



A CALIFORNIA DISTINGUISHED SCHOOL

REGULAR MEETING AGENDA  
BUDGET/FINANCE COMMITTEE

Monday, October 10, 2011

3:30-5:20 PM., Palisades Charter High School Library

**I. PRELIMINARY:**

A. CALL TO ORDER & INTRODUCTIONS – R King

B. In Attendance:

Voting Members: Rob King, Mary Bush, Rick Steil, Kim Carson, Michele Lynch, Karyn Newbill, Cheryl Onoye, Simon Santana, Olivia Castro, Dan Kelly, Flor Contreras, Ellen Pfahler, David Shabbouei

Non-Voting Members: Pamela Magee, Jennifer Eustice, Kevin Olson, Eleanor Rozell, Greg Wood, Stephanie Inyama

Guests: Emilie Larew, Rick Mills, Susan Frank

C. APPROVAL OF MINUTES FROM September 12, 2011 meeting

Motion (Cheryl Onoye): to approve September minutes with amendments (delete “e” from Cheryl and change “He” to Mr. Santana in New Business; correct Budget Update to read “Highlights of 2010 -11” rather than “Highlights of 2010”; add that Greg Wood will provide unaudited actuals and related materials for the October meeting).

Seconded (Michele Lynch). Motion passed.

**II. OLD BUSINESS**

A. Update From Executive Director/Principal

P Magee

◆ Board/School Goals

- Improve student achievement (continuing refinement of PLC model, 9<sup>th</sup> graders working w/counselors, Temescal & Distance learning)
- Provide meaningful Professional Development opportunities
- Maintain diversity
- Maximize facility use/revenue; establishing school-based fundraising (Carla Levinson – works with Davinci Schools – to find untapped resources)

◆ Human Resources

- On a consultant basis, Cee-Cee Hale (retired assistant superintendent from Culver City) will be helping hire the next HR director and help define the role of HR; so far we’re flying a full-time HR position, but the position may take on roles that others currently hold.
  - Planning for Future: Budget Committee needs to discuss setting aside money and prioritizing for the following categories in particular.

- a) Technology (set aside money and prioritize long-term plan)
- b) Textbooks (set aside money and prioritize departments' purchases)
- c) Data Systems (possible pilot programs to explore beyond ISIS)
- d) School infrastructure/Facilities (we may receive two \$50,000 donations for updates to Mercer, partially to help increase facility usage by community; working on funding for long-term plans)
- e) Governance/Committee Restructure (good feedback from period by period meetings; looking to continue conversation before taking action)

B. Budget Update

G Wood

- ◆ Unaudited Actuals 2010-2011: see materials for unaudited actuals and updates on cafeteria, facility/permit, and professional services analysis.
- ◆ Transportation: Transportation Committee is working on fundraising, scholarship opportunities, and how to maintain diversity at school (Alison Polhill, Susan Frank, Stephanie Inyama, Mary Bush, Rocky Montz, Russ Howard, Pam Magee); This year, \$105,251 of a possible \$343,300 has already been collected.
- ◆ 2011-2012 Budget Update: Month One: enrollment 2896; ADA 2823; 97.5%; 817 9<sup>th</sup>; 717 10<sup>th</sup>; 698 11<sup>th</sup>; 664 12<sup>th</sup>; Greg Wood's current forecast (albeit based on only one month of school) would be 14 students lower than budget; state updates would be coming in approximately December, so next month Greg Wood will bring updated 2011-2012 projections and any information or projections regarding 2011-2012 state triggers.

C. ASB Update

K Olson/D Shabbouei

- David Shabbouei offered a Homecoming update and received congratulations for the atmosphere at the first home football game.
- Kevin Olson provided ASB Profit & Loss for September (net income \$8,385.65) and a summary balance sheet for 2010 – 2011.

D. Booster update

D Held/M Lynch

- ◆ See attachments for generous grants approved by the Booster Club in September; phone-a-thon coming up November 2<sup>nd</sup> at 6:30 at Coldwell Banker on Sunset; Silent Auction will be March 12<sup>th</sup> at the Annenberg Beach House.

E. Lifetime Health Benefits Committee

G Wood

- ◆ Reconstitution of sub-committee: Dan Kelly, Kim Carson (via telephone), Simon Santana, (chair of sub-committee), Eleanor Rozell; one issue will be putting effort into communicating a credible response to the committee's central issue -- how can iron-clad assurances be made while maintaining cash flow? Stephanie Inyama requested that the sub-committee provide the Board with a timeline regarding when they expect to have a response.

**III. Emergency Budget Request (ACTION ITEM)**

None

**IV. NEW BUSINESS:**

A. Committee Elections - Preliminary

All

Rob King asked members to indicate whether or not they are interested in continuing on

the committee.

B Member Concerns

All

1. Cheryl Onoye: A student concern came up regarding the painting on campus; when will the rest of the painting take place? Pam Magee responded that the LAUSD Facelift project will address the rest of the painting, but we have to wait for LAUSD to initiate the project.
2. Rick Steils: technology seems very underfunded; added that it's hardware, software, and personnel related and wondered if students could be part of a trouble-shooting class; added that it would be good to hear a long-term plan from the Technology Department (in conjunction with Operations/Facilities Committee).
3. Olivia Castro asked for an updated organizational chart with dollar amounts attached since the budgeted salaries for administration and management costs were allocated as one pot of money.

- C. Date of Next Regular Meeting: Monday, November 14, 2011, 3:30 – School Library  
(Agenda items must be submitted to [rking@palihigh.org](mailto:rking@palihigh.org) by Wednesday November 9, 2011 @ **2:00 P.M.** via EMAIL)