

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
FAIRBANKS, ALASKA

Work Session

MINUTES

September 14, 2015

President Haas called the work session to order at 6:00 p.m. in the boardroom of the FNSBSD Administrative Center at 520 Fifth Avenue. The work session was called for a strategic plan update, to include discussion on the Parent Engagement Committee; and the 2016-17 budget, to include discussion on the Citizen Budget Review Committee.

President Haas read the district's mission statement: *"Our mission is to provide an excellent, equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society."*

Present:

Heidi Haas, President  
Wendy Dominique, Vice President  
Allyson Lambert, Treasurer  
Lisa Gentry, Clerk  
Sue Hull, Member  
Michael O'Brien, Member  
Kobe Rizk, Student Representative

Absent:

Sean Rice, Member

Staff Present:

Dr. Karen Gaborik, Superintendent  
Lisa Pearce, Chief Financial Officer  
Sandra Kowalski, Assistant Superintendent of Elementary Instruction  
Dan Schmidt, Assistant Superintendent of Secondary Instruction  
Traci Gatewood, Executive Director of Human Resources  
Melanie Hadaway, Executive Director of Curriculum and Instruction  
Kathie Wassmann, Executive Director of Special Education  
Dave Norum, Executive Director of Facilities Management  
Janet Cobb, Executive Director of Technology  
Helen Clark, Director of Federal Programs  
Sharice Walker, Director of Public Relations  
Robin Mullins, Director of Business Services  
Sandy Weaver, Budget Specialist  
Sharon Tuttle, Executive Assistant to the Board of Education

**Parent Engagement Committee** [0:00:40]

The decision to establish an ongoing Parent Engagement Committee developed from the Parent Engagement Task Force and the board's work on the strategic plan. The board was tasked with developing the parameters and guidelines for the committee. The administration provided a draft administrative regulation outlining some general committee guidelines and an application for possible at-large committee members, as well as several reference documents from other committees.

**Administration's Recommendations**

While the administration provided very general draft guidelines for the Parent Engagement Committee, there were no formal recommendations, as it was a board committee. The administration would implement the board's direction regarding the committee.

## **Parent Engagement Committee** (continued)

### **Board Comments/Questions**

Board discussion ensued. There was board consensus to have the Parent Engagement Committee led by a board member (appointed by the board president), with an additional nine appointed committee members (one appointee from each remaining elected board member and military representative, and a representative from the Regional Student Council) for a total of ten appointed members (including the board member chair). The committee would also include a set number of at-large positions, determined once the at-large committee applications were received and reviewed.

Whether or not to allow staff members as committee members and the total number of voting committee members would also be determined once at-large applications were received. Board members would start working on their appointees right away. The board would meet to review the at-large applications. The application time for the at-large positions would be two weeks, along with the other committee at-large positions. Board members accepted the at-large application with no suggested changes.

The committee would meet monthly, similar to other board committees. The public relations department staff would provide the administrative support for the committee.

Mr. Rizk arrived at 6:22 p.m.

Board members agreed it would be a good option to allow committee members to occasionally call in for the committee meetings, similar to what is allowed for board members (the issue of a quorum being present would need to be addressed). Goals and priorities for the committee would be determined by the committee. If the committee needed help in determining goals and priorities the board would assist in the process.

### **Citizen Budget Review Committee** [0:24:54]

Superintendent Dr. Gaborik and Lisa Pearce, chief financial officer, presented proposed changes to the budget development process and timeline, including changes to the Citizen Budget Review Committee (CBRC) process and its governing handbook. Ms. Pearce reviewed and spoke to the revised timeline of the CBRC and its handbook. The revisions strengthened the idea the CBRC was a year-round committee. The administration wanted to have the CBRC involved in the front-end of the process. Ms. Pearce stated the intent was to give the committee a more meaningful process which would in turn provide for more meaningful input. The budget process, including the CBRC's involvement, would begin earlier in the fiscal year and essentially encompass most the school year.

### **Administration's Recommendations**

The administration presented the following recommendations regarding the school district budget process and timeline:

1. The Citizen Budget Review Committee (CBRC) would meet September through November to review all aspects of the Final Approved Budget for the current school year.
2. The CBRC would identify concerns, priorities, and recommendations based upon the review, and present a brief summary of the committee's written report to the school board in November.
3. The superintendent would consider recommendations from the CBRC, school administrators, and department and program managers in development of the administration's Proposed Budget.
4. The superintendent would present the Proposed Budget to the school board in February.
5. The school board would hold public hearings on the Proposed Budget in February and March.
6. The school board would adopt and approve a Recommended Budget in March.

## **Citizen Budget Review Committee (continued)**

The administration's recommendations would allow for full engagement of the CBRC in a review of the current year's Final Approved Budget and development of recommendations to the superintendent regarding administration's Proposed Budget for the ensuing school year. Moving the CBRC process from February to the fall semester would allow district administration additional time for consideration of CBRC recommendations in conjunction with input from school administrators and program and department managers.

### **Board Comments/Questions**

Board discussion ensued. There was board consensus to accept the administration's recommendations, with the addition to have the Citizen Budget Review Committee meet again after the administration's Proposed Budget was released in February. Meeting after the Proposed Budget was released would allow CBRC members the opportunity to provide input on the administration's budget proposals.

There was also consensus to add a specific date for release of the Proposed Budget, "no later than February 1." It was the administration's intention to present the budget to the board at its first work session in February, prior to it being released to the CBRC or others.

There were disagreeing opinions and no consensus reached on the issue of whether or not to allow public testimony at the CBRC meetings. But there was consensus to have the administration review/draft/revise the current CBRC policy language [Policy 423.2: Budget Planning]. The policy currently read, "The committee will seek input from all interested persons and organizations at its meetings." The board would consider the issue of public testimony and take any appropriate action through its normal policy/action process at a future regular meeting.

Regarding budget priorities, the strategic plan would guide the CBRC's work.

It was noted the board's request to meet with the borough assembly regarding the budget had been made, and at the suggestion of the borough assembly's current presiding officer, it was determined the board would meet with the assembly after the upcoming election and the assembly's reorganization.

### **Board Comments/Announcements** [1:24:00]

It was recommended that appointees by the military representatives be included in the Board Diversity Committee. President Haas would take the suggestion to the committee for consideration.

President Haas reminded board members of the regular meeting the next evening.

The meeting adjourned at 7:26 p.m.

Submitted by Sharon Tuttle, executive assistant to the Board of Education