

FINAL APPROVED MINUTES



PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of October 12, 2009

I. PRELIMINARY

A. Robert King (Budget Committee Chair) called the meeting to order.

B. In Attendance:

Voting Members: Robert King (Chairperson), Olivia Castro (replacing Lisa Saxon), Susan Curren, Sandra Duarte, Richard Held, Rick Mills, Karyn Newbill, Cheryl Onoye, Simon Santana, Eileen Savage, Andrew Simnegar, James Suhr.

Non-voting Members: Jennifer Avant Eustice, Kevin Olson, Eleanor Rozell, Greg Wood.

Visitors: Candace Koral, Michele Lynche.

C. Approval of previous meeting's minutes:

- ☐ Regular Meeting of September 14, 2009 minutes were approved with the amendment to Item III B under ACTION of "break-even budget of \$371,850, **based on an ADA of 49.6**, be adopted as the Temescal Academy 2009-10 budget..."

D. Selection of recorder: E. Savage

II. EMERGENCY BUDGET REQUEST

A. Textbook Room Scanners

- ☐ The request for six textbook scanners will be funded through the existing Operations Budget.

III. OLD BUSINESS

A. Budget Update—Greg Wood reported as follows:

- ☐ The 2008-09 Annual Audit will begin the first week of November and be due to the State by December 15th.
- ☐ PCHS' enrollment by the end of the first month of instruction was 2,871 students (including 40 currently at Temescal Academy). The first month's ADA was 2,792 (including Temescal). Projecting for the year, based on these initial figures, PCHS' ADA would be 2,665, an increase of 35 ADA over the 2009-10 budget assumption of 2,630 ADA. If this average can be maintained, it would result in \$250,000 of additional revenue.
- ☐ The Board of Trustees approved the \$25,000 in "Emergency Textbook" funds recommended by the Budget Committee to cover larger enrollment in certain AP classes. However, it rejected \$12,000 in additional IMA funds for Technology and instead, recommended that monies be reallocated from other areas. Going forward, the Budget Committee will assume all requests are to be "budget neutral." Rob King will let requestors know that they should first seek funds from their departments.

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- ❑ Based on the first three payrolls of the year (through September 30th), Certificated Salaries are down \$282,000 and Classified Salaries \$37,000 from the prior year. These reductions reflect decisions to eliminate buy-back days at the start of the year and reduce summer school hours. Future savings will be significantly lower as Pali enters full months of the academic year.
 - ❑ A 2009-10 Temescal Canyon Academy Budget, based on an ADA assumption of 49.6 that was approved by the Budget & Finance Committee, will be sent to the Board for its approval. Current enrollment is 40 students.
 - ❑ Fundraising for the pool has reached approximately \$3.14 million (including \$170,000 in pledges), while total cost is anticipated at \$4.3-\$4.5 million. Greg and the Pool Committee are researching a loan to bridge the funding shortfall, while fundraising is still in progress. \$1.58 million have been spent to date.
- B. School-wide Fundraising Plans & Procedures – Candace Koral, a Development Consultant, was selected to assist Pali in its fundraising efforts.
- ❑ A separate bank account will be established for fundraising dollars. These monies will then need to be allocated to meet school needs. These funds are another source of operating revenue and it is assumed that the Budget & Finance Committee will oversee the process of budgeting these dollars, as it does for all other revenue.
 - ❑ Candace Koral has spent the last ten years providing Development Support for Independent Schools.
 - Annual Giving by parents and the community is the cornerstone of the fundraising effort. Should raise 10% of Operating Budget or for Pali, over \$2 million.
 - Funds also to be raised for capital projects and other long-range investments.
 - Opportunities to enlarge Pali parent support are huge. Message is to replace budget cuts with parent funds at the highest level families are able to give, but any amount will be acknowledged. When parents support school with meaningful amount, they feel better about the school.
 - Effort will be rolled out in a number of stages, with a “General Ask” letter going out within the next week or two. Letters must be personal, so are trying to develop database of parent information. After this letter will come follow up.
 - It’s been decided that Booster Club will also be sending out a solicitation letter. May be confusing for this first year.
 - Difference between Candace Koral’s effort and previous Booster Club fundraising is that funds to the school will go directly to the general operating funds and will impact the entire student body.
 - Faculty and Staff, Parent Leaders, and Board Members must fully support this effort.
 - Aside from parents, later efforts will tap into celebrities and others within the community, as well as key alumni.
- C. HR Report – Jennifer Avant Eustice reported as follows:

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- ❑ Two new hires have been completed: a replacement for the school nurse and a Special Day teacher to replace Chris Forrest, who has taken the open Discipline Dean position.
- ❑ LAUSD has announced its new benefits; Pali's will be much better. Open enrollment will run from November 3-13. A faculty meeting and lunch period will be dedicated to having representatives available to answer questions about the available plans.

