



A CALIFORNIA DISTINGUISHED SCHOOL

REGULAR MEETING MINUTES
BUDGET/FINANCE COMMITTEE

Monday, March 14, 2011
3:30-5:20 PM., Palisades Charter High School Library

I. PRELIMINARY:

A. CALL TO ORDER & INTRODUCTIONS – R King

B. ROLL CALL – In attendance:

Jennifer Avant Eustice (Non-Voting Human Resources), Karyn Newbill, Kevin Olson (Non-Voting ASB), Dan Kelly, Stephanie Inyama (Non-Voting Board of Trustees), Mary Bush, Michele Lynch, Simon Santana, Eleanor Rozell (Non-Voting Financial Administrator), Lucy Pogoriler, Marcia Haskin (Non-Voting Administrator), Michael Smith (Non-Voting Administrator), Greg Wood (Non-Voting CBO), Ellen Pfahler, Kim Carson, Cheryl Onoye, Olivia Castro, Rob King (Chairperson)

C. APPROVAL OF MINUTES FROM February 14, 2011 meeting

Action to Approve: Cheryl Onoye Seconded: Dan Kelly

Motion carries: Minutes approved, amended to include accurate name spellings and titles and clarification on Item B under Old Business, reflecting that it was the Proposed Budget Calendar that was approved.

I. OLD BUSINESS

A. Budget Update

G Wood

- See materials for updates on overall finances, including ADA, 2010-2011 budget, 2011-2012 budget information, comparison of 2010-2011 and 2011-2012 budget projections, fundraising, and cafeteria.

B. Budget Calendar 2011-2012 Proposal

G Wood

- At their 3/15/11 meeting, the Board of Trustees will decide whether to revise the currently scheduled 6/7/11 vote for budget approval.

C. ASB Update – Creation of ASB Budget Calendar

K Olson/L. Pogoriler

- Leadership is looking into flyer fundraisers, Dodgeball week (proceeds possibly to be shared with tsunami victims), and Casino Night. Pep Rally cancelled, but potentially postponed until after CST testing.

D. Human Resource Update – expansion of Positions/Benefits

JA Eustice

- In mid-May, Jennifer will have updates on the rates for our health plans.

E. Booster update

D Held

- The Silent Auction was a success – estimate of at least \$100,000 raised.
- See Booster Club materials regarding funding requests and responses.

II. Emergency Budget Request (ACTION ITEM)

A. Copier Proposal and Copier Policy Recommendations

– Action Item

K Olson

- Motion: The Committee recommends that the Board of Trustees approve the proposed 5 year contract in the amount of \$80,625.60 for the lease of two copiers and a service maintenance for three copiers.

Motion proposed by: Dan Kelly

Motion seconded by: Cheryl Onoye

Motion carries.

- Motion: We recommend that the Operations/Facility/Technology Committee develop a copy policy that might take into account a) training users of the machines, b) building awareness of copies made, c) tracking of copies made, and d) hours of usage.

Motion proposed by: Michele Lynch

Motion seconded by: Ellen Pfahler

Motion carries.

III. NEW BUSINESS:

A. Creation of Ed Programs/Budget Subcommittee

All

- Motion: Ed Programs/Budget Subcommittee be created and tasked with the purpose of clarifying information from the Ed Programs Committee that the Budget Committee will find necessary for making the 2011-2012 budget (to report at the April 11th Budget meeting). Simon Santana, Cheryl Onoye, and Stephanie Inyama to make up the subcommittee.

Motion proposed by: Rob King

Motion seconded by: Dan Kelly

Motion carries.

B. Recommendations regarding Budget Reductions for 2011-2012

All

School Year – Discussion

- Rob suggests making budget on worst-case/bare-bones scenario, but with priorities listed for “first thing you’d like back”, as it’s easier to add things back in than to carry out a cut we were hoping not to make.
- Discussion followed regarding how we can clarify the prioritization process as departments, programs, and offices submit budgets. Admin will need to look at how well submitted budgets fit into the priorities Marcia set for us earlier this year.
- Questions and answers followed regarding a) the negotiation process and how it ties in to the budget process, and b) the budgeting process within departments, programs, and offices.
- The Committee would also like guidance from the Board regarding priorities for funding or not funding.

C. Retiree Health Benefits Trust Recommendations – Discussion

All

- Board of Trustees tasked this Committee with:
 - a) Setting up of the trust
 - b) Funding levels
 - c) Changes to benefits

d) Investment Policy Statement

- Our first response is a series of questions regarding exactly what the Board would like us to do.
- The Committee would like to ask the Board for clarification on the task we've been given. A number of questions arose regarding the Committee's purview and level of expertise.

D. Member Concerns

All

E. Date of Next Regular Meeting: Monday, April 11, 2011, 3:30 – School Library

(Agenda items must be submitted to rking@palihigh.org by Wednesday April 6, 2011 @ **2:00 P.M.** via EMAIL)