



# PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of February 9, 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, Simon Santana, Eileen Savage, James Suhr

**Non-voting Members:** Amy Dresser Held, Kevin Olson, Eli Shavalian (student alternate), Eleanor Rozell, Greg Wood

**Visitors:** Rachel Galper, Lisa Saxon, Mark Snyder

C. Minutes:

☐ December 8, 2008 minutes were approved with the following amendment:

- Old Business, Item A, Budget Update/Savings Strategies, Independent Audit was corrected to as follows:

PCHS has received its fourth consecutive “clean” audit report, including a stringent federal program review, including Title I and nutrition.

- Old Business, Item A, Action was corrected as follows:

Motion by S. Curren, seconded by R. Held: Create subcommittee to investigate revenue development and cost savings strategies.  
Motion approved by acclamation.

D. Selection of recorder: R. Simon

## II. NON-ROUTINE BUDGET REQUESTS

A. None—

## III. OLD BUSINESS

A. BUDGET UPDATE—Greg Wood reported as follows:

☐ 2008-2009 budget—

*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.*

- Currently on track to finish fiscal year close to approved budget, assuming no mid-year cut in State funding.
- Under both governor's and legislature's proposals, PCHS will have to tap reserves to complete the 2008-2009 school year.
- 2009-2010 budgeting process:
  - New budget request form has been developed.
  - Timelines not yet finalized.

B. HUMAN RESOURCES—Amy Held reported as follows:

- ❑ Open positions:
  - Human Resources—identified final two candidates
  - Operations Manager—candidate selected but Board has not yet ratified choice.
  - Health benefits—negotiating various issues with LAUSD.

C. BOOSTER CLUB—Rachel Galper reported as follows:

- ❑ \$17,110 in January, 2009 allocations, including:
  - \$7,000 for the lacrosse teams;
  - \$420 for the softball team;
  - \$5,900 for the ICS student trip to Yosemite;
  - \$3,290 for the biology PLC's assessment software and hardware; and
  - \$500 for repair of the stadium crow's nest (added to previously committed \$1,000).

D. ASB—Kevin Olson and Eli Shavalian reported as follows:

- ❑ Birthday-gram sales have improved.
- ❑ Winter semi-formal dance was canceled. ASB is negotiating with venue to hold next year's homecoming at the site so as not to lose the deposit.
- ❑ Sadie Hawkins is on schedule.
- ❑ Casino Night or Poker Tournament to be determined.

#### IV. NEW BUSINESS

A. "Big Ideas" subcommittee—S. Curren reported as follows:

- ❑ The subcommittee's list of suggestions for possible budget cuts was presented (see attached). Discussion:
  - Suggestions are worthy of discussion but affected stakeholders should be included in decision-making.

- Textbook and IMA funds should be spent earlier in the school year to benefit students.
- Some programs are project based; teachers ordering supplies “just in time” are penalized (as are their students).
- Some suggestions, e.g. elimination of HR and Operations Manager positions, are moot for 2008-2009 as they have either been filled or are in process of being filled. Further, the Executive Director and Chief Financial Officer advocate continuation of these positions.
- ➔ ACTION: S. Curren, seconded by S. Santana: Recommend freezing 2008-2009 textbook funds with an opportunity for approval of further requests subject to vetting by department chairs and administrators. Motion approved by a vote of 6 members in favor, none against, and one abstaining.
- ➔ ACTION: R. King, seconded by S. Duarte: Recommend administrative team evaluate suggestions 3, 7, 8, 9, & 10 from the 2008-2009 list for possible implementation this year. Motion was unanimously approved.

#### B. MEMBER CONCERNS:

- ❑ With Mark Snyder’s retirement, election of two faculty members is necessary.
- ❑ Monthly budget reports should be posted in easily accessible locations on the PCHS website.

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

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

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