



**BUDGET STABILIZATION  
TASK FORCE**

**C H A R T E R**

*Revised, June 26, 2018*

## **Article I: Establishment**

*Section One. Authority.* The Superintendent establishes the Budget Stabilization Task Force (BSTF) under provisions of policy BDF(Local), which specifically relate to standards for all district advisory committees.

*Section Two. Limitations.* The BSTF shall be an ad hoc advisory body of the district, and shall serve to provide guidance and counsel to the administration. The BSTF shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

*Section Three. Staff Support.* The Superintendent shall designate specific staff members to serve as BSTF Coordinators. The Coordinators shall ensure that any other staff necessary or appropriate are available to support the work of the BSTF.

*Section Four. Charter.* In accordance with policy BDF(Local), it shall be the responsibility of the Coordinator of District Advisory Bodies, in consultation with appropriate staff, to develop and amend the BSTF charter. The BSTF shall abide by the charter.

*Section Five. Duration.* To ensure that the work of the BSTF concludes in sufficient time to inform development of the FY 2020 Preliminary Budget, the BSTF shall serve for a limited duration, to be determined by the Coordinators.

## **Article II: Charge**

*Section One. Charge.* The charge of the BSTF is to:

- Review and carefully consider broad stakeholder input.
- Review and carefully consider pertinent data and information.
- Discuss a broad range of possible actions to stabilize the district's budget.
- Develop recommendations to enable the district to meet all of its financial obligations, and remain in alignment with its stated priorities and strategic direction.

*Section Two. Responsibilities.* The BSTF shall provide its recommendations to the Superintendent. The Superintendent shall have opportunity to review the task force recommendations. The Superintendent shall report the task force recommendations, along with any comments the Administration may have, to the Board for consideration.

## **Article III: Meetings**

*Section One. Regular Meetings.* In consultation with the Tri-Chairs, the BSTF Coordinators shall set the regular meeting schedule for the BSTF and establish the agendas. A quorum shall be the majority of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no formal action may take place without a quorum.

*Section Two. Subcommittees and Work Groups.* As necessary or appropriate, the Coordinators, in consultation with the Tri-Chairs, may form BSTF subcommittees or work groups. Subcommittees or work groups shall not constitute a quorum of the BSTF; as such, no formal action of the BSTF may be taken in subcommittee or work group meetings. Any findings or recommendations of subcommittees or work groups shall be reported to the BSTF.

*Section Three. Open Meetings.* All regular meetings of the BSTF shall be open to the public, and the Coordinators shall ensure that opportunities for public comment are provided at regular meetings. Subcommittee or work group meetings are not required to be open to the public.

*Section Four. Posting of Agendas.* Agendas for regular meetings shall be posted at least 72 hours in advance on the BSTF website and at district central offices. Agendas for subcommittee or work group meetings do not require posting.

*Section Five. Meeting Minutes.* The Coordinators shall ensure that summary minutes of regular meetings are prepared and placed on the BSTF website. The BSTF shall approve the minutes of regular meetings. Minutes are not required for subcommittee or work group meetings.

#### **Article IV: Membership**

*Section One. Selection.* Members of the BSTF shall be selected by the Coordinator of District Advisory Bodies and appropriate staff in the following ways:

- Invitation to individual Trustees to designate one person each for dedicated seats.
- Invitation to current Budget and Finance Advisory Committee (BFAC) members, who will be given weight in the selection process, to the extent that they help satisfy overall membership diversity and representativeness.
- Invitation to current and former AISD UpClose participants, who will be given weight in the selection process, to the extent that they help satisfy overall membership diversity and representativeness.
- Invitation to targeted stakeholder groups, including but not limited to, other district advisory committees, employee groups, and community and business partners.
- Invitations to the general public and district staff to submit applications for consideration.

*Section Two. Structure.* The BSTF membership shall strive for diversity, and provide a balance of representation among various stakeholders and interests. The BSTF membership shall include, but is not limited to, the following:

- Parents
- Students
- Campus principals and teachers
- Staff of district central offices
- Community members
- Governmental and business partners

*Section Three. Tri-Chairs.* The BSTF, from its voting members, shall elect three chairs (the Tri-Chairs). The Tri-Chairs shall preside over meetings, apply basic parliamentary procedure, consult with the Coordinators in developing the regular meeting schedule and agendas, and formally represent the BSTF as may be necessary or appropriate.

*Section Four. Attendance.* Reasonably regular attendance by members is expected, and is important to representativeness, thorough discussion, and decision-making.

*Section Five. Conduct.* The district welcomes freedom of expression and debate. However, BSTF members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. Unless otherwise authorized by the BSTF, members shall not speak for the BSTF; and, unless otherwise authorized by the district, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the BSTF. Violation of this code of conduct may result in reprimand or dismissal by the Coordinators, who may consult with the Coordinator of District Advisory Bodies for appropriate action.