



Fiscal Oversight Committee (FOC)
Thursday, December 4, 2025
Meeting Minutes
Regular Monthly Meeting – Board Room | Wilcox Building

Voting Members (x indicates in attendance * indicates absent)

X	Jerrold Taylor, Chair	X	Cynthia Fisher
X	Dan Smith, Vice Chair	X	Dave Usechek
X	Robert Smithson, Recorder	X	Kevin Metzger
X	Aaron Cowan	X	Maya Rosochacova
*	Alex Frum	*	Shawn Daughenbaugh

Non-Voting Members

X	Valerie Thompson, Board of Education Director	X	Jana Schleusner, Chief Financial Officer
	Keith Langford, DAC	X	Drew Phelps, Director of Budget
X	Jenny Frueh, Administrative Assistant-CFO	X	Eric Varner, Director of Finance
		X	Cheryl DeCristino, Accounting Manager

Guests

X	Steve Colella, Chief of Staff		
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Call to Order

- Chair Jerrod Taylor called the meeting to order at 6:00 p.m. Roll call was taken.

Public Participation Protocol Statement

- Chair Jerrod Taylor stated that the public would have an opportunity at the end of the meeting to provide public comment.

Approval of Minutes of Meeting

- Motion to adopt November 13, 2025, Minutes of Meeting by Mr. Cowan, seconded by Mr. Smith. Motion passed unanimously.

Guest Speaker

- Steve Colella, Chief of Staff, joined the meeting to cover District happenings.
 - Covered DCSD's strategic plan in regards to communication devices in the classroom, artificial intelligence tools in the classroom, and growth and decline.

Icebreaker

- Chair Jerrod Taylor initiated an icebreaker for the FOC members.

Committee Updates | Chair Jerrod Taylor

- Long Range Planning Committee (LRPC)
 - Presentation on master capital plan
 - Presentation on pupil count
- Mill/Bond Oversight Committee (MBOC)
 - Toured Venture Academy of Leadership and Entrepreneurship (VALE)
 - Discussed differences between FOC and MBOC

Board of Education Update | BOE Director Valerie Thompson

- Student Advisory Group (SAG) meeting update
 - Met with students to encourage participation in various committees
- Update on the December board meeting
 - Onboarding of the new members
 - Executive session on the Sterling Ranch land allocation to John Adams Academy Charter School that was approved by the Douglas County Commissioners

Procurement Card Overview | CFO Jana Schleusner

- Administered by US Bank
- Top three spend categories:
 - Supplies (classroom/office)
 - Travel, registration, entrance fees
 - Utilities
- Before issue of a procurement card
 - Employees must go through a fairly regulated process (training, approvals, agreements, etc...) and receive approval from management before being issued a card
- Limits on cards
 - Single purchase limits \$5,000
 - Monthly limits of \$10,000 (travel card \$20,000)
 - Velocity limits (number of transactions) 150
 - Merchant Category Code restrictions
 - No split transactions
 - Cards may be checked out, but the cardholder has ultimate responsibility
 - Students, parents, and PTO are not permitted for use
 - Shipped items must be shipped to a district address
- Verification processes
 - Transactions are uploaded to Workday platform
 - Card user must attach a detailed receipt
 - Verification of transactions from approved verifiers
- Transparency
 - Public website (<https://financial-transparency.dcsdk12.org>)
 - Colorado Open Records Act (CORA) requests can be submitted for questions about specific transactions

Annual Audit | Eric Varner, Director of Finance

- Completed with no major issues
- Provided overview of the audit process

Mill Levy Certification | Drew Phelps, Director of Budget

- Overview of the Mill Levy process for the 2025 year

New Business/Ideas | Chair Jerrod Taylor

- N/A

Public Participation

- N/A

Adjourn

- Motion to adjourn by Mr. Usechek, seconded by Mr. Cowan. Meeting adjourned at 8:26 p.m. Motion approved unanimously.

Next FOC Meeting

The next FOC Meeting is January 15, 2026.