



**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.

Develop recommendations to enable the district to meet all of its financial obligations, and remain

*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.