

# ***PCHS BUDGET AND FINANCE COMMITTEE***

Minutes of the Regular Meeting of September 8, 2008



## **IN ATTENDANCE:**

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

**Non-voting Members:** Amy Dresser Held, Su Kang, Kevin Olson, Greg Wood

**Visitors:** Steven Burr, Tami Christopher, Mary Ann Doll, Ruth Grubb, Helene Kunkel, Richard McKeon, David Schalek

## **OPENING**

- Robert King called the meeting to order.
- Minutes:
  - August 25 minutes were approved with the following amendments:
    - Kevin Olson was included in the list of non-voting member attendees
    - Under “Old Business—Booster Club”:
      - EAST light bulb replacement project amount changed from \$600 to \$750
      - SignARama amount changed from \$255.57 to \$4,255.57
      - Football “sledl” corrected to “sled”

## **NON-ROUTINE BUDGET REQUESTS**

- Introduction: initial non-routine requests totaled over \$126,000, although some have been trimmed. This level of monthly requests cannot be supported in an austerity budget year. Discussion:
  - Departments and/or programs had adequate opportunities to plan for and request funding in the spring—requestors should not be rewarded for poor planning.
  - Budgeting process has improved over the years and requestors are learning how to plan zero-based budgets.
  - Due to state budget impasse and projected funding cuts, Pali should “hold the line” wherever possible, tapping reserves only when necessary to achieve student achievement goals.
- Village Nation—
  - \$30,000 requested for a program targeted at improving achievement in African American students. Discussion:
    - Need an itemized budget.
    - How much is one-time versus ongoing expenditure? Answer: approximately \$10,000 annually.
    - Can offsets be found in parts of the approved budget, e.g. field trips, textbooks, etc.?
  - ➔ Recommended fully funding program with stipulations that (a) Principal and Director of Instruction identify sources of funding from the approved 2008-2009; (b) Booster Club is solicited for funding assistance; and (c) Executive Director researches grants.

- Library—
  - Requests permission to redirect a portion of its approved budget from IMA to subscriptions. Discussion:
    - Amount is insignificant but principle is at issue
    - Transfers, particularly in service of the school's mission, should be at the discretion of departments and/or programs
    - Accountability requires that transfers should go through a request/approval process
  - ➔ Approved transfer of \$5.00 in Library IMA to subscriptions category
- Athletic/Academic Counselor—
  - Request \$10,000 for a part-time position to focus on academic issues and college preparation for students participating in athletics. Discussion:
    - Supported by Athletic Director and College Center.
    - Unclear whether this was inadvertently left out in budget formulation process.
    - Vetted by Education Program committee? Answer: yes.
    - How will results be evaluated for accountability of ongoing expenditures?
    - Concerns expressed by P.E. department members.
    - Could Athletics and/or College Center budgets be re-prioritized with some funds redirected to fund this request?
  - ➔ Approved funding with the following stipulations: (a) examine Athletics and College Center budgets to find funds with the balance coming from school reserves; and (b) subject to vetting and recommendation by the Education Program committee, the Director of Instruction, and the Principal.
- Science—
  - Physical geology books needed and previously approved physics textbook amount needs adjustment. Discussion:
    - Physics books cost an additional \$1,500 over approved amount of \$13,500.
    - Number of physical geology students was unknown at time of spring budget formulation—additional books will cost \$6,700.
  - ➔ Approved up to \$8,200 to be taken from textbook “cushion,” with stipulation that unspent science department textbook funds be returned to textbook cushion at the end of the fall semester.
- Business Management Class—
  - Tabled until November meeting.

## **OLD BUSINESS**

**BUDGET UPDATE**—Greg Wood reported as follows:

- 2008-2009 budget—
  - Year-to-date summary distributed and available on school website.
  - State budget still not finalized and revenue stream is a concern.

*HUMAN RESOURCES*—Greg Wood reported for Colleen McCarthy as follows:

- All open positions hired.

*BOOSTER CLUB*—Richard Held reported as follows:

- ❑ Meeting location has been moved from the library to the faculty cafeteria.
- ❑ \$54,400 in June, 2008 allocations, including:
  - English Department: \$700 for R. Cohen to purchase copies of *Beautiful Boy* and *Tweaked*.
  - Executive Director: \$3,700 to reconstitute and incorporate the Alumni Association.
  - Aquatic Center: \$50,000, contingent on fundraising at the silent auction.

*ASB*—Kevin Olson reported as follows:

- ❑ Student Store will be online soon.
- ❑ Signage for Student Store has been purchased.
- ❑ Snack prices have increased and revenues should improve.

## **NEW BUSINESS**

### *2008-2009 GOALS*

- ❑ Prioritization tabled until the October Budget and Finance committee meeting.

### *NON-ROUTINE REQUEST PROCEDURE*

- ❑ R. King and G. Wood will develop a standard format for submission of non-routine requests.

### *MICROSOFT SETTLEMENT*

- ❑ Referred to Operations and Facilities committee.

### *HUMAN RESOURCES BUDGET*

- ❑ Referred to Administration.

#### **CONCERNS**

- Use of reserves. Discussion:
  - Budget and Finance committee should take a harder line on requests that tap into reserves.
  - Requestors need to exercise proper planning and fiscal discipline.
  - Committee appears unable to say, “no.”
  - Despite approvals of requests from reserve, committee has a history of prudent and responsible oversight.
  - Reserves are far above minimum requirements for charter schools and should be used in service of the school’s mission.
  - All stakeholders should be educated regarding the current fiscal position of the school and issues with state funding.
  - More effort should be made to encourage requestors to find offsets.

#### **DATE, TIME, AND LOCATION OF NEXT MEETING:**

The next regular meeting was set for Monday, October 13, 2008 @ 3:15 pm, in room F201.