D. Booster Club—Richard Held reported as follows:

- ❑ The Booster Club is concerned about its role in fundraising. It's important to have independence to raise monies and then distribute quickly when needs arises.
- ❑ At its September 29th meeting, the Booster Club approved \$14,930 in expenditures:
 - \$3,565 to the Theatre Department for its Fall production and to enter it into the California Educational Theatre Association (CETA) festival. The students will be raising more than one-half of the total needed.
 - \$2,045 in travel expenses for some of the Tideline staff to attend the Journalism Education Association (JEA) conference November 13-15 in Washington DC. Booster Club amount is half of this conference expense. They will revisit the separate request for attending the Spring conference in Portland, Oregon.
 - \$1,650, or half the cost, of Letterman Jackets for the Acadec Team. This has been fully funded in the past; but this year, concerns were raised about sponsoring something other teams' parents customarily pay for.
 - \$4,335 to match funds raised by Sissel Hawkes, English teacher, for three 9th and 10th grade field trips.
 - \$960 for two TI Navigator Hubs for instant student feedback.
 - \$1,100 for Surf Team expenses to enter five Interscholastic Surfing Federation contests.
 - \$1,275 for the PTSA to provide hospitality for Teacher Professional Development Days.
 - \$1,600 request by Bella McGowan was TABLED for Project Vocal Outreach Into Creative Expression (VOICE) two-day program. Ms. McGowan will provide more information.

E. ASB—Kevin Olson and Andrew Simnagar, ASB Treasurer, reported as follows:

- ❑ Mr. Simnagar distributed a new form that Leadership students must use to get approval prior to spending ASB funds. The will provide greater control and better management.
- ❑ ASB Transparency has greatly improved this year, with closer Faculty oversight (there is a new Leadership teacher, Ms. Fraley), meeting minutes, and more student accountability. The new form is an example of that.
- ❑ The computer in the ASB Finance Office was stolen and files had not been backed up recently. Mr. Olson can recreate Balance Sheet fund balances but would require significantly more time to re-enter transactions from hardcopy backup to recreate last year's Income Statement.

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- The Committee directed Mr. Olson to report Trust Balances to Trust owners and ensure agreement on recreated balance accuracy.
- Income Statement information should be recreated if the data is useful for future decision-making.
- Mr. Olson will be implementing back-up protocol to avoid future loss of data.

IV. NEW BUSINESS

A. Creation of ASB Oversight Committee

- ❑ Rob King, Budget Committee Chair, opened up discussion of creating a subcommittee of Budget & Finance to specifically oversee ASB Finance. This proposal resulted from questions raised by a few staff members.
- ❑ Members generally felt that the Committee as a whole provides oversight and issues could be brought up here.
- ❑ ASB oversight and transparency have greatly improved since Kevin Olson assumed the Finance position. Budgets and expenditures are now reported regularly while previously there was no accountability. The Leadership class and faculty will also be more transparent and more accountable.
- ❑ Based on the above, it was decided NOT to establish a new sub-committee but to keep the ASB Financial Update as a regular agenda item and request that Mr. Olson provide monthly financial information.

B. Creation of Textbook Numbers Investigation Form

- ❑ Since the Textbook function has been absorbed into the Library, it's been discovered that the actual textbook numbers are not accurate; there's a greater shortage than originally assumed. Some books that are unusable are still in the inventory numbers. All students have books because teachers have distributed from their class sets.
- ❑ It was recommended that there be a complete inventory of books students have, those in Textbook Room, and those in Classroom. Books should be classified as Usable vs Non-Usable and any shortages indicated (differentiating shortage in individual books and shortage in classroom sets).
 - **ACTION:** A motion by E. Savage, seconded by S. Curren, that Andrea King and the teachers conduct a complete inventory of all textbooks in student hands, in classrooms, and in the Textbook Room as indicated above was unanimously approved.

C. Member Election Updates

- ❑ Rob King inadvertently sent out notice for teacher seat nominations by October 30, though it was meant to be by September 30. He'll leave it that way. So far, four teachers have applied for the four open positions (Cheryl Onoye and Rob King's seats, Lisa Saxon's and Rich Simon's open seats -Olivia Castro has assumed Lisa Saxon's place as a representative of the English Department).
- ❑ Parent nominations will be submitted to Rob King, with those who wish to run and those who wish to vote attending the November meeting. A notice will be sent to Julia O'Grady to send out to the parent body via the email ListServ and placed on the website. Elections will take place at the meeting and new members seated immediately.

D. Member Concerns - None

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

- ☐ The next regular meeting was set for **Monday, November 9th at 3:30 PM (please note new time) in Room F201.**

Agenda items must be submitted to R. King no later than Wednesday, November 4th, 2009 at 2:00 p.m. via email to: rking@palihigh.org.

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