

To: Board of Education

From: Anna Stubblefield, assistant superintendent, educational support, ext. 1760
Terry McEwen, director, curriculum, instruction & assessment, ext. 2613
Kirsten Wondra, assistant director, curriculum, instruction & assessment, ext. 2622

Re: Approval of Name Change & New Guidelines – District Site Council

Date: December 8, 2016

Background:

The Lawrence Board of Education established a Finance Advisory Council (FAC) in 2012 to serve as an external monitoring body to the school district, the board, and superintendent. The FAC's mission is *to monitor internal and external financial issues and trends facing the school district, provide advice to the superintendent and board and help communicate district financial matters to the community.*

Rationale:

The Finance Advisory Council will be renamed as the District Site Council (DSC). The original function of the committee will be to serve as an external monitoring and advisory body to the school district, board of education, and superintendent in matters of finance. The additional function of the DSC will be to serve as one of the six (6) stakeholder groups required by the Kansas Education Systems Accreditation process.

The additional duties of the committee are as follow:

- Provide input/feedback on the work of the District Leadership Team.
- Review district needs assessment, goal area selection, leadership goal and action plan development, evidence/data, and analysis of growth.
- Represent community and business/industry connection to the school system.

Recommendation:

In an effort to honor the time and commitments of community members and district staff, the augmentation of the work of the Finance Advisory Council to include these additional duties was deemed a natural fit. Administration recommends board approval.

Motion:

"I move the Board of Education approve the name change from Finance Advisory Council to District Site Council, and further move to approve its augmented responsibilities, effective as of this date, December 12, 2016."

District Site Council Guidelines

Unified School District 497, Lawrence Public Schools District Site Council (DSC) is a board established advisory committee, as defined in Board Policy BBC - Board committees.

Mission

The mission of the DSC is to monitor financial issues and trends facing the school district, internal and external, as well as provide advice on matters related to the Kansas Education Systems Accreditation (KESA) model, and provide advice to the Superintendent and Board of Education as well as help communicate district financial and related accreditation matters to the community.

Purpose

The purpose of the DCS is to serve as an external monitoring and advisory body to the school district Board of Education and Superintendent. The DSC will serve as one of the six (6) stakeholder groups required by the Kansas Education Systems Accreditation process.

Membership

The members of the DCS shall be appointed by the Board of Education and shall be impartial observers of the district's finances. Make-up of the committee is to be constituted of two (2) BOE members, Assistant Superintendent of Educational Support, Director of Finance, Teaching & Learning Director, three (3) building principals, two (2) certified staff members, two (2) classified staff members, and four (4) community members selected according to the board policy.

Qualifications

The members of the DSC must be residents of the school district or employed by the district. The members have a commitment to comply with board policies, procedures, guidelines and Kansas Education Statutes. The members have a willingness to serve as a community liaison.

The Board of Education shall ensure that the members collectively possess the experience and interest needed in accounting, auditing and financial reporting to understand and address financial issues within the school district; members shall collectively possess the experience and interest needed to address the district's progress in the areas of Responsive Culture, Rigor, Relevance, Relationships, and Results to address the goals of the Kansas Education Systems Accreditation process.

Terms of Office

The term of membership for each member shall be for a period of two years, and shall be eligible for reappointment for an additional two year term.

Removal from Committee

The Board of Education may remove any committee member who fails to attend three consecutive scheduled committee meetings. Any vacancies created by removal or resignation shall be filled by the Board of Education and the person so appointed shall serve during the un-expired term of the member whose removal or resignation created the vacancy.

Compensation

Committee members shall serve without compensation.

Officers

The Assistant Superintendent of Educational Support and one (1) Board of Education representative shall serve as co-chairs.

Duties

The DSC will only serve in an advisory capacity to the Board of Education. Some of the duties include but may not be limited to the following:

- Review financial reports and presentations including statistical analysis of district revenues and expenditures and comparison of information with peer districts
- Review district's practices, policies, procedures and guidelines related to financial matters of the district and provide recommendations, as needed, to the Board of Education and Superintendent
- Study and deliberate financial issues and areas of fiscal concern to the district and report the results to the Board of Education and Superintendent
- Serve as a working committee or appoint sub-committees as necessary to study needed programs and services of the District as related to financial matters as directed by the Board of Education of Superintendent
- Assist in communication to the community regarding financial matters of the district and bring community perspective to the district for planning long-range financial strategies
- Review budget considerations to be considered by the board and provide recommendations and feedback.
- Provide input/feedback on the work of the District Leadership Team.
- Reviews district needs assessment, goal area selection, leadership goal and action plan development, evidence/data, and analysis of growth.
- Represent community and business/industry connection to the school system.

Meetings

Meetings will be scheduled monthly unless otherwise determined by the members of the committee. Agenda items will be established in collaboration with the District Site Council, the Board of Education, and Superintendent. Minutes of the meetings will be created, filed and distributed accordingly.