

**RED CLAY CONSOLIDATED SCHOOL DISTRICT
COMMUNITY FINANCIAL REVIEW COMMITTEE
BYLAWS**

ARTICLE I- NAME

The name of the organization shall be the Community Financial Review Committee (CFRC) for the Red Clay Consolidated School District Board of Education.

ARTICLE II- ORGANIZATION YEAR

The organization year shall commence on September 1 and shall end on August 31.

ARTICLE III - PURPOSE

The purpose of the organization shall be to provide an organized structure that will assist the Red Clay Consolidated School District Board of Education with financial oversight of and ensure community involvement in Red Clay's budgetary processes. The Committee will:

1. Monitor current spending, its relationship to the budget and the district's overall financial health (this may include examination of historic, current and projected financial data);
2. Provide affirmation/verification of financial information to Red Clay School Board which includes the development of a monthly financial report;
3. Provide a medium for the dissemination of financial information and materials to the community relative to Red Clay School District and promote an understanding of the budget process;
4. Provide consultation and guidance to the Red Clay School Board on matters relating to finance and perform other review and recommendation functions as directed by the Board.

ARTICLE IV- MEMBERSHIP

SECTION 1 - Eligibility

CFRC membership will consist of at least (6) Community Representatives who reside in Red Clay Consolidated School District, (1) Red Clay Education Association representative; (1) Board of Education member and (1) Red Clay Consolidated School District finance office staff member who will serve as a non-voting member.

CFRC community members should be district residents representing parents, educators and taxpayers in Red Clay. Wherever possible, the CFRC shall contain at least two members with formal educational or vocational backgrounds amenable to the oversight of school district financial statements.

SECTION 2 -Establishment of Membership

Interested CFRC community members should complete a Committee Application Form (Appendix I) that includes an interest statement and educational and professional experience. Notification for CFRC membership will be advertised for at least 15 days on the district website and all school building main entrance doors as well as through the Red Clay record.

A CFRC Selection Committee will be appointed by the Superintendent consisting of at least one (1) Red Clay Board member, one (1) member of RCEA and two (2) community members who are parents or nondistrict employees. The Selection Committee will review potential community members and make decisions based on a selection rubric (Appendix II). Membership on the CFRC shall become effective upon approval of the CFRC Selection Committee with notification provided to the Superintendent and Red Clay Board of Education.

CFRC members will not be compensated except for allowable mileage for training or similar activities.

Once selected, all CFRC members are required to attend a two hour budget oversight training provided by the Department of Education.

SECTION 3- Terms

New CFRC members will be appointed to a term length of two (2) years with the option to extend to no more than three (3) additional terms based on the majority vote of the existing members of the Committee. A CFRC member may terminate his or her position upon written notice to the Chairperson. Upon approval of the Amended By-Laws, CFRC members originally appointed prior to the effective date of 14 DE Admin Code Section 736 shall be subject to the same terms as new members as listed above.

SECTION 4- Vacancies

Vacancies occurring in CFRC community membership, from whatever cause arising, shall be presented to the Superintendent. The Superintendent will advertise the vacancy and appoint a Selection Committee for appointment of new CFRC members.

SECTION 5- Voting

Each CFRC member shall be entitled to one vote in the election of officers and for any other matters presented to the membership for a vote.

SECTION 6- Meetings

CFRC meetings shall be publicized to the general public. The Committee shall determine the site and agenda. Meetings will be held monthly, with the exception of August.

Special Meetings of Members - Special meetings of members may be called at any time by the President or by a majority of the Committee.

SECTION 7- Quorum

Half of the membership shall constitute a quorum at any CFRC meeting. Decisions shall be made by a majority of the members present.

ARTICLE V- OFFICERS

SECTION 1 -Eligibility

Community representatives in good standing and who have been an active member in the organization shall be eligible to hold office.

SECTION 2 -Officers and Responsibilities

The officers shall be: Chair, Vice Chair, and Secretary

1. The Chair shall be responsible for directing, managing, and supervising the affairs of the organization. She/he shall appoint chairpersons of Ad hoc Committees, call special meetings when necessary; make recommendations to the Red Clay Consolidated School District Board of Education on behalf of the CFRC.
2. The Vice Chair shall assist the Chair in directing, managing, and supervising the affairs of the organization and shall carry out the duties of the Chair in her/his absence.
3. The Secretary shall be responsible for general correspondence. The District Chief Financial Officer or their designee shall serve as the Secretary. He/she shall attend and be responsible for the minutes of all CFRC meetings and:
 - A. Certify and keep at the designated principal office of the organization the original or a copy of the CFRC By-Laws, as amended or otherwise altered to date;
 - B. Keep at the designed office of the organization a record of minutes of all meetings and committees with the time and place of holding, whether regular or special, how authorized, the notice given, and the names of those present at the meetings.
 - C. See that all notices are duly given in accordance with the provision of these By-Laws or as required by law;
 - D. In general, perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned by the officers.

