

APPROVED BY THE GOVERNING BOARD ON SEPTEMBER 24, 2015



PUSD

Pasadena Unified School District

Board of Education

Finance Committee Charter

Element	Definition
Purpose	<p>The Finance Committee exists to provide strategic oversight of the District’s budget and financial activities and to support transparency, equity and communication of these issues to the School Board and community at large. The committee discussions will provide an understanding of funding budget priorities, budget processes and goals that will enable committee Board members to give input to staff, communicate to the full School Board and make recommendations as appropriate.</p>
Goals	<ul style="list-style-type: none"> ▪ Provide an environment for extended research and discussion of issues that allows Board members and staff to vet ideas and suggestions before making final recommendations. ▪ Prioritize available resources and ensure alignment of expenditures with district goals. ▪ Ensure Board member awareness and understanding of financial processes, funding and budgeting. ▪ Create an annual schedule and work plan to align Financial, HR and Curriculum planning processes. ▪ Explore and develop options for increasing revenue ▪ Make recommendations regarding what data and level of detail is needed to make critical decisions and ensure that processes are in place to clearly report that data. ▪ Ensure the development of effective site budget processes, transparency and capacity to empower school sites to play a more significant role in allocating resources and developing their site plans ▪ Ensure processes are in place to increase transparency and accuracy in reporting how funds are utilized ▪ Make recommendations to clarify issues regarding defined autonomy and what decisions should be made centrally versus at school sites

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	<ul style="list-style-type: none"> ▪ Coordinate with communications director on strategic level internal and external ▪ and make appropriate timely recommendations to the full Board
Membership	Members will be appointed by the President of Board.
Committee Operation	<p>Guiding Principles:</p> <ul style="list-style-type: none"> ▪ This Committee must be ‘value added’ for all members and the District ▪ Committee members are committed to using time wisely and staying productive <p>Committee Process:</p> <ul style="list-style-type: none"> ▪ Committee will provide a small group setting for staff to share challenges and options and get board input ▪ Staff will have a forum to present ideas, get board input, and revise recommendations to be presented to full Board ▪ Board will be able to add context and vet ideas from staff ▪ All meetings will observe the protocols of the Brown Act and will conform to the usual standards and bylaws of PUSD. ▪ Meetings will be held regularly as determined by the Committee. ▪ Each year, the committee will develop a planning calendar for their meetings. ▪ The committee will make regular reports to the Board at large, and will from time to time present recommendations for action.
Meeting Calendar	Third Thursday of the month at 4:00 pm.