

**Dallas School District No. 2
Finance Committee Agenda
Thursday, February 20, 2020**

6:30 pm Dallas School District Board Room

1. Call to Order – Dave

2. Approval of January 16, 2020 Minutes

3. Reports

a. SSA: Student Investment Account Draft Plan – Andy/Shannon

4. Discussion - All

a. Committee membership and work goals (Committee Action)
i. Draft Finance Committee Charge

5. Reports (Written)

a. Monthly Financial Board Report
b. Bond Projects Financial Report

6. Adjourn – 8:00 p.m.

2019-20 Meeting Schedule

March 19, 2020

DALLAS SCHOOL DISTRICT NO. 2 FINANCE COMMITTEE MEETING MINUTES

Thursday, January 16, 2020 at 6:30 p.m.
Dallas School District Board Room

Present: Dave Morris, Debbie MacLean, Andy Bellando, Trista Girt, Mike Bollman, Mike Blanchard, Rich Slack, Mike Holland, LaVonne Wilson, Charlotte Riester

Visitor: Shannon Ritter

Absent: Linda Fox

1. **Called to order** at 6:28 p.m. by Dave Morris.
2. **Reports - SSA: Student Investment Account Update** Shannon Ritter shared the Community Engagement Survey results and demonstrated how the results could be filtered. He briefly clicked through the results and pointed out the priorities based on the results in each of the four investment areas; Class Size, Well-Rounded Education, Instructional Time and Health & Safety. There was a brief discussion on the results by the individual groups around attendance and how they differed from group to group. Shannon noted that ODE is requiring attention to improving attendance in district plans. He also walked the group through the *Student Success Act* information document and explained that the goals outlined in the Continuous Improvement plan needed to align directly with the Student Investment Account Application which is still in progress and will be given to the Finance Committee for review as well as other stakeholder groups prior to final Board Approval before the application due date of April 15th. Charlotte Riester noted that in addition to Board approval, the plan also requires union approval. Mike Holland asked about the sustainability of the plan and the funding that follows, especially where the plan is specific in content areas, such as music. Shannon and Andy explained that the funding is intended to be sustained at a continual funding level and possibly increase as the tax revenue increases and that the plan will include sustainability investments to sustain the design. Mike Blanchard commented on his concern about how the funding will be determined based on the corporate tax revenue and economic forecast. Andy noted that the plan is designed to allow for some flexibility in funding. Shannon also responded to question about what tools/resources are being used to build the district plan. He explained, that in addition to the public input survey, he is reviewing state and national academic priorities and relying heavily on the QEM (Quality Education Model). He noted that Oregon is unique in that it values local context and research, rather than research alone.
3. **Long Range Facility Planning** Andy announced the district's intent to pursue facilities planning for a bond election in 2021. He has been studying the efforts/planning that has been completed over the last 5-7 years and is pleased that the plan seems to fall in line with the Continuous Improvement Plan that is being built for the Student Investment Account Application. He is assembling a team to convene by the 1st of March. He extended the invitation to participate to the committee members and added that if there were specific individuals that the committee could recommend, he would gladly accept and make contact. He is hoping for approximately 20 participants representing community business, parents, student, and staff groups.

4. **Discussion: Committee Membership** Andy shared a document he drafted that includes statements and responsibilities around the charge of the committee, purpose, as well as the Board policy related to *Advisory Committees to the Board*. The document was crafted upon review of the policy, and discussion with 4-5 other districts that have Finance Committees. He found that the other districts are without documentation as well. There was some discussion on how the Finance Committee and Budget Committee have operated in the past and Andy explained the statutory responsibility of the Budget Committee vs. the advisory role of the Finance Committee. Debbie commented that historically the Finance Committee has been sensitive to not cross lines and interfere with the Budget Committee's authority. Andy noted specific language changes that were suggested and some specific target membership representation. There was a lengthy discussion regarding appointment and the number of committee members. He will make the edits as discussed and present the updated document at a future meeting
5. **Reports:** Debbie MacLean re-shared the *Funding Sources Communication Tool* document with the added cover page including pie charts of the funding sources. She noted a requested change to show "Federal Funds" separate from "Other Grant Funds."
6. **Adjourn:** 7:57 p.m.

2019-20 Meeting Schedule Suggested

February 20, 2020

March 19, 2020

Dallas School District

Finance Committee

2019-20

Charge of Committee

- Statement of Purpose
 - Serve in an advisory capacity to the Dallas School Board, Director of Fiscal Services and Superintendent by providing review and oversight of Dallas School District fiscal operations.

- Responsibilities
 - Be familiar with ~~and review periodically~~ the district's annual budget.
 - Review cash flow and money management matters as needed.
 - Act as a resource to help address fiscal matters and/or discuss fiscal issues.
 - Serve in an advisory capacity to the Dallas School Board in development of budget priorities.
 - Serve as a resource to the Director of Fiscal Services, Superintendent and School Board for fiscal decisions such as uses of special funds, priority determinations and budget reductions.
 - Serve as a liaison to the school district community.
 - Recognize the importance of being an ambassador to Dallas School District

Resources provided by the Board – As requested by the committee.

Length of time the committee is asked to serve – There is no specified length ~~for committee operation. membership~~. Members will be appointed by the Dallas School Board. Re-appointment of current committee members will occur by the Dallas School Board on an annual basis and no later than July 15 of each school year.

Membership to include (as possible) –

Community Representation

- Business (i.e. retail, hospitality, legal services, industry, manufacturing)
- Health Care
- Non-Profit
- Student, Youth and Education Supporters (i.e. Booster Club, Education Foundation, Youth Club Organizations)
- Polk County and/or City of Dallas
- Parent
- Higher Education
- Others

School District Representatives

- One representative from each employee association, to be selected by the employee association.
- Director of Fiscal Services
- Financial Analyst
- Superintendent

Board Members

- Two, appointed annually by the board chairperson to serve as ex-officio/non-voting members

Committee voting membership will not exceed 12 people with the majority represented by the community. All committee members will be approved by the Dallas School Board.

Operational Procedures

- A chairperson and assistant chairperson will be selected by a majority vote of the committee members during the first scheduled meeting of each school year.

- This document shall be reviewed and revised as needed by a majority vote of the committee members during the first scheduled meeting of each school year
- The Director of Fiscal Services (or designee) shall record minutes of each meeting.
- A calendar of meeting dates will be set during the first scheduled meeting of each school year.
- Public meeting rules will be followed.

Reference – Dallas School District Policy BCF, Advisory Committees to the Board