

# SAN MARINO UNIFIED SCHOOL DISTRICT FISCAL RESOURCES STRATEGIC TEAM

August 27, 2019

The District is considering its various options and opportunities to resolve its projected structural deficit, attain financial solvency, and plan for long-term fiscal stability. It is important that the District continue to provide both its traditional excellence in education and build upon its outstanding programs and services with the community's support. The District recognizes that there are administrators, teachers, staff, parents, and community members who possess expertise in areas related to public finance, asset management, governmental funding, and fundraising who could provide valuable insight in their areas of expertise.

The Superintendent's plan is to form a task force to advise him on the District's fiscal resources and any potential revenue enhancement options and opportunities. In accordance with the District's Administrative Regulation 1220, "Committees created by the Superintendent or designee to advise the administration and which do not report to the Board are not subject to the requirements of the Brown Act or Education Code 35147."

## PURPOSE

The role of the FiRST is to review, analyze and evaluate the District's current revenues, financial resources, assets, and community support, and to identify any other potential financial options, opportunities, and alternatives so that the District can continue to deliver a world-class education for its students.

## COMPOSITION

The Superintendent will determine the number of members and seek applicants to serve on the FiRST. There shall be a minimum of 10 (ten) members and a maximum of twenty (20) of the FiRST, including a representative of the Board, administrators, teachers, staff, parents, and community members.

The FiRST, consistent with the role and responsibilities as outlined, will meet at least bi-monthly, or as needed and necessary.

The Superintendent will determine a Chair and Secretary. The Chair will be the designated representative for the purposes of communicating with District staff and FiRST members, as well as reporting to the Superintendent. The Secretary will be responsible for recording and distributing the minutes of the meeting.

FiRST members shall serve for a nine-month term, commencing September 2019 through May 2020.

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### 8-27-19

#### AUTHORITY

Authority - The FiRST is advisory only to the Superintendent and District staff. FiRST members do not have any powers or duties invested by law in the Superintendent, District or Board of Education, and they do not have authority to take actions that would bind the Superintendent, District, or Board. Members do not have authority to direct District staff and shall coordinate with the Superintendent or his designee to obtain information and input in ways that are not unduly burdensome. Other than as directed, FiRST members shall not contact or communicate directly with the media.

#### RESPONSIBILITIES

The FiRST's responsibilities shall be to review, assess, analyze and provide recommendations as it relates to the following areas:

1. State Funding
2. Federal Funding
3. Special Education Funding
4. Student Enrollment/Average Daily Attendance
5. Local Contributions, Grants and Donations
  - a. Cooperative Agreements with Community Facilities User Groups
  - b. Community Support - parcel taxes, Schools Foundation, parent donations, PTA's, PTSA, PTAffiliates, PFA, etc.
  - c. City of San Marino contributions
6. District Assets
7. Partnerships -- Business, Educational Institutions, Governmental, Hospital, Other
8. Other Revenue Sources, Options and Alternatives

The Superintendent will provide the Board with a summary of the FiRST's work results as they occur or before May 26, 2020."

#### MEMBERSHIP

Members shall be residents of the District, employed within the District boundaries, have students who are eligible to attend District schools, or be "at large" members who have an involvement with the San Marino community or District schools. Members will not receive compensation. Members may be removed for repeated absences or otherwise at the discretion of the Superintendent. Members shall not serve on a committee whose charge, or the implementation of that charge, will benefit or create the appearance of a benefit to the member's financial livelihood or that would result in a financial benefit to the member or his/her family that would not accrue to the public generally.

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#### CODE OF CONDUCT

Members shall conduct themselves in ways that reflect mutual respect for different perspectives, work collaboratively, and refrain from making any personal attacks on any committee member or District staff. Members shall not represent their personal actions, views or statements as those of the committee, District, or Board. Members shall abide by the decisions of the committee and not purposefully undermine the committee's work. If disagreements exist on the FiRST's stated positions, members shall seek to address those disagreements within the committee.

#### PROPOSED TIMELINE:

8/13/19	Proposed formation of the FiRST
8/27/19	Proposed authorization for the Superintendent to form the FiRST
9/3 - 9/13/19	FiRST application/selection process
9/16/19	Notify member and announce the FiRST Chair and Secretary
9/23/19 - 5/15/20	FiRST meetings (dates and times TBD) Meeting times and dates TBD - bi-weekly meetings Sept-Nov
5/26/20	On or before May 26, 2020, the Superintendent will report to the Board