

OPERATIONS, FACILITIES AND FINANCE COMMITTEE (OFF)

GOVERNANCE

The Board of Education may choose to use standing and ad hoc committees to provide oversight of the district's strategic plan and deployment, investigate, report, and recommend to the whole Board. Such committees may not act independently from the Board or make commitments which bind the Board without specific prior authorization. The Board shall determine at its annual organization meeting, or as soon thereafter as is practical, which standing committees it will constitute for the following year.

The Operations, Finance, and Facilities Committee [OFF] is a standing Committee of the Board of Education. This charter constitutes a statement of the Operations, Facilities and Finance Committee's structure and responsibilities. It provides guidance for the OFF's interactions with the Board, District management and others. The Superintendent will designate a member of the Cabinet to be the Board liaison

The Board President and Superintendent shall be ex officio members of all committees.

PHILOSOPHY

The Operations, Facilities and Finance Committee (OFF) provides oversight to ensure policies, regulations and communication efforts support the goals and needs of the Board of Education and School District, as well as ensure that they are in conformance with law and the general practices of school districts in the State of New Jersey. The Committee will consider all district stakeholders, internal (teachers, students, staff and School Board) and external (parents, residents, businesses, civic groups, state/local government, faith-based organizations, and other members of the MTSD community) in their decision making.

RESPONSIBILITIES

The OFF Committee shall have as its purview the overall Financial, Technology, Safety and Security and Operations of the District in meeting the requirements of the District's Strategic Plan. Its purposes also include budget development, review and tracking (variance analysis) of expenses and investments; long-term financial planning (3-5 years), including assessment of the financial impact of delivering educational services in alignment with the other standing and ad hoc committees and the Strategic Plan. The first school year meeting [September] the committee will present to the Board the school year calendaring and committee goals.

Working in partnership with the District Administration, the OFF shall provide assistance to the Board of Education by its oversight of:

1. The financial sustainability of the District, including:
 - 1.1. Financial aspects of new programs and initiatives
 - 1.2. The development and review of the District's long-term financial plan, which shall have as its foundation the current annual budget. The plan shall be integrated and harmonized with the strategic plan
 - 1.3. Review of the five-year facilities plan, including safety and security
 - 1.4. Review, with ACI, the five-year technology plan
2. The integrity of the District's financial reporting, accounting, budgeting and internal controls
3. The preparation and presentation of the annual budget

4. The District's compliance with regulatory and legal requirements
5. Obtain the Board's approval of this charter and annually reassess this charter with the Committee and full Board.
6. When addressing agenda items, District management shall indicate action requested of the Committee (BOE) with timeline basis; for conclusion, including options considered; cost in current and or future periods.

FINANCE

1. Regarding the annual independent audit:
 - 1.1. Examine District's recommendation of firm, the scope of its proposed audit, the results of such work, including a meeting with the audit partner.
2. Regarding monthly financial statements of the District:
 - 2.1. Review with District management the monthly financial statements;
 - 2.2. Examine quarterly basis comparison of actual with budget for major cost/expense items.
3. Regarding the annual budget preparation process:
 - 3.1. Provide input as District establishes budget goals;
 - 3.2. Receive monthly updates;
 - 3.3. Discuss the preliminary budget prior to its presentation to the full Board;
 - 3.4. Review proposed budget presentations to the Board and public;
4. Review assumptions regarding the long-term financial plan (3-5 years) development and harmonization with strategic plan.

OPERATIONS

1. Inspect annually the five-year building and facilities plan, including compliance with state requirements.
2. Study, with ACI, District five-year technology plan, including related security controls.
3. Review annually the District's transportation plan.
4. Review annually the District's safety and security plan for all campuses.
5. Review annually various Enterprise Funds.
6. Discuss the performance of the architect of record prior to reappointment.

COMMUNICATIONS

1. Examine and edit meeting "Notes" and arrange for distribution with relevant presentations to all Board members.
2. Report significant matters to Board and obtain feedback.
3. Invite engagement of public on significant issues that come before the Committee.
4. Investigate any matter brought to its attention to an appropriate resolution.
5. Perform other activities which may be assigned by the Board.

MEETINGS

1. The OFF shall meet monthly. Special meetings may be scheduled on an "as needed" basis.
2. The OFF shall report regularly in respect of its activities and make recommendations to the Board for its consideration and action.