

## 2016 Bond Citizens Advisory Committee

### Committee Charter

Adopted by the Board February 13, 2017

#### 1. Purpose

The 2016 Bond Citizens Advisory Committee (CAC) will inform and advise the Board; it does not have decision-making, policy-setting, or management authority. CAC will:

- Monitor Board-approved plans and processes directly related to the 2016 bond issue and construction projects funded by the bonds in order to encourage efficiency and compliance with the Bond referendum approved by SAISD taxpayers;
- Provide feedback to District staff regarding plans, recommendations and procedures related to the 2016 bond and construction projects;
- Review progress reports;
- Report its views and recommendations to the SAISD Board of Education; and,
- Assist in providing information about Bond projects to the community.

#### 2. Organization

A. Membership: 24 members proposed. The Board reserves the right to appoint or select applicants to the CAC.

- 21 SAISD residents – 3 nominated by each Board member and appointed by the Board. Two of the three appointees shall reside within the Board member's Single-Member District and the third member may represent a business or community organization located in the Board member's Single-Member District.
- 3 at-large representatives from business and community organizations that are located in SAISD -- nominated by the Superintendent and approved by the Board.

B. Appointment Process

- Board members and Superintendent invite individuals to serve.
- Each nominee completes an application providing information about professional background, community involvement, and any current or prior working relationship with SAISD. Selection could be made by February 2017 with first meeting in March.

## **Citizens Advisory Committee/February 2017**

- Information about all nominees provided to Board members
- Initial training session with CAC conducted by staff

### **C. Officers of the Committee: To be chosen by the members at the initial meeting**

- Chairperson, who will convene the CAC and conduct meetings;
- Vice Chairperson, who will conduct business in the absence of the Chairperson
- Secretary, who will ensure that accurate records and reports of committee meetings are kept and provided to the Board in a timely fashion when needed.

### **D. Terms and Vacancies**

- All members will serve a two-year term, beginning March 2017 or as determined by the Board of Trustees. At the end of the term, each Trustee and the Superintendent may re-nominate his or her appointees or nominate new members.
- Vacancies will be filled by having the respective Trustee or the Superintendent nominate an individual to complete the term.

## **3. Operation**

### **A. Meetings: All meetings will be open to the public**

- Regular meetings of the CAC will be scheduled once every three months or more frequently as determined by the Board and Superintendent.
- Attendance and quorum requirements may be adopted by the CAC. If the CAC chooses to adopt such rules, these must be developed by the CAC at its first meeting after the adoption of this Charter and presented to the Board for consideration and approval at the Board's next regular meeting.

### **B. Agenda: The agenda for meetings will include:**

- Staff presentations to the CAC and discussion on major activities such as the marketing of bonds, selection of architects, prioritizing of projects, progress on bids, construction timelines, etc.
- Status reports on the bond program's progress
- Review of concerns and recommendations to be reported to the Board

**C. Committee Reports to the Board**

CAC's reports will be presented in written form to the Board Growth and Development Committee prior to the Board's regular monthly meetings. The Committee chairman and/or other members also may need to attend the Board meetings to elaborate on concerns and/or answer any questions from Board members.

**D. Staff Liaison**

Governmental & Community Relations staff will support the committee and coordinate meetings of the Committee in coordination with the Facilities Department and other SAISD departments that will need to provide information to the Committee, to assist the CAC in carrying out its charge.

**E. Requests for Information**

Questions and requests for information from individual CAC members will be presented at the CAC meetings for consideration and approval by the CAC. Such approved requests shall then be given to the staff liaison to assist the CAC in obtaining the information requested in a timely manner.

**F. Board Responsibilities**

The Board of Trustees will be exclusively responsible for the following: approving construction contracts or change orders; appropriating construction funds; handling legal matters; approving construction plans, schedules or designs; establishing priorities and order of construction; selecting professional service firms; directing the activities of staff or consultants; and any other activities that the Superintendent or Board has assigned to staff.

**4. Community Outreach and Information**

So that the community is informed and engaged about the progress and implementation plans of the bond program, multiple channels will be used for the public to access information including, but not limited to:

- Outreach to neighborhoods, parents, civic and community organizations
- Messages from the superintendent
- A Bond Projects tab on the District website
- Social Media postings using Facebook and Twitter
- Electronic newsletters and other publications as determined by the Communications Department
- Events/Open Houses
- News media contacts