SECTION 3-Officer's Term

Officers shall be elected for a two-year term. They shall be eligible for re-election to the same offices for one additional two-year term. Then, they are not eligible for re-election to the same offices until after an interval of one term or two years. Removal of the chair or vice-chair shall be determined by a majority vote of the membership.

SECTION 4 – Financial Documents

The CFRC shall have access to, either electronically or in hard copy format, financial documents and financial information the District has in its possession and that are relevant to the financial position of the district.

SECTION 4- Selection of Officers

Officers will be voted upon every two years at the July CFRC meeting. Transfer of responsibilities shall take place at the CFRC meeting in September.

ARTICLE VI- COMMITTEES

SECTION 1 -Eligibility

Any CFRC member in good standing shall be eligible to participate on a committee.

SECTION 2 -Committees

Ad hoc Committees shall be formed when deemed necessary by the Chair.

SECTION 3 -Appointment

Committee Chairpersons shall be appointed by the Chair of the Community Financial Review Committee.

SECTION 4 -Term

Committee Chairpersons shall be appointed for a two-year term. They shall not be eligible for reappointment to the same chairpersonships until after an interval of one term.

SECTION 4- Vacancies

If any committee chairpersonship becomes vacant, the CFRC Chair shall appoint a replacement for the duration of the unexpired term.

SECTION 5 -Responsibilities

All ad hoc chairpersons shall be responsible for the formation of their committees. All committees should include a chairperson and a minimum of two members and should be representative of the membership. Chairpersons shall attend all Community Financial Review Committee meetings and submit reports as necessary to the Chair.

ARTICLE VII - MEETINGS

SECTION 1- Community Financial Review Committee Meetings

Meetings shall be held each month of the year with the exception of August.

SECTION 2- Quorum

Half of the membership shall constitute a quorum at any CFRC meeting. Decisions shall be made by a majority of the members present.

ARTICLE VIII-AMENDEMENTS

SECTION 1 -Proposal

Any active member may propose to alter, amend, or repeal any part of the bylaws by submitting the proposed revision to the Chair.

SECTION 2- Notice

The Secretary shall mail notice of the proposed revision of the bylaws to all members at least fourteen (14) days in advance of the next regular or special meeting of the organization on which they are voted.

SECTION 3 -Vote Required

The affirmative vote of a majority of the active members present and voting at any regular or special meeting shall be required to enact a revision of the bylaws.

SECTION 4- Committee Membership and Terms

See Attachment III

ADOPTED by the Membership of the Community Financial Review Committee for the Red Clay Consolidated School District Board of Education on May 5, 2008.

REVISED and ADOPTED by the Red Clay Consolidated School District Board of Education on June 18, 2008.

Appendix III

SECTION 4- Committee Membership and Terms
Updated July 2022

Red Clay Consolidated School District
Community Financial Review Committee Membership

Membership Initial Terms

Community Representatives

1. Paul Lloyd 3-year term
2. Jane Rattenni 2-year term
3. Vacant 3-year term
4. Vacant 2-year term

Red Clay Education Association

1. Michael Bank 3-year term

Current Membership - Terms

Term Expiration Dates

Community Representatives

Jane Rattenni	January 2024
Tom Pappenhagen	August 2023
Christine Miller	January 2025
Marie Cecile-Medine	January 2025
Nate Schwartz	January 2024
Robert Chase	January 2024
Lynne McIntosh	August 2023

Red Clay Board Members participation is voted on annually at the July organizational meeting of the Board. Red Clay Education Association members are appointed by the Red Clay Education Association.

Policy 1

Questions to CFRC via Email

11/9/09 When an email is received by the CFRC regarding policies, procedures or material reviewed, the Committee will respond back to the questioner stating that the issue will be discussed at an upcoming meeting. When the specific date and time of the meeting is determined, it will be provided to the questioner. The discussion will be documented in the CFRC meeting minutes and posted online. If the questioner is unable to attend said meeting, they could follow the discussion documented in the meeting minutes. If the questioner then had follow-up questions, those questions could be emailed and discussed at a future meeting.

Mr. Lloyd put it to a vote, Ms. Krapf seconded and all agreed.

Appendix I – Membership Application

Red Clay Community Financial Review Committee
Membership Application

Name: _____

Address: _____

Email: _____

Phone: _____

Please state the reason for which you are applying to serve on the Red Clay Community Financial Review Committee. Please attach a resume or include any relevant employment or educational history, including your present employer.

I hereby certify that the above statements are true and correct to the best of my knowledge.

Signature _____ Date _____
