

## **FINANCE AND OPERATIONS SUBCOMMITTEE**

### **Charge**

The Finance and Operations Committee provides guidance and direction to the Board of Education regarding business operations of the Plymouth-Canton Community School district; specifically in the areas of finance, accounting, budgeting, operations, and transportation services.

### **Goals/ Responsibilities**

Provide guidance regarding:

- Budget preparation and management
- Financial planning and forecasting
- Cost reduction strategies
- Operating efficiencies and financial analysis
- Capital strategy development and execution
- Efficient, safe, and cost-effective facilities management
- P-CCS district business operations
- Custodial & Maintenance Operations
- Student Transportation Services

### **Membership**

The Finance and Operations Committee will consist of the following:

- The Chief Finance and Operations Officer
- The Executive Assistant to the Chief Finance and Operations Officer
- The Executive Director of Finance and Accounting
- The Director of Capital Programs and Facilities
- The Director of Operations
- Transportation Manager (upon request)
- Custodial Services manager (upon request)
- Three P-CCS Board of Education Members
- At least two P-CCS Community Members

### **Governance**

- Reports to P-CCS Committee of the Whole
- Provides minutes/reports acquired through the Committee
- Publish Committee meeting agendas
- Publish Committee meeting minutes

### **Meetings**

- TBD – Under normal circumstances, at least one per month, except July

### **Staff**

- Jill Minnick, Chief Finance and Operations Officer
- Jody Malbon, Executive Director of Finance and Accounting
- Annette Jory, Executive Assistant to the Chief Finance and Operations Officer
- Matt Lents, Director of Facilities and Capital Projects
- Randal Rice, Director of Operations