



Reynolds School District  
Administration Offices  
1204 NE 201<sup>st</sup> Avenue  
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## Budget & Finance Committee

### Meeting Minutes

November 29, 2011

The Reynolds School District Budget & Finance Committee held a meeting on Tuesday, November 29, 2011, at noon in the Executive Director of Business Services, Room B133, at the District Office, 1204 NE 201<sup>st</sup> Ave, Fairview Oregon 97024

Member Present: Theresa Delaney-Davis, Stanley Madzellan, Valerie Tewksbury

Members Absent: Naomi Keck, Dane Nickerson

Staff Member Present: Cynthia Le

Staff Members Absent: Dr. Joyce Henstrand, Dr. Chuck Rhoads

### DISCUSSION

Cynthia welcomed all members and reviewed the agenda for the Budget & Finance Committee meeting. Cynthia indicated that due to the holiday schedule, several members of the committee are unable to attend this meeting and there will be no meeting in December.

The group discussed the role of Budget and Finance Committee is to provide assistance and guidance to the budget officer and staff, leading to the development, drafting and review of the annual budget.

The group determined that this group shall act as an independent advisory committee to the Board of Education, regarding the District's financial interests and operations. This committee will report regularly to the Board of Education of its activities; and review and make recommendation to the Board regarding the existing and projected revenues and expenditures; and where appropriate, suggests ways to overcome potential budget constraints and improve the fiscal solvency of the District.

Theresa will contact potential committee members to replace Board member positions currently on this committee.

Next meeting will be January 31 , 2012, at noon, in the West Conference Room, B130, at the District Office, 1204 NE 201<sup>st</sup> Ave., Fairview, Oregon 97024.