



PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of January 12, 2009

I. PRELIMINARY

A. Robert King called the meeting to order.

B. 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, Kevin Olson, Katrina Rochlin, Eleanor Rozell, Greg Wood

Visitors: Lisa Saxon

C. Minutes:

- ☐ December 8, 2008 minutes were approved with the following amendment:
 - Under Old Business, Item E, Quorum, “can...” was corrected to read “cannot....”

D. Selection of recorder: R. Simon

II. NON-ROUTINE BUDGET REQUESTS

A. None—

III. OLD BUSINESS

A. BUDGET UPDATE/SAVINGS STRATEGIES—Greg Wood reported as follows:

- ☐ Independent audit—PCHS has received its fourth consecutive “clean” audit report, including a stringent federal program review, including Title I and nutrition.
- ☐ 2008-2009 budget—
 - Current fund balance of \$7 million, with \$3.88 million undesignated/unrestricted. Currently on track to finish fiscal year close to approved budget.

- Potential state funding cuts for the current fiscal year could be as much as \$750,000, including elimination of .68% COLA and 4.5% general education revenue reduction.
- Potential for cuts in 2009-2010 funding could be \$830,000.
- Discussion:
 - Need to develop strategies to raise outside funds.
 - Need to ensure enrollment remains at or near capacity.
 - Draft letter to employees and other stakeholders to solicit cost saving ideas.
- ➔ ACTION: Motion by S. Curren, seconded by R. Held: Create subcommittee to investigate revenue development and cost savings strategies. Motion approved by acclamation.

B. HUMAN RESOURCES—Greg Wood and Amy Held reported as follows:

- ❑ Compensation report developed by Colleen McCarthy and other members of the School's management team was distributed to members. Discussion:
 - Report indicates PCHS compensation is on average above comparable schools and districts, including:
 - Monetary compensation
 - Benefits, which other schools/districts do not fully fund
 - Benefits costs continue to rise.
 - Further analyses are necessary to identify more efficient uses of resources, including stipends, teachers-of-record, auxiliaries for small classes, overtime, etc.
- ➔ ACTION: Motion by J. Suhr, seconded by E. Savage: (1) Thank report creators for a great effort; and (2) forward to the Board with a recommendation they assign appropriate committees and managers to analyze data and make cost-effectiveness recommendations. Motion was approved by unanimous acclamation.

C. BOOSTER CLUB—Richard Held reported as follows:

- ❑ \$8,387.98 in December, 2008 allocations, including:
 - \$3,000 for the Drama Department;
 - \$1,500 for "Ready, Set, Auction"—a web-based program to assist the Silent Auction Committee;
 - \$2,700 to the Academic Decathlon team for jackets;
 - \$957.98 for the Photography class; and
 - \$230 to UTLA for a faculty pizza lunch

D. ASB—Kevin Olson reported as follows:

- ❑ Current fund balance indicates a \$7,467 loss for the current year. Events and expenditures are being analyzed in hopes of bringing accounts into balance. ASB budget report will be posted online.

E. Bylaws and Elections—Robert King reported as follows:

- ❑ Due to changes to committee bylaws, committee has an open seat. Should a special election be held or should an election be held for all open seats?
 - Discussion—
 - Another faculty seat may soon be vacant;
 - A parent/community seat may also be vacant;
 - Staggered term elections—one half of membership standing for election—should wait until after the spring budget formulation;
 - ➔ ACTION: Motion by R. King, seconded by R. Held: Hold a special election to fill vacant faculty seat as soon as possible. Motion was approved by unanimous acclamation.

IV. **NEW BUSINESS**

A. HEALTH BENEFITS REPORT

- ❑ Tabled.

B. CONCERNS:

- ❑ Ensure committee meeting location—the School Library—is posted on the “Week at a Glance” & other school communications.

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

The next regular meeting was set for Monday, February 9, 2009 @ 3:30 p.m. in the School Library.

Agenda items must be submitted to R. King no later than Wednesday, February 4, 2009 at 2:00 p.m.