



A CALIFORNIA DISTINGUISHED SCHOOL

## REGULAR MEETING MINUTES BUDGET/FINANCE COMMITTEE

Monday, January 9, 2012  
3:30-5:20 PM., Palisades Charter High School Library

### **I. PRELIMINARY:**

- A. CALL TO ORDER & INTRODUCTIONS – R King  
In Attendance: Olivia Castro, Robert King, Karyn Newbill, Nancy Simon, Michele Lynch, David Shabbouei, Rick Steil, Flor Contreras, Ellen Pfahler, Kim Carson, Mary Bush  
Non-Voting Members: Pam Magee, Nikki Washington, Kevin Olson, Greg Wood, Eleanor Rozell
- B. APPROVAL OF MINUTES FROM December 12, 2011 meeting (Michele Lynch) to approve minutes as written. Motion carries with one abstention.
- C. WELCOME NEW MEMBER: Nancy Simon

### **II. OLD BUSINESS:**

- A. UPDATE FROM EXECUTIVE DIRECTOR/PRINCIPAL P Magee  
Planning for Future/Deficits is ongoing.
- B. BUDGET UPDATE G Wood/All
  - 1. State Cuts Impact to 2011-2012 Budget – \$13 lower ADA. These state cuts translate to approximately \$40,000 less revenue for the year.
  - 2. 2011-2012 Budget Update – ADA dropped down, we're back to our budgeted ADA; Federal Revenue updates (Teacher Quality lower, some others higher). Overall, current projected reserve addition of \$99,318.
- C. AUDIT REPORT G Wood  
See posted report on-line under Budget/Finance heading, "Audited Report". We received an unqualified report of compliance – there were no qualifications to or problems with the compliance.
- D. 2012-2013 BUDGET CALENDAR G Wood/All  
Discussion of Calendar included adding specific steps into the process and pushing some dates earlier.
- E. HUMAN RESOURCE UPDATE N Washington  
Transportation Coordinator and Aquatics Director have been filled. English interviews in process. Special Ed position coming up soon. Operations Manager position currently posted; interviews scheduled for 1/20.

F. BOOSTER UPDATE

M Lynch

Auction is 3/10!

G. ASB UPDATE

K Olson/D Shabbouei

Leadership brought in lots of money! Holiday grams, doughnut sales, etc. Winter Formal 2/4 at the Annenberg Beach House for \$25/ticket. Blood drive 1/13.

III. **EMERGENCY BUDGET REQUEST (ACTION ITEM)**

None

IV. **NEW BUSINESS:**

A. BUDGET COMMITTEE OFFICE ELECTIONS

All

1. Motion (Karyn Newbill). Seconded (Olivia Castro). Move to elect Rob King to chair the committee. Motion carries with one abstention.
2. Motion (Michele Lynch). Seconded (Mary Bush). Move to elect Cheryl Onoye to co-chair the budget committee (including reporting to the Board of Trustees regularly). Motion carries unanimously.
3. Motion (Rob King). Seconded (Mary Bush). Move to elect Olivia Castro to be secretary of the Budget Committee. Motion carries with one abstention.

B. MEMBER CONCERNS

All

1. David Shabbouei on behalf of EAST's need for new computers. R. King recommends a) talking to Booster, b) talking to Carla Levenson, and c) asking Mr. Englemann to submit the request as part of next year's budget cycle. Could Mr. Englemann be invited to budget meetings (with the committee or the Department Chairs?)
2. R. King suggested inviting Carla Levenson to the February Budget Committee meeting.
3. Rick Mills reminded us that as textbooks become more electronic, the budget process will have to shift some responsibility for buying "textbooks" to the Operations Committee.

C. DATE OF NEXT REGULAR MEETING:

Monday, February 13, 2012 @3:30 – School Library (Agenda items must be submitted to rking@palihigh.org by Wednesday, February 8, 2012@ 2:00 P.M. via EMAIL)