

**PATRICK HENRY SCHOOL OF SCIENCE AND ARTS
MINUTES OF THE MEETING
OF THE AUDIT/BUDGET COMMITTEE
February 15, 2011**

The President convened the meeting of the Audit/Budget Committee for PHSSA Tuesday, February 15, 2011 at 7:10 pm at the Woodland Heights Baptist Church in Richmond, VA.

Directors Present: Sharon Burton, President
Deborah Butterworth, Past President & Acting Secretary
Kristen Larson, Member
Deborah Corliss, Member and Acting Treasurer
Cheryl Groce-Wright, Member
Antione Green, Member
Pamela Boyd, PHSSA Principal

Guests: Anne Shelton and Paige Hayes

*Adoption of
the Agenda*

First, upon motion duly made by Cheryl Groce-Wright to approve the amended agenda, and seconded by Deborah Corliss, the agenda was adopted by consensus.

Public Comment

None

*Assessment of
Transportation
Costs*

Second, The committee members made suggestions for transportation in the 2011-2012 school year, including creating a structure for families to qualify for free transportation, creating hubs rather than individual pick ups to decrease the number of stops, investigate whether “convenience” users are willing to pay a transportation fee, identifying a “walker zone” of a one mile radius with transportation provided only outside that range. The committee recognized the necessity of beginning a conversation with William Byrd Community House about instituting changes to our contract prior to the November 11, 2011 termination date. Principal Boyd is tasked with reviewing the contract language.

*Accountant
Update*

Third, the committee discussed options to follow VPPA, use the RPS approved vendor AccountTemps. Principal Boyd is tasked to contact AccountTemps and make arrangements for a meeting to include Deborah Corliss, and Sharon will speak to RPS about advertisement.

*Parent Fundraising
Group*

Fourth, the committee discussed formulation of a Parent Group for Fundraising recognizing that we need to fully tap into talents and

**PATRICK HENRY SCHOOL OF SCIENCE AND ARTS
MINUTES OF THE MEETING
OF THE AUDIT/BUDGET COMMITTEE
February 15, 2011**

skillsets of parents for fundraising. Antione will take a leadership role, Kristen and Sharon will assist him, to work with parents for fundraising. Antione agreed to initiate communication and set the first meeting by February 22, 2011 and Page Hayes will post information about this group on the PHSSA website.

*CSP Grant
Update*

Fifth, Principal Boyd reviewed Projected Expenditures for the CSP Grant for the remainder of 2010 – 2011 school year. She noted that we will spend all amounts except for diecut machine and will buy a laser printer for EduSoft program. Revisions will be made and sent to the Board by email.

*Free/Reduced
Lunch*

Sixth, RPS reported 22% F/R, our number however is 32%. Principal Boyd and Kristen both to investigate/research discrepancy.

990 Taxes

Seventh, Deborah reported that PHSSA's 990 taxes have been extended until May 15, 2011.

Adjournment

Finally, motion made by Sharon Burton to adjourn the meeting at 8:10 pm.

Respectfully submitted,

Deb Butterworth, Acting Secretary

Accepted: _____
Sharon Burton, President