



## PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of September 1, 2009

### I. PRELIMINARY

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

B. In Attendance:

**Voting Members:** Robert King (Chairperson), Sandra Duarte, Richard Held, Rick Mills, Karyn Newbill, Cheryl Onoye, Eileen Savage, Lisa Saxon, James Suhr.

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

C. Approval of previous meetings' minutes:

- ❑ Regular Meeting of June 8, 2009 minutes were approved with the amendment to change the date of next regular meeting to Tuesday, September 1<sup>st</sup>.
- ❑ Special Meeting of June 16, 2009 minutes were approved with the amendment to change the date of the next regular meeting to Tuesday, September 1<sup>st</sup>.

D. Selection of recorder: E. Savage

### II. OLD BUSINESS

A. Budget Update—Greg Wood reported as follows:

- ❑ Because the state budget was passed so late in the year, the planned cuts for 2008-09 were not implemented. Pali also received \$1.062 million in Federal stimulus monies. As a result, the unaudited year-end actual results showed a net gain of \$1.146 million to the non-restricted General Fund.
- ❑ To recapture some of the costs of the 2008-09 year, however, an additional \$250 per ADA was taken from the state budget for 2009-10. This reduces Pali's revenue by another \$773K. This money is to be restored in the 2010-11 fiscal year.
- ❑ After implementing this coming year's budget cuts, the net impact to Pali over the two fiscal years, 2008-2010, will be a \$61,000 reduction to the General Fund. Pali's reserve is projected to be a little over \$5.3 million by the end of the 2010 fiscal year.

B. Human Resources – Jennifer Avant Eustice reported as follows:

- ❑ Classified Staff Changes:
  - Of the six classified staff who retired last school year, five will be returning part-time. This will reduce the FTE (full time equivalent) staff. Two half time positions will be added, one to assist HR and another to assist the Operations Department.
  - The net result of these changes is a 1.125 reduction in Classified FTE.
- ❑ Health Benefits Update
  - After reviewing insurance plans with three different brokers, the most cost effective alternative that most closely matches those benefits provided by LAUSD was offered by SISC (Self-Insured Schools of California).
  - All current plans would be available except for HealthNet and Blue Cross HMO+ for an additional estimated annual cost to Pali of \$400,000.
  - The new plan would begin on January 1<sup>st</sup>, 2010. After next year, the plan will begin in October of each year. It appears that LAUSD's offerings will change dramatically, which would provide Pali more flexibility in matching or exceeding LAUSD's benefits.

C. Booster Club—Richard Held reported as follows:

- ❑ The June 9 meeting approved spending requests including:
  - Approved \$400 requested by a representative from EAST for a new native plant garden to teach water conservation and possibly to be used as a memorial for Pali students.
  - Approved \$3,850 to cover half the cost of UCLA Cheer Camp. Request for additional funds to cover the Cheerleaders deficit was denied.
  - Approved \$450 to send one Freshmen softball player to UCLA Softball Camp.
  - Approved \$2,750 for accommodations and parking for ten Science teachers to attend a conference: TBD pending the recommendation from a subcommittee to define the Booster Club role in funding professional development.
  - Approved \$1,000 by the PTSA for lunch for the Freshmen Orientation.
  - Request for \$6,000 by an EAST student to install waterless urinals on campus: Denied as not Cost Effective.
  - Request for \$3,000 to pay for a Science Department Measurement Mural on the backside of the G Building: TBD
  - Approved \$7,428 by Kevin Olson for a new Point of Sale (POS) system to track purchase information and provide receipts.

D. ASB—Kevin Olson reported as follows:

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- ❑ The new POS system was successfully used at the Freshmen Orientation, where sales of Pali clothing were strong.

### **III. EMERGENCY BUDGET REQUEST**

#### **A. AP World History and AP Biology Books—**

- ❑ Rob King and Julie Benke (not present) have requested funds to buy additional textbooks. A greater number of students have enrolled in these AP classes and there are not enough books. This could not be anticipated during the Budget process.
- ❑ Discussion:
  - In addition to these AP classes, Cheryl Onoye indicated that she may not have sufficient books for AP Statistics and there may also be a shortage for Resource History. All of these classes have increased enrollments.
  - Given the unanticipated increases in enrollment, there needs to be a textbook reserve to cover these needs.
  - ➔ **ACTION:** Motion by J. Suhr, seconded by R. Held, to create a Textbook Contingency Fund of \$25,000 to be accessed with Administrator approval and only to address changes in enrollment was unanimously approved. The money will be taken from the Reserves and added to this year's deficit.

#### **B. Special Education Laptop—**

- ❑ Nancy Simon requested \$1,200 for a laptop to use with her digital projector.
- ❑ Discussion:
  - To best manage technology needs, such requests should be part of the entire school technology budget.
  - ➔ **ACTION:** Motion by R. King, seconded by L. Saxon, to make the request of the Operations & Facilities Committee or to Tech Help to consider the options for addressing this need was unanimously approved.

#### **C. IMA for Ops & Facilities, Technology, Copy Room, and AV**

- ❑ Maisha Cole-Perri requested IMA funds to cover Ops & Facilities, Technology, Copy Room and AV. There was no Director overseeing those departments for most of the year and so the IMA budget was overlooked.
- ❑ Discussion:
  - Although it was clear that these departments needed IMA funds, it was unclear what was the appropriate amount. Several of these buy materials used to support classroom needs, such as paper and toner.

- ACTION: Motion by J. Suhr, seconded by R. Held, to allot \$12,000 for IMA to cover the Operations & Facilities departments was approved by a vote of 6-2, with one abstention.

#### IV. NEW BUSINESS

##### A. Proposed Changes to the Bylaws

- ❑ Rob King, Budget Committee Chair, proposed several additional changes be made to the Committee's Bylaws, as follows:
  - Adding a Closed Session to the regular meeting agenda. The committee may meet in Closed Session to discuss proposals that impact specific personnel and are needed to protect privacy.
  - Adding a provision that among teacher representatives, there be no more than one member per department. This would ensure more reasonable representation and would be grandfathered in.
  - Designating the HR position, not person, as a non-voting member of the committee.
- ❑ Discussion:
  - It's important to ensure that Closed Sessions are not used to strike budget deals or override decisions made by the committee. Rob King will look at exactly what can be discussed in Closed Session according to the rules of the Brown Act.
  - ACTION: A motion by R. King, seconded by J. Suhr, to amend the Bylaws with the changes cited above was unanimously approved.

##### B. Temescal Canyon Budget

- ❑ Questions were raised about the budget for the Temescal Canyon Continuation School. The current Pali Budget does not include anything for Temescal Canyon, since its staffing and ADA are still being discussed.

##### C. Retirement Trust Oversight

- ❑ Setting up a legal trust is a specialized field. Pali's outside law firm has given Greg Wood references for Pali to select a firm. An agreement is needed by January 1<sup>st</sup> to begin proper management of the Retirement Benefit Trust.

##### D. Member Concerns

- ❑ Both L. Saxon and C. Onoye's Committee seats were temporary; permanent seats are up for election this year. Parent seats are also up for election. The Budget & Finance Committee elections will take place at the same time as the Board of Trustees, in October, with the new members seated at the November meeting.

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

The next regular meeting was set for Monday, September 14 at 3:15 PM in Room F201.

Agenda items must be submitted to R. King no later than Wednesday, September 9, 2009 at 2:00 p.m. via email to: [rking@palihigh.org](mailto:rking@palihigh.org).

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