, coaching stipends, etc., should be conducted.
- Approved health benefits for unrepresented ESL aides with a salary adjustment contingent upon comparison with similar positions inside and outside of LAUSD.
- Approved no increase in budget for new personnel expenditures without corresponding personnel decreases in other positions.

NON-ROUTINE

- Approved \$50,000 in contingencies for the Budget & Finance Committee to handle non-routine requests that may arise in the 2008-2009 School Year, with \$25,000 incorporated in textbook budget and \$25,000 incorporated in IMA budget.

DATE, TIME, AND LOCATION OF NEXT MEETING:

The next regular meeting was set for Monday, June 9, 2008 @ 3:15 pm in the F201.