

# **Boulder Valley School District - Citizens' Bond Oversight Committee**

December 12, 2006

(Amended Jan. 10, 2008; May 27, 2008; Jan. 13, 2009, June 23, 2009, Oct. 13, 2009)

## **A. Name**

The name of this committee shall be the Citizens' Bond Oversight Committee. This committee shall be an advisory committee to the Board of Education.

## **B. Purpose**

The Citizens' Bond Oversight Committee shall monitor the 2006 bond issue supported by the Boulder Valley School District (BVSD) voters on November 7, 2006. The committee will provide an independent review of the bond projects that comprise the 2006 Bond Issue which are set forth in the Educational Facilities Master Plan approved by the Board of Education on June 13, 2006. Such monitoring and review is intended to provide a high level of accountability and communication on behalf of the Board of Education to the citizens of the Boulder Valley School District.

The responsibilities of the Citizens' Bond Oversight Committee shall be to:

- Monitor the status of all bond issue projects through information provided by district staff and/or the construction program management team and provide feedback as appropriate.
- Review and recommend to the Superintendent and Board of Education significant changes, if any, in the scope and/or budget of projects set forth for each facility contained in the Educational Facilities Master Plan.
- Review and recommend to the Superintendent and Board of Education transfers of funds to projects or program reserve from interest earnings or project savings. (revised 06.23.09)
- Review and recommend to the Superintendent and the Board of Education proposed expenditures for surplus bond funds. (revised 10.13.09)
- Receive quarterly reports regarding the expenditure of bond funds.
- Review the overall process to solicit, qualify and select architects/engineers and general contractors for major projects.
- Monitor the development and maintenance of a 2006 Bond Program Implementation public web page with updates regarding all facility projects that are in the construction phase. At the completion of each project, the 2006 Bond Program Implementation web page will list a complete breakdown of the costs associated with each facility project.
- Provide quarterly and annual reports to the Board of Education at a regularly scheduled Board meeting. This responsibility shall continue through completion of all projects culminating with a final summary report to the board.

## **C. Membership**

The Citizens' Bond Oversight Committee is comprised of voluntary representative members of the Boulder Valley School District community. The committee's membership should reflect the diversity of the Boulder Valley School District community. Eighteen members will be selected based upon the following stakeholder groups:

- BVSD Teachers: representing elementary, middle and high school instructional levels (3 members - 2 members with 3 year terms, 1 member with 2 year terms)
- BVSD School Principals: representing elementary, middle and high school instructional levels (3 members - 2 members with 3 year terms, 1 member with 2 year terms)
- Capital Improvement Planning Committee: (1 member - 3 year terms)
- Citizen representatives from the following communities: Boulder, Broomfield, Erie, Lafayette, Superior, Louisville and Nederland\*: (7 members total - 4 members with 3 year terms, 3 members with 2 year terms)
- District Accountability Committee: (1 member - 2 year terms)

- District Parent Council: (1 member - 2 year terms)
- Youth Leadership Council: (1 member - 2 year terms; student membership term shall correspond with the school year) (revised 1.13.09)
- Citizen at Large: (1 member - 2 year terms)

\*Such members shall represent a broad background of interest including but not limited to general business; real estate; information technology; development/construction; architectural/engineering; and financial/banking/accounting.

#### **D. Appointment Process**

The Superintendent of Schools will solicit individuals from each of the noted groups for review with the President and Vice-President of the Board of Education. Recommended members will be approved by the Board of Education.

Individuals selected will be appointed to either two (2) or three (3) year terms at the commencement of the committee. At the end of a successfully completed two (2) or three (3) year term, an existing committee member may submit an application for consideration to be reappointed to the committee.

It is understood changes in membership will occur as individuals may no longer represent the stakeholder group they were chosen to represent or can no longer serve. Should circumstances arise in which a committee member has a change in stakeholder status, the committee member shall be allowed to serve the remainder of his or her term as a member-at-large, provided he or she has attended at least three (3) meetings. In all other cases, a replacement representative will be sought from the specific stakeholder group to fill the remaining length of the term. (revised 5.27.08)

The Citizens' Bond Oversight Committee will sunset following completion of all major bond projects, but not before 90 percent of all bond proceeds have been expended.

#### **E. Officers - Chair**

The Citizens' Bond Oversight Committee will elect a chairperson and a vice-chairperson on an annual basis. The chairperson, or in their absence, vice-chairperson will conduct meetings, call special meetings and perform other duties. The chairperson, in concert with a representative from the BVSD Operational Services Division, will establish the agenda for each meeting.

#### **F. Meetings**

The Citizens' Bond Oversight Committee is to meet not more than monthly or less than quarterly throughout the year. A regular meeting schedule will be developed quarterly and will be updated at each regular meeting. The schedule will be posted on the BVSD website.

Special meetings may be called by the chair or by the written request of four members. Advance notice of at least seven days must be given before a special meeting is held. Notice of special meetings may be given in writing or by telephone.

All committee meetings shall be open to the public. However, as a working committee, public comment will typically only be permitted at the start of the meeting unless specifically invited.

Recommendations to the Board will be by motion and will require the affirmative votes of a majority of the committee members present.

Minutes will be taken and placed on the BVSD 2006 Bond Program Implementation website within ten (10) working days of approval. To the extent possible, all handouts at each meeting will also be made available through the website.

All meetings will be audibly recorded.

Should a member of the public not have internet access and desire a copy of any meeting minutes or handouts, such will be supplied upon request at no charge through the BVSD Communications department.

A committee member who has a personal or private interest in a matter proposed or pending before the committee shall disclose such interest to the committee and shall not vote on the matter or attempt to influence the decisions of other committee members in voting on the matter.

BVSD staff will provide appropriate levels of support to the committee. Further, BVSD staff, as well as contracted program management staff, shall attend each meeting.

#### **G. Voting Practices** (revised 1.10.08)

Action Items: When a vote is needed on a project's scope or budget, the agenda shall note this as an "Action Item."

Quorum: A quorum for conducting business of the committee shall be at least 50 percent of the membership of the committee. In the absence of a quorum, the members present may conduct business not requiring action.

Voting: A vote of a simple majority of the current membership shall be necessary and sufficient for the adoption of any matter voted upon by the committee. For any special meeting, submission of a vote by electronic means shall be permitted.