

Approved



PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of November 9, 2009

I. PRELIMINARY

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

B. In Attendance:

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

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

Visitors: Shayda Amant, Tim Henderson, Ruth Grubb, Hilary Satz, Guen Tanguay, Lori Mendez, Mary Ann Doll, Sheryl Rosenbaum, Randi Levin, Susan Frank, Patrice Fisher, Jane Jaffe.

C. Approval of previous meeting's minutes - Regular Meeting of October 12, 2009 minutes were approved with the following amendments:

- Simon Santana was In Attendance and Andrew Simnegar was moved to Voting Members.
- Section III B, under Candace Korai, add bullet point, "**Funds also to be raised for capital projects and other long-range investments.**"
- Section III E, under first bullet point, add "...a new form that **Leadership** students must use..."

D. Selection of recorder: E. Savage

II. PARENT MEMBER ELECTION

- Seven parents submitted their nominations for seats; four were in attendance and made brief statements (Jim Suhr, Eileen Savage, Maria Rheingold, and Randi Levin).
- All in attendance were allowed to vote. According to the By-Laws, parents serve two-year terms with no term limits.
- Teacher members were elected earlier. Rob King and Cheryl Onoye were re-elected and new members, Dan Kelly and Olivia Castro, were officially seated.
- Election results will be announced Tuesday, November 10th.

III. EMERGENCY BUDGET REQUESTS

- None

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IV. OLD BUSINESS

A. Budget Update—Greg Wood reported as follows:

- ❑ The 2008-09 Annual Audit began last week and will continue this week (of November 8th). The Audit reviews Attendance Records and financial accounts by randomly selecting entries to verify documentation and accuracy. Results are due to the State and County Office of Education by December 15th.
- ❑ Pali's First Interim Financial results up through October 31st, due by December 15th, will be presented at the next meeting.
- ❑ Approximately \$3.15 million of the \$4.3-4.5 million cost has been raised for the Pool to date. Other financing possibilities are currently being explored.
- ❑ As of January 1st, 2010, benefits for current and retired staff will no longer be purchased through LAUSD. The set-up of the Lifetime Benefits Trust, established by Pali to ensure future retirees will receive their ongoing health benefits, is being discussed with legal advisors. Budget & Finance Committee's role in oversight and coordination of the Trust needs to be defined. Concerns still exist regarding division of responsibilities for past retiree benefits; no MOU (Memo of Understanding) was ever written to clarify purpose of \$600,000 annual fee paid to District. Conversion charters are intending to stop payment after January 1st; funds not paid to the District would be deposited into the Lifetime Benefits Trust.
- ❑ Current Enrollment stands at 2,846, down 25 students from last month. Current ADA is 2,746. ADA for the year is projected at 2,681 versus budgeted at 2,679.6 (including 49.6 at Temescal), a difference of 1.4 ADA. Enrollment declines may be associated with transportation issues since LAUSD is no longer allowing non-Magnet traveling students to use empty seats on buses already coming to Pali.
- ❑ The Pali Fund Annual Giving Campaign has raised \$36,175 to date. Amy Held will be proposing a plan for how to allocate those funds for the committee to discuss at a future meeting.
- ❑ The Un-audited Actual Results for Fiscal Year-End 2009 show a net income of \$1.1 million. This is the consequence of state budget cuts that were pushed into the current year and funds from the Federal Stimulus. Offsetting this is a projected net loss for Fiscal Year -End 2010 of \$1.2 million. Other financial issues that may impact this year and next include: state revenue shortfalls, LAUSD facilities use agreement, health benefit costs.
- ❑ **Member Concerns:**
 - Dick Held raised concerns about the 2009-10 budget reductions, particularly for Field Trips. Booster Club has received numerous requests for funding. This could be addressed through plans to allocate Annual Giving monies. Also discussed was proposal to fund buses for Band/Drama/Arts competitions in school budget, separate from Field Trips, much as buses are funded for Athletic events.
 - Rick Mills raised concern about a potential bridge loan for the pool. Loan would be serviced and repaid through ongoing fundraising and permit income. "Civic

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center permit" income is restricted by State law to facilities use expense. Excess funds can be put in a Deferred Maintenance account for facilities improvements.

B. HR Report – Jennifer Avant Eustice reported as follows:

- ❑ An actuarial firm has been contracted to update their previous study on funding Retiree health benefits, given changes in staff and insurance costs.

C. Booster Club—Richard Held reported as follows:

- ❑ At its October 27th meeting, the Booster Club approved \$18,344 in expenditures:
 - \$650 for mural inside visitor side tunnel.
 - \$5,910 in travel expenses for Girls' Basketball team to participate in six-day Nike Tournament of Champions in Phoenix.
 - \$1,600 for two-day Project VOICE workshops (spoken word poetry).
 - \$440 for safety goggles for Chemistry Department.
 - \$2,500 for Art Pod Field Trips.
 - \$3,554 for a scanner and six cameras for Photography.
 - \$3,000 for buses to transport Marching Band members to ten competitions.
 - \$500 for a conference for Spanish teacher, Sandra Martin.
 - \$190 for snacks for students in Special Education teacher, Steve Yusi's, classes.
 - Funds for Village Nation tabled pending additional information.
 - Funds to refurbish math classroom adjacent to gym tabled pending further information.

D. ASB—Kevin Olson and Andrew Simnegar, ASB Treasurer, reported as follows:

- ❑ A P&L Statement and Balance Sheet presented for ASB. The statement needs to be improved to better incorporate POS-generated information and more detailed data on activities.
- ❑ **Member Concerns:**
 - Eleanor Rozell raised a concern about Pali's paying for time spent on ASB activities. Pali pays for employees based on hours billed by ASB, which reimburses school payroll account. ASB pays non-employees directly. This was instituted **after the payroll function was consolidated to address ASB's reporting concerns**

IV. NEW BUSINESS

A. Proposal for Distribution of Annual Giving Funds – Tabled until next month.

B. Line Item Transfer of Departmental Budgets

- ❑ Proposal was made to give departments more flexibility in how they spend their budgets by allowing them to move budgeted funds among accounts.
 - **ACTION:** A motion by D. Kelly, seconded by D. Held, requesting that a procedure be developed for budget transfers and brought back to the committee next month for discussion was unanimously approved.

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C. Member Concerns – Cited Above.

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

- The next regular meeting was set for **Monday, December 14th at 3:30 PM in Room F201.**

Agenda items must be submitted to R. King no later than Wednesday, December 9th, 2009 at 2:00 p.m. via email to: rking@palihigh.org.

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