

**Meeting Minutes:** Planning Committee – District Office Board Room**Date/Time:** May 27, 2022 – 7:30 a.m.**Start:** 7:30 a.m.**End:** 8:21 p.m.**Committee Members Present:** Jim Johnson, Seth Holden, David Paulson, Brian Nelson, Jennifer Benson**Committee Members Absent:** None**Board Members Present:** None**Staff Members Present:** Dr. Rupak Gandhi, Jackie Gapp, Tara Brander**Recorder:** Jackie Gapp

Agenda Item	Discussion – Conclusion	Recommendations/Actions
<b>Approval of April 29th Meeting Minutes</b>	Committee reviewed and approved the minutes of the April 29th meeting.	Minutes will be posted on the Board's section of the public website.
<b>C3TEC Scope of Work and Waiver</b>	<p>Dr. Gandhi shared history on the Cass County Career and Technical Education Center (C3TEC), the Career Innovation Center (CIC) and the Capital Projects Grant, a federal pass-through grant through the ND Career and Technical Education Department. Discussion occurred on how C3TEC is financially operating and changes Fargo Public Schools believes are necessary for C3TEC to be operating as intended under ND Century Code.</p> <p>C3TEC currently consolidates the financial information of its member districts. All expenditures are maintained in member district financial statements. Fargo Public Schools serves as the fiscal agent in this process, which will end June 30, 2022. Effective July 1, 2022, Southeast Education Cooperative (SEEC) will be the fiscal agent for C3TEC. Fargo Public Schools will work with SEEC to transition historical information and provide suggestions for assessing member districts going forward.</p> <p>Committee reviewed the C3TEC legal counsel request memo and conflict of interest statement. Discussion occurred regarding administration's concern with Fargo Public Schools paying for legal costs associated the Capital Projects Grant. The grant has no correlation to Fargo Public Schools and as such, the district should not be associated with nor pay for costs related to the grant.</p> <p>Committee advised administration to protect the legal standing of Fargo Public Schools. Tara Brander will draft a letter to C3TEC on behalf of Fargo Public Schools summarizing concerns with legal services related to the Capital Projects Grant and present it to Dr. Denise Jonas, Cass County CTE Director.</p>	Planning Committee directed administration draft a letter to C3TEC regarding Fargo Public Schools' position on legal fees related to the Capital Projects Grant.
<b>2022 Budget Review</b>	The committee reviewed the fiscal year budget and budget revisions to date. Jackie Gapp presented there were no new budget adjustments over the applicable executive limitations during the month of April.	
<b>2023 Preliminary Budgets and Assumptions</b>	<p>Jackie Gapp presented the following preliminary budgets and assumptions for fiscal 2023:</p> <ul style="list-style-type: none"> <li>• General Fund</li> <li>• Building Fund</li> <li>• Special Assessments Fund</li> <li>• Special Levy Fund</li> <li>• Debt Service Fund</li> <li>• Building Authority Fund</li> <li>• Nutrition Services Fund</li> </ul> <p>The budgets are in the early stages of development. Final budget and mill levy certification will occur prior to the October 10, 2022 deadline.</p>	Preliminary budgets will be presented to the board for approval at the June 28, 2022 meeting.

<p><b>Capital Improvements Advisory Work Group</b></p>	<p>Dr. Gandhi provided information regarding administration's newly formed Capital Improvements Advisory Work Group. The goal of the group will be to evaluate, rank and prioritize capital projects for the district. The work of the group will provide a solid foundation for the district in planning future facility improvements and annual deferred maintenance projects, ultimately supporting the long-range facility and financial plans.</p> <p>Dr. Gandhi inquired if a member of the Planning Committee would like to serve as a board liaison and committee members agreed to have a representative.</p>	<p>Chair Johnson will secure a committee member as the board liaison for the Capital Improvement Advisory Work Group.</p>
<p><b>Next Meeting: TBD</b></p>		