

Regular Meeting
March 21, 2017 7:00 PM
Regular Meeting, VanHoose Education Center,
Stewart Auditorium

Agenda Item: **VII.A. Approval of Board Finance Advisory Committee**

Speaker:

Recommendation: Board Chair Chris Brady recommends the Board of Education approve the establishment a Finance Advisory Committee

Rationale: Board Policy 10.2 states in part:

Advisory Committees to the Board

From time to time, the Board may appoint committees composed of citizens to advise the Board on specific matters. The Superintendent shall appoint District employees to serve on these committees as necessary. Such committees shall be ad hoc in nature and will serve at the pleasure of the Board.

In the event an advisory committee is appointed by the Board to advise it, the following principles shall prevail:

- 1. The Board shall appoint membership which is broadly representative of the community.*
- 2. The duties, operational guidelines, and expectations of the committee shall be outlined at the time of formation of the committee.*
- 3. The Board shall appoint the Chairperson and co-Chairperson.*
- 4. Recommendations of the committee shall be based on appropriate research and facts.*
- 5. All recommendations shall be submitted to the Board.*
- 6. The committee shall be automatically dissolved when its final report has been made, or it can be terminated at any time by a majority vote of the Board.*

Committees appointed by the Board shall comply with requirements of the Open Meetings Law.

During a Work Session on January 24, 2017, the Board identified three areas for which Advisory Committees to the Board are to be established:

- Finance Advisory Committee
- Academic Opportunities Advisory Committee
- Culture, Climate, and Equity Advisory Committee

During a Work Session on March 7, 2017, the Board continued the discussion regarding advisory committees, and determined to establish a Board Finance Advisory Committee.

Submitted by: Jonathan Lowe on behalf of Board Chair Chris Brady

Finance Board Advisory Committee

Draft 2017 Duties/Tasks:

1. Oversee Budget Development: Provide oversight and accountability of budget development and review process (e.g. program review cycle, etc), and make recommendation to Board.
2. Conduct and Independent Audit quarterly meeting, to include risk assessment recommendations to Board.
3. Make a recommendation to the Board regarding the Compensation study.
4. Make a recommendation regarding how to pay for facility needs/priorities received from Facility Committee.

Draft Operational Guidelines:

- Meet once per once a month for one hour
 - ~~Before the regular 7pm Board meeting for one, if Committee membership on other Board Committees permits, or at another time.~~
 - If more meetings are needed they could be treated as special meetings of the Board and have same requirements.
- Meet Quarterly with Jim Tenza with Dean, Dorton, to carry out the functions of the Board audit risk assessment committee.
- Provide Board and public notice of all meetings, to be held as Open Meetings.
- Have the Board to appoint Chair and Vice-Chair, which ~~could~~ **shall** be Board members ~~and/or community members.~~
- Have management provide a staff liaison similar to old work groups.
- Have the Board appoint members who are broadly representative of the community.
- Dissolve the committee shall be automatically dissolved when its final report has been made, or permit termination at any time by vote of a majority vote of the Board.

Expectations:

- Regular attendance of members at the monthly meeting
- Diligence to read the materials or accomplish assigned tasks between meetings.
- Committee Chair or Vice-chair to provide monthly committee report to Board.
- Present all recommendations shall be presented to the Board according to a Board agreed timeline.
- Recommendations shall be based on appropriate research and facts.

Amended and Approved 3/21/17