

**Board of Education  
Finance and Infrastructure Committee Charter**

**I. PURPOSE**

The Committee on Finance and Infrastructure ("Committee") shall be responsible for assisting the Board of Education ("Board") in fulfilling its policy-making, support and oversight responsibilities relating to:

- A. Financial operations;
- B. Physical infrastructure;
- C. Food service;
- D. Student transportation;
- E. Safety, security, and emergency preparedness

The Committee will make recommendations to the Board and perform tasks delegated by the Board.

**II. COMMITTEE MEMBERSHIP**

- A. The members of the Committee and its Chair and Vice-Chair shall be appointed by the Board at a regularly scheduled meeting, and shall serve one year terms or until their successors are appointed or their earlier resignation or removal.
- B. In the event of a vacancy, the Board shall appoint a replacement as the Board shall determine is appropriate.
- C. The quorum requirement for the Committee shall be determined by the Board.
- D. In the absence of the Committee Chair, the Vice-Chair shall chair the meeting; and in the absence of both the Chair and the Vice-Chair, provided that a quorum is present, the remaining members present shall elect one of their number to chair the meeting.
- E. The Committee shall promptly inform the Board of the actions taken or issues discussed at its meetings.

**III. MEETINGS**

- A. The Committee shall meet at least six times per year, with prior notice and publication of the agenda as provided by law.
- B. The Chairman of the Committee may call a special meeting of the Committee upon due notice to all Committee members and to the Chair of the Board, and with prior notice and publication of the agenda as provided by law.
- C. A majority of the members present shall decide any question brought before the Committee.

**IV. AUTHORITY**

The Committee shall have the authority, at the expense of the Department of Education ("Department") so long as the expense is approved by the Board, to retain such independent auditors, consultants, lawyers or other advisors as it shall deem appropriate.

**V. RESPONSIBILITIES**

The Committee will:

- A. Review and recommend to the Board strategic
  - o Financial Plans,
  - o Infrastructure/Facility Plans, and
  - o Information Technology Plans.
- B. Review and recommend to the Board approval of operating and capital budget requests.
- C. Review and recommend to the Board approval of budget adjustments required by legislature or governor.
- D. Review and recommend to the Board approval of the priorities of capital expenditures approved by the legislature in the budget bill.
- E. Review and recommend to the Board approval of six-year capital and operating expenditure plans that implement the Department's strategic plan.
- F. Monitor financial performance of the Department, as a whole, and its component parts against budget, economic trends and industry trends and benchmarks.
- G. Review quarterly the operating expenditures as compared to the budget by major programs.
- H. Review quarterly the progress of implementing capital improvement projects.
- I. Review financial aspects of major proposed transactions, new programs and services, as well as the discontinuation or alteration of programs or services, and make recommendations to the Board
- J. Review plans for and implementation of major information technology infrastructure.
- K. Review and recommend to the Board approval of meal price increases that exceed the minimum required by statute.
- L. Review and recommend to the Board approval of school bus fare increases.
- M. Periodically review balanced scorecard metrics relevant to finance and infrastructure.
- N. Periodically review Board Policies and Administrative Rules relevant to finance and infrastructure and recommend to the Board changes as appropriate.

- O. Annually evaluate the adequacy of this Charter and recommend any proposed changes to the Board for approval.
- P. Annually evaluate its performance as a Committee and report its conclusions to the Board.

**VI. ANNUAL GOALS OF THE COMMITTEE**

The Committee will:

- A. Evaluate the need for a long range planning process for
  - o Finance,
  - o Infrastructure/Facility, and
  - o Information Technology.
- B. Review budgeting, financial procedures and Act 51: Reinventing Education Act of 2004 to ensure appropriate fiscal accountability.
- C. Review budget reductions and make recommendations using best efforts to mitigate potential impacts on student achievement.