

BUDGET ADVISORY COMMITTEE CHARTER

GOVERNING BOARD APPROVED 11/09/2021

MISSION

The Governing Board of Tucson Unified School District, in collaboration with the district's finance leadership, established a Budget Advisory Committee (BAC). The purpose is to support the Board and district leadership in achieving priority goals while ensuring financial sustainability and resource stewardship, all while providing transparency to the stakeholders and community and to build awareness of district goals and funding constraints.

SCOPE

The Committee's responsibilities and goals are:

1. Serve as an open forum for discussion to review the district budget and financial goals
2. Help determine the means to achieve the Governing Board's priority areas for TUSD within the context of the district's budget
3. Work within the committee and with external stakeholders to ensure input and collaboration in the process of prioritizing the allocation of district resources
4. Analyze the pros and cons, positive implications and unintentional consequences of the various spending priorities that are presented to the Board
5. Recommendations to the District staff and Board will be developed utilizing community input, dialogue from the committee members and open meetings

GOVERNANCE AND OPERATING PRINCIPLES

Membership

The BAC consists of 13 members appointed by the Governing Board, including one representative from the Board to serve as a non-voting liaison. The 12 community members are appointed for terms not exceeding four years. The Board liaison will have a term of one year. All committee members may be reappointed. All committee members are uncompensated. The Committee shall annually elect a Chair and Vice Chair, who presides in the Chair's absence. Community members of the BAC must be affiliated with TUSD including parents/guardians of TUSD students, TUSD employees, representatives of the Tohono O'odham Nation,

representatives of the Pascua Yaqui Tribe, owners of a business within TUSD's boundaries or community members residing within TUSD.

Ineligible Members

The following individuals cannot serve on the BAC:

1. Anyone who, within the last two years, has sold goods or services to TUSD
2. Anyone who owns or has a direct and material interest in a company, or who holds leadership position in an entity, which provides substantial goods or services to TUSD
3. Anyone who has participated in litigation or other legal action against TUSD

Conflicts of Interest

An individual who would otherwise be excluded may serve if, after full disclosure to the Governing Board, the potential conflict of interest is not material and does not appear so from the public perspective.

An individual who develops a conflict of interest while on the BAC must disclose such conflict. The individual must recuse themselves from voting on any item that is disclosed as a conflict.

Application to Serve

Individuals shall submit complete applications to join the BAC and should be forwarded directly to the Chair and Vice Chair of the committee. The Committee may or may not, at its discretion, make recommendations to the Board concerning applications received.

Removal of Member

The BAC may request that the TUSD Governing Board dismiss a Committee member who has had three (3) consecutive unexcused absences or a total of five (5) absences in any 12-month period. Requests to the Governing Board to dismiss require a majority vote of a committee where a quorum is present. Dismissal of the Board's Liaison from the Committee may be initiated only by the Governing Board.

MEETING STANDARDS AND SCHEDULING

Meeting Requirements

The Committee shall meet at least one per month between July and January of each fiscal year. Between February and June, meetings will be scheduled when necessary to fulfill its requirements to the Governing Board and district leadership.

The Committee shall meet in public and shall adhere to Arizona's Open Meeting Law. Minutes shall be taken and will be published and filed.

The Committee agenda is set by the Chair, in collaboration with district leadership. Any member who wishes to place an item on the agenda may do so by notifying the Chair at least 48 hours in advance of a scheduled meeting.

Quorum and Voting

A quorum is defined as a simple majority of the voting Committee members. A quorum is required in order to meet and conduct all business. If there are one or more vacancies on the Committee, then a majority of the remaining voting members of the committee will constitute a quorum, except that a single member of the committee does not constitute a quorum. A simple majority vote of the quorum is required for making all decisions of the committee.

Members who are physically absent from a meeting can participate through audio or video conferencing. Proxy voting is prohibited.

Subcommittees and Ad Hoc Working Groups

As necessary, subcommittees and ad hoc working groups may be established with the oversight of the BAC, for special tasks to be performed on a short-term basis. Function and duration of these subcommittee and working groups will be task-specific. If the task appears to be a standing item, a standing committee should be formed. The subcommittee membership may include Committee members, internal staff and external, uncompensated consultants. The participating Committee members must be less than the majority of the current Committee so as not to meet the quorum requirements. The advice or recommendations of a subcommittee or working group will be submitted to the Chair to be included in the next agenda and be delineated by the whole Committee. Subcommittees and ad hoc working groups shall also comply with Arizona's Open Meeting Laws.

Reports to the Governing Board

The Committee shall provide the Governing Board with a report of activities, findings and recommendations at a designated Board meeting.

DISTRICT SUPPORT

Access to District Information

The Committee, in consultation with District Staff and the Governing board, may have access to all pertinent information it deems necessary to carry out its charge. Access to information shall be consistent with Arizona law and District policy.

The Committee may ask a member of management or others to attend its meetings and provide pertinent information, as necessary.

Process for Requesting District Information

The Committee may request information from the District that the Committee deems necessary to carry out its duties and responsibilities. These requests for information will only be made by the Committee Chair, or in their absence the Vice Chair. Any member wishing to request information may do so by submitting their request, in writing or via email, for approval by the Committee Chair, or in their absence, the Vice Chair. If the request is approved, the Chair or Vice Chair will send the request to the Executive Director of Financial Services or their designee for processing. If the Chair does not approve the request, the Committee may vote to override the Chair or Vice Chair and authorize the request. If the Committee overrides the Chair or Vice Chair, the request will be submitted.

Self-Assessment

The Committee will review its charter at least annually, reassess the adequacy of the charter and recommend any changes to the Governing Board. Adoptions and amendments to the charter shall be by an affirmative vote of the committee, a quorum being present, and by approval of the Governing Board. Only the Governing Board may determine if the Committee's charge is complete and should be dissolved.