

WILLOWS UNIFIED SCHOOL DISTRICT
Office of the Superintendent

Date:08/19/09

Request For Placement on Board Agenda:

AGENDA TOPIC:
Agreement with Fiscal Consultant

PRESENTER: Betty Skala, Director of Business Services

Background Information:

It is in the best interest of the District to enter into an agreement with Pat Goss, former GCOE assigned fiscal advisor/expert to provide consulting services for fiscal year 2009-10. Purpose would be to assist with the development of an updated fiscal recovery plan (i.e. cut list for 2010-11 and multiyear projections) to ensure fiscal solvency in light of the State budget crisis and its impact on WUSD and to help facilitate discussions/meetings with stakeholders related to budgetary issues.

From October 2008 through February 2009 when Pat Goss served as fiscal expert under GCOE, the total cost for that time period was \$9,853 and shared by both GCOE and WUSD. IT is anticipated our needs will be equal to or less than what was needed during 2008-09 fiscal year.

Recommendations:

Approval of entering into an agreement with Pat Goss as a fiscal consultant to assist the district with budgetary issues to ensure fiscal solvency for the current year through 2011/12.

WILLOWS UNIFIED SCHOOL DISTRICT

FISCAL CONSULTANT

AGREEMENT

As the representative of the Willows Unified School District (WUSD), the Fiscal Consultant will do the following:

Provide "big picture" guidance and advice to the district.

Short-term fiscal problems and concerns must not be allowed to destroy the long-term goals and stability of the district. Leadership in this area is critical.

Attend board meetings as requested, including closed sessions, pertaining to issues that have a fiscal impact.

This will: (1) allow the Fiscal Consultant and the Financial Officer to update the board on changes in the budget; (2) allow the Fiscal Consultant's presence and assistance to be known, acknowledged, and utilized; and, (3) help the board focus on its objective of getting the district fiscally sound. This teamwork concept keeps everyone out in front.

Remain neutral and objective.

The Fiscal Consultant will not align himself/herself with one faction (i.e. superintendent, board, unions, and community groups) over the other, but work with all proactively and objectively.

Serve as a resource to the superintendent and board. The Fiscal Consultant does not work for the board nor does he/she fill the role of superintendent.

Influence expenditure patterns and advise superintendent and board on expenditures.

Assess current staff's capabilities and brief superintendent and board.

Assess the need for a study of all or part of the district's organizational structure. This includes major departments, staffing levels, and whether staff is appropriately classified and assigned.

Take an advisory role in assisting the district to implement the multiyear fiscal stability plan and all multiyear projections.

Understand and monitor all collective bargaining agreements and make recommendations to superintendent and board as appropriate.

Develop a clear understanding of district's obligations to the State Allocation Board (i.e. sale of site or real property proceeds, deferred maintenance payments) and implement recommendations via superintendent and board as appropriate.

Take as advisory role in the development and administration of the district budget.

Prospectively review all information and data that is submitted to County Office or other agencies and ensure that validation of data has occurred. This may need to be assigned to the auditor depending upon the circumstances.

Review past year's audits and establish a good working relations with the district's current independent auditor.

Amount of time spent in district: one to two days a month. This time may be increased or decreased depending on the needs of the district.

Perform assignments or give advice as requested by the superintendent or board.

Term: Fiscal year 2009-10. If the WUSD or the Fiscal Consultant determined that services are no longer necessary, the agreement may be terminated.

Compensation: \$80 per hour. Travel time is to be compensated at \$20 per hour.

Out-of- Pocket Expenses: WUSD will reimburse the Fiscal Consultant for lodging, meals, mileage and other out-of-pocket expenses. Invoices for services rendered shall be submitted to WUSD by the Fiscal Consultant.

-Lodging to be reimbursed in full

-Mileage to be reimbursed at the current IRS rate

-Other out of pocket expenses to be reimbursed in full, subject to review by WUSD.

This agreement made and entered into this ____ day of _____, 2009, by and between WUSD and _____, hereinafter referred to as Fiscal Consultant.

FISCAL CONSULTANT

Printed Name: PAT GOSS

Signature: _____

Date: _____

Address: _____

Employer ID# _____ OR

Taxpayer ID# _____

Phone Number: _____

WILLOWS UNIFIED SCHOOL DISTRICT

Superintendent: _____

Dr. Steven Olmos

Date: _____