

A CALIFORNIA DISTINGUISHED SCHOOL

REGULAR MEETING AGENDA
BUDGET/FINANCE COMMITTEE

Monday, February 14, 2011

3:30-5:10 PM., Palisades Charter High School Room F201

I. PRELIMINARY:

A. CALL TO ORDER & INTRODUCTIONS – R King

B. ROLL CALL – In attendance:

Michael Smith (Non-Voting Administrator), Marcia Haskin (Non-Voting Administrator), Olivia Castro, Rob King (Chairperson), Jennifer Avant Eustice (Non-Voting Human Resources), Karyn Newbill, Cheryl Onoye, , Mary Bush, , Eleanor Rozell (Non-Voting Financial Administrator), , Michele Lynch, Greg Wood (Non-Voting CBO) , , (Non-Voting ASB), Stephanie Inyama (Non-Voting Board of Trustees)

C. APPROVAL OF MINUTES FROM January 10, 2011 meeting

Action to Approve: Michele Lynch Seconded: Mary Bush

Minutes approved, amended to include that the Study Hall Program motion carried.

I. OLD BUSINESS

A. Budget Update

G Wood/MA Smith

- See materials for details on overall finances, including funding update, vendor analysis, expenditure updates.
- M. Smith: Board approved \$20,000 for Consulting Firm in PCAO search; the amount is included in G.Wood's update, but was a Board decision, not an admin. Team decision.

B. Budget Calendar 2011-2012 Proposal

- Motion (Michele Lynch): Approve proposed Budget Calendar, amended to read "Board of Trustees" rather than "Board of Directors" (see attached)
Seconded:
Motion carries.

C. ASB Update – Creation of ASB Budget Calendar

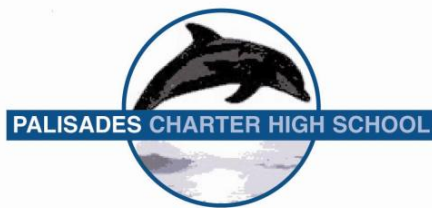
K Olson/L. Pogoriler

- See materials for details on mid-year actuals vs. budget; Lucy and Kevin will be working on ASB Budget Calendar, starting with soliciting requests.

D. Human Resource Update – expansion of Positions/Benefits

JA Eustice

- Temescal Academy Assistant Full Time/Benefits
- Tabling request until the admin team meets on it.



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E. Booster update

- See materials regarding funding requests and responses, Annual Giving and PaliFund updates.

D. Held

II. Emergency Budget Request (ACTION ITEM)

A. Council Proposal - Recommendation

M. Haskin

- Long-term proposal to a) create an official School Council Leadership Committee (four people for \$4,000 per year) in order to sustain Council Program and ensure future training; b) introduce parent councils (\$180 for the initial meeting); c) introduce weekly faculty council (no cost); d) offer school-site faculty presentation (\$180); e) provide for on-going training – to be included in future budgets.
- Current year proposal to train group of 10th grade teachers in order to continue the practice (cost for 25 – 40 participants - \$3600 training fee plus \$25 per participant); \$4350 total request.
- Motion (Mary Bush): To dedicate up to \$4350 to be used for council training for Pali teachers during the 2010-2011 school year.

Seconded:

Motion carries.

B. Copier Proposal - Recommendation

R King
(for MC Perri)

- Proposal for two new copy machines to replace two Canon machines for teacher use and continue monthly maintenance on all three Canon machines. Contract would be for five years for approximately \$1448.76 per month; Greg unable to make a definitive statement of costs without more info from Operations Dept. Currently, we have unlimited copies on Bonnie's machines and unlimited service calls.
- We recommend that Operations/Facility/Technology Committee develop a copy policy that takes into account the costs per copy that is currently not included in our copier usage; also, we recommend that the Operations Department provide analysis of cost per copy, needs (in terms of maintenance and copy allotment), and that such an analysis will be facilitated by the CBO and/or Finance Manager.

III. NEW BUSINESS:

A. Guidance for Ed Programs Committee Regarding Budget Priorities

All

B. Member Concerns

All

C. Date of Next Regular Meeting: Monday, March 14, 2011, 3:30 – School Library

(Agenda items must be submitted to rking@palihigh.org by Wednesday March 9, 2011 @ **2:00 P.M.** via EMAIL)