

MEETING OF THE GOVERNANCE COMMITTEE  
IOWA CITY COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Location: 2248 Banbury St. Iowa City, IA 52240  
Date/Time: June 1, 2009 7 p.m.  
Members Present: Michael Cooper  
Gayle Klouda  
Michael Shaw  
Members Absent: Tim Krumm  
Others in Attendance: Lane Plugge  
Paul Bobek

- I. Board Governance Process for Current Board Decisions The committee discussed the current budget plan and status as well as recommendations to the board for future oversight of budget cuts (attached).
- II. Policy Development for Constituent Information Requests
- III. Discussion of Public Input at Board Meetings

Agenda items II and III were discussed together. The committee received a memo from Paul Bobek along with copies of Iowa Code Chapter 22 governing the Examination of Public Records (Open Records) and sample policies taken from IASB and from other districts in the area. Paul reviewed that legal council advised the district to follow the Iowa Code which says access to public records will be accommodated. Furthermore, legal advised against creating information requested from the public as this is above and beyond the scope of the public records statute. Paul advised consistency in responding to requests. Some discussion followed regarding the difference between a request for a public record and a request to have one or several questions answered. It was noted that several districts do have policies that govern community input at Board meetings. Given the late hour the committee decided to carry these two agenda items over to our next meeting. This will allow us to study in more detail the sample policies received before making a recommendation to the Board.

There being no further business, the Governance Committee meeting was adjourned at 10:05 p.m.

*Minutes prepared by Gayle Klouda, Governance Committee Member*

Governance Committee  
June 1, 2009

*Current Budget Plan and Status*

By board policy the district must maintain an unspent balance  $\geq 5\%$  of maximum authorized budget. The Board was informed by the Superintendent at the Oct. 14, 2008 Board Meeting that he expects the FYE 09 balance to be at or below the Board required 5% floor. On March 10<sup>th</sup> the BOE directed Lane to develop the 2009-2010 budget with the goal of FYE 2010 unspent balance being no lower than between 2 and 3%. A plan was proposed by Lane and agreed to by the Board to work toward eliminating deficit spending over two years, and then to begin to build back toward the required 5% year end balance over time.

Budget cuts recommended by the administration and approved by the board have thus far totaled \$3,407,316. This is projected to result in a 2010 fund balance that will equal 1.6% of projected maximum authorized budget and will thus fall short of the Board approved 2% limit. Additional spending limitations and/or spending authority increases totaling \$470,000 will be necessary to reach the Board's 2% limit.

*Committee Recommendations for Future Board Oversight of Budget Cuts*

1. Lane has not requested a further reduction of the Board's required balance. If he does not, the Board should expect to see further cuts to achieve a projection of a 2% FYE '10 balance as well as future cuts that will result in a FYE '11 balance that is no lower than 2% of maximum budget authority. Lane will present to the Board his planned budget cuts to achieve a FYE 2010 2% balance by \_\_\_\_\_. (Lane is working with Paul to determine a date by which he can make this presentation to the Board.)
2. The committee recommends that the Board direct Lane primarily through the unspent balance limit rather than by voting to approve budget cuts individually. The committee feels that our administration is better able to determine which cuts are most appropriate and what the effects of those cuts will likely be on the educational process.
3. However, the committee does recognize the need for the Board to provide oversight to this process and to ensure that the process is a transparent one. Thus the committee recommends that the Board request from Lane monthly updates regarding budget plans. The purpose of the updates would be to keep the board well informed of progress and allow the Board input to that process, without micromanaging the decision making itself. The purpose would also be to keep the community informed of the cuts that will be occurring and allow for public input to decision making.
4. While the committee did not find the time to fully develop this idea, there was some discussion regarding developing guidelines to further instruct the administration regarding the nature of the cuts they will recommend in the future.