

## FINAL APPROVED



# PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of March 8, 2010

## I. PRELIMINARY

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

B. In Attendance:

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

**Non-voting Members:** Amy Held, Kevin Olson, Eleanor Rozell, Greg Wood.

**Visitors:** Giselle Abalos (ASB Rep), Larry Schoenberg, Marcia Haskin, Monica Iannessa, Richard Thomas, Lauren Armstrong, Igor Shvarter, Ben Levine, Susan Frank, Karen Perkins, Patrice Fisher, Michelle Lynch

C. Approval of previous meeting's minutes – A motion by K. Newbill, seconded by Rick Mills, to approve the minutes of the Regular Meeting of January 11, 2009 was unanimously approved as amended:

- In Section I B, Visitors should read Christine Kang.
- After the meeting, the decision to cancel the Sadie Hawkins Dance was rescinded.

D. Selection of recorder: E. Savage

## II. OLD BUSINESS

A. ASB, Booster, and Human Resource Updates:

- A. Simnegar presented the ASB update.
  - The Sadie Hawkins Dance will be held after all in the Pali Gym on March 20<sup>th</sup> from 7-11pm. Pre-sale has just begun. The theme is Black & White.
  - The Dodgeball Tournament raised over \$500 for Haitian relief.
  - K. Olson distributed the February ASB P&L Statement, which currently shows a year-to-date (YTD) profit of over \$9,000. However, there are some unknowns, such as sales for yearbooks and Prom. The Prom contract must be signed a year in advance and ASB hopes that it can sell the anticipated number of tickets.
- R. Held presented the Booster Club report. Booster Club must elect their Budget & Finance Committee Representative; the alternate can be Michelle Lynch so she can attend the meetings on R. Held's behalf. At its January meeting, the Booster Club approved almost \$22,000 in funding requests as follows:
  - \$5,000 for the Acadec team to attend the State competition in Sacramento.
  - \$1,500 to subsidize members of the Swim Team who can't afford spirit packs.

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- \$3,000 for Tideline members to attend the bi-annual Journalism convention in Portland, Oregon.
  - \$2,520 for 10 additional displays for the Visual & Performing Arts Department to use at Showcase Night.
  - \$2,200 for Rick Steil to purchase 10 digital cameras for his photography classes.
  - \$1,600 for Karen Newbill's Marine Biology students to travel to Catalina for her 11<sup>th</sup> annual trip.
  - ❑ Amy Held, on behalf of Jennifer Avant Eustice, provided the HR update as follows:
    - Pali is planning to issue RIF notices for maximum flexibility in the budgeting process and because of the busing unknowns. By statute, they must be issued by March 15<sup>th</sup>.
    - The committee expressed concern about the potential impact of Anthem/Blue Cross' recent announcement of large premium increases on Pali's budget difficulties.
- B. Financial Update – Greg Wood reported as follows:**
- ❑ The new online purchase order system is up and running. Staff is working hard to realize its increased efficiency, accuracy, and greater access to information.
  - ❑ The period-by-period budget meetings in February went well.
  - ❑ The Board's Finance Meeting on February 27<sup>th</sup> seemed to go well. J. Suhr attended along with G. Wood.
  - ❑ Budget packages have been distributed to all staff. Kevin Olson is available to answer questions on the use of spreadsheets, etc.
  - ❑ The textbook freeze approved at the last meeting should save about \$65,000 this year.
  - ❑ The most recent payroll was just completed but since Greg Wood hadn't yet seen them, so nothing was reported. Payroll and ADA are the key financial indicators.
  - ❑ The First Interim Report is due to the State by March 15<sup>th</sup>.
  - ❑ Greg Wood requested a Special Budget & Finance Committee meeting be convened in two weeks, on March 22<sup>nd</sup> to discuss the First Interim Report and the budget to date. The meeting will be held on that Monday at 3:30 in either F201 or the Library.
- C. Budget Planning & Strategy 2010-11 Discussion – The Committee discussed possible alternative spending reductions or revenue generators to close anticipated \$1.1 million budget gap plus an additional \$400,000 contingency for possible expenses related to transportation or benefits:**
- ❑ The committee needs to consider the big picture and school-wide priorities as cuts are made. Impact on students must be the first consideration in evaluating proposed reductions.
  - ❑ Some stakeholders don't seem to grasp what it takes to run a large high school. That must be communicated before administrative and support positions are cut. When some of these limited numbers of jobs are eliminated, student services and support are negatively impacted.
  - ❑ R. Thomas, Director of Instruction, indicated that the State is not making next year a formal adoption year, which will save textbook monies.

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- ❑ What about reducing five non-instructional days from staff pay, which could save as much as \$350,000 (\$70,000 per day)?
- ❑ Budget cuts cannot be taken that will impact educational outcomes. May be the time to use reserves to preserve programs.
- ❑ It's generally agreed that reserves shouldn't be used to cover ongoing expenses, but for infrastructure and one-time investments. However, Pali may need to use reserves this one time to get through next year's budget chaos until school has a better understanding of busing impact. Greg Wood indicated that he would not dip into the reserve any more than \$300,000.
- ❑ The Committee proposed the following revenue sources and cost reductions for next year's budget:

### REVENUES

- o \$300K from Reserve
- o \$100K Increased Fundraising
- o \$ ?? Maximize Temescal Enrollment

### COST REDUCTIONS

- o \$120K Increase Insurance Co-Pays
  - o \$165K No New Textbook Adoptions
  - o \$350K Five Furlough Days
  - o \$60K Elimination of Summer School
  - o Better Use of NBC Teachers
  - o Investigate Efficiencies/Alternative Contracts (Custodial/Legal/Cafeteria/Gardening)
  - o Reduce Contribution to Retiree Benefit Fund for 1 Year (\$600K previously paid to LAUSD); Tie Contribution to COLA
- ❑ The proposals with actual dollars attached address the \$1.1 million anticipated budget shortfall.
  - ❑ M. Cole Perri will investigate Custodial and Gardening efficiencies and G. Wood, Legal and Cafeteria and present at the next meeting.

### III. EMERGENCY BUDGET REQUEST –

- ❑ Ann Davenport has requested \$2,700 to cover the Business Law teacher who was previously paid by West LA College. West LA has cut its staff and will no longer pay the instructor (37 days at \$74/day).
- ❑ **ACTION:** A motion by D. Kelly, seconded by A. Simnegar, to approve the funding as a one time only stopgap, was unanimously approved.

### IV. NEW BUSINESS

- A. Sandy Duarte has officially retired from Pali but has been asked to continue as the Classified Representative to the Committee.
  - ❑ **ACTION:** A motion by J. Suhr, seconded by S. Curren, to approve S. Duarte's continuation as Classified Representative was unanimously approved.
- B. Member Concerns: None.

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### **c. DATE, TIME, AND LOCATION OF NEXT MEETING :**

- A special meeting was set for **Monday, March 22<sup>nd</sup>, 2010 at 3:30 PM in Room F201 or the Library.** Agenda items are limited.
- The next regular meeting was set for **Monday, April 12<sup>th</sup>, 2010 at 3:30 PM in Room F201.**

**Agenda items must be submitted to R. King no later than Wednesday, April 7<sup>th</sup>, 2010 at 2:00 p.m. via email to: [rking@palihigh.org](mailto:rking@palihigh.org).**

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