

TO: Board Members  
FROM: Sally Pryor  
DATE: August 25, 2008  
RE: Joint Recommendation on Community Finance Committee 2008-09

The Planning Committee for the Community Finance Committee (CFC) met on August 14 to consider feedback offered by Board members in response to the administration's suggested priorities presented on August 11. The activities listed below are jointly brought forward by the administration and the CFC for the coming year, and are now recommended for your approval. We believe that these assignments will focus CFC resources most effectively, while targeting areas that specifically will help the Board in carrying out its governance responsibility.

### **Financial Structure**

1. Assist the administration in reviewing the planning scenario assumptions in the District 64 fund balance forecast model, and help develop recommendations on any needed modifications prior to the Board's scheduled annual review in February-March 2009. CFC will no longer maintain a separate model, choosing instead to focus its analysis on the annual review of assumptions.
2. Administration will review the CFC-ranked list of brainstorming ideas to determine what is legal, feasible and/or not already being done. Administration then will present its recommendations to the Board for consideration. CFC would be charged to further analyze and report on the ideas selected by the Board.

### **Spend Management**

1. Assist the administration with a review of student fees, so that recommendations can be developed for Board review and adoption in spring 2009 effective for the 2009-10 school year. As a critical first step, we would ask CFC to undertake a review of how other local districts set student fees and how fee waiver requests are handled. This comparative data could form the basis for a Board discussion this fall exploring the purpose and guidelines for how and when fees are charged. Following this direction from the Board, the CFC would then most likely perform additional analyses and prepare recommendations on adjustments to District 64's fee schedule according to the timetable noted previously. Business Manager Bruce Martin and Assistant Superintendent for Student Learning Diane Betts will be the primary contacts in working with CFC on this report.
2. Continue to provide input on the development of a planned Request for Proposal (RFP) for transportation during 2008-09 for services beginning in 2009-10.
3. The District will provide information on existing energy conservation efforts and energy purchasing strategies to the subcommittee to document current practices and build its knowledge base.
4. Upon conclusion of the student fees study, as time permits, additional consideration may be given to studying the development of a three-year strategic sourcing plan.

### **Legislative**

1. Continue to become familiar with legislative issues that may impact the District.
2. Prepare a written outline for the administration and Board prior to rescheduling a local legislators' briefing on funding concerns.
3. Participate in a one-hour briefing to be scheduled in September with legal counsel on communicating with the Board.
4. As a topic of immediate interest, prepare a briefing paper for the Board and potentially the community on the State constitutional convention.
5. On an ongoing basis, monitor education funding legislation that may impact District 64 revenues and/or that may create unfunded mandates that might impact expenses, and report to the administration and Board as needed.

### **Communications**

1. Complete two Fact Book chapter drafts: Investments & Rates of Return, and Facilities Management & Capital Spending.
2. Complete one "themed" Fact Book chapter: Financial Aspects of Special Education.
3. Participate in new District 64 strategic planning effort, particularly planning for communications outreach.
4. To provide ongoing accountability post-referendum, the fund balance graph prepared as part of the 2008-09 budget materials will be added to the financial data section maintained on the District Web site.

It is clear from this ambitious schedule of activities that the CFC will remain a busy and valuable advisory group to the Board and administration in 2008-09. We are thankful for the analyses provided by CFC, and for their continuing efforts to expand the community's knowledge of education finance issues. We look forward to beginning work at the first meeting on Thursday, September 25 at 7:00 p.m. at the Educational Service Center.