

FISCAL OVERSIGHT COMMITTEE (FOC) MEETING
THURSDAY, September 15, 2016 - 6:30 to 8:00pm
MINUTES OF MEETING

In attendance:

Sandra Brownrigg	Phil Smith
Ryc Brownrigg	Stephanie Stanley
Justin Carter	Dave Usechek
Jack Christensen	Bonnie Betz
John Groom	Scott Smith
Dilpreet Jammu	Jana Schleusner
Kerrie Riker-Keller	Judi Reynolds
Denise Schuh	Joann Lee

Absent: None

Guest:

Interim Superintendent Erin Kane
Auditor Kevin Smith, RSM US LLP
Director Wendy Vogel, Board of Education
Director Anne-Marie Lemieux, Board of Education
Katie Knisley, LRPC member
Mary Wild, Community member

I. Announcements: Chair Kerrie Riker-Keller announced the resignation of Jessica Duce.

II. Information Items/Reports

- a) **FY 2016 Scope and Timing of Audit** – Kevin Smith, RSM US LLP – Mr. Smith discussed the FY 2016 audit planning, scope and timing of the District’s financial statements and compliance.
- b) **Committee Reports:**
- **BoE Update** – BoE Liaison, Judi Reynolds
 - i. Process for Director Benevento Replacement – The Board is currently taking applications for the replacement of Director Benevento. The interviews will be held at the Oct. 4th Board meeting with the final vote at the Oct. 18th Board meeting.
 - ii. Superintendent Replacement Process – Currently the Board is undecided on the process to move forward. Agenda item is to be discussed at the next FOC meeting.
 - iii. Polling & Bond/Mill Questions Update – The Board elected not to move forward with an election in 2016. The FOC discussed how they could help the Board with a future bond election campaign. A resolution, exploration of Bond/Mill Levy Override, written by Director Wendy Vogel, was shared by Ms. Vogel. Some discussion ensued.
 - **LRPC Update** – LRPC Representative, Stephanie Stanley – The LRPC is organizing several sub-committees to address their recent needs.
 - **DAC Update** – DAC, Representative, Sandra Brownrigg – The Annual Winter Forum will be held on October 25, 2016, 6:00 p.m. to 9:00 p.m. at Castle Rock Middle School.
 - i. Joint DAC, LRPC & FOC Subcommittee - The DAC is working to form a joint DAC, LRPC and FOC subcommittee to work in unison with addressing ongoing capital needs and projects.

- **FOC Leadership Update** – Chair, Kerrie Riker-Keller
 - i. Per FOC by-laws, the chairperson will set the FOC’s agenda in collaboration with the vice-chairperson, recorder and CFO and is to provide the agenda to FOC members at least five business days prior to any meeting or event.
 - ii. Ms. Riker-Keller requested a sub-committee to review the current by-laws and bring any change requests to the next FOC meeting. Justin Carter, John Groom and Kerrie Riker-Keller volunteered, with Bonnie Betz as staff support.
- c) **State of the State:** Director of Budget, Scott Smith
 - FY 2015-2016 4th Quarter Review – Director of Budget, Scott Smith presented a high level discussion regarding the FY 2015-2016 4th Quarter Financials. The presentation will go before the Board on September 20, 2016.
- d) **Carry Over Policy Discussion** – Committee member, Dave Usechek – The committee reviewed the draft of Board Policy DB and Superintendent File DBG, to provide carry over guidance. The plan is to present redline versions to the DAC, Leadership and Principals for feedback and approval from the Board in December 2016.
- e) **District Issues and Concerns** – CFO, Bonnie Betz – InspirED
 - There has been a lot of focus on the software, InspirED. The Board of Education has requested that DCSD Leadership present the overall history, functionality, and costs associated with this comprehensive software. The presentation will go before the Board of Education at the October 4, 2016 board meeting.
 - The District leased the InspirED software to a small educational entity with the intent to offset some of the development costs.

III. Action Items/Discussion Items

- a) **Adoption of Minutes of June 2, 2016** – John Groom moved and Dave Usechek seconded that the minutes of June 2, 2016 be approved. The motion passed.
- b) **FOC Membership** – The committee agreed to revisit FOC membership at the January 2017 meeting.
- c) **Affirm the Creation of the Joint DAC, LRPC & FOC Subcommittee** – Stephanie Stanley moved and Dave Usechek seconded the creation of a joint DAC, LRPC & FOC subcommittee. The motion passed with John Groom abstaining. Members Dave Usecheck and Kerrie Riker-Keller agreed to participate.
- d) **Board Policy DB-Annual Budget Revision adding Site Based Budgeting and Carryover Statements** – Dave Usechek moved and John Groom seconded the draft of Board Policy DB, along with the regulations, to provide Site Based Budgeting and Carryover guidance statements approved. The motion passed.
- e) **FOC Code of Ethics** – The Code of Ethics will be signed by members yearly.

IV. Public Participation – None

V. Future Agenda Items

The committee was asked if they would like any items put on the agenda for future discussion. The following items were listed:

- Bylaws Review
- Site Based Budget Update
- Risk Management at the October meeting
- Schedule Erin Kane, November 10, 2016 meeting
- Revisit FOC Membership in January 2017

Meeting Adjourned: The meeting was adjourned at 8:16 p.m.