



## FACILITIES & BOND OVERSIGHT COMMITTEE

# Hays CISD Facilities & Bond Oversight Committee (FBOC) Charter

*Adopted by the Board of Trustees March 25, 2019, in accordance with policy CCA (Local)*

## Purpose

The purpose of the citizen's Facilities and Bond Oversight Committee (FBOC) shall be to help develop Hays CISD bond proposals and ensure bonds, as adopted by the Board and approved by voters, are implemented on time, with quality, with transparency, and within budget.

To aid the committee in accomplishing its purpose, the district shall engage the committee in its planning for future facilities and major capital expenses (such as new construction, major maintenance projects, roof and air conditioning replacement, technology upgrades and replacement, and bus fleet expansion and replacement).

## Scope, Charge, and Responsibilities

The FBOC is charged with: (1) monitoring the progress and schedules of current capital projects; (2) reviewing completed purchases and bond funds that have been expended by the Board or district; (3) providing advice and recommendations upon request of the Board or district administration regarding current bond project implementation decisions; (4) making recommendations to the Board regarding the use of any remaining, unexpended bond funds after all projects are completed (if applicable); (5) periodically reviewing long-range future facilities, major maintenance, and large capital expense plans developed by administration; (6) reviewing future facility designs, improvements, and adjustments developed by administration; (7) reporting to the Board the committee's observations, findings, and any concerns; and (8) upon the charge of the Board, developing bond election recommendations. Review of bond purchases prior to Board approval to expend funds is not a charge of the FBOC.

The FBOC shall function as a standing Board advisory committee and does not have the authority to direct staff members to expend funds or make requests that require excessive staff time or expense. Additionally, the FBOC has no management, fiduciary, purchase approval, or policy-setting responsibilities. The FBOC is established as an ad hoc advisory body of the Board and district.

## **Membership**

The FBOC shall be comprised of twenty-eight (28) members. Each member of the Board of Trustees shall appoint four citizens to the committee. Committee members shall serve at the pleasure of the trustee who appointed them to the committee.

### **Eligibility**

Citizen members of the committee must reside in the territory of the school district and shall not be employed by or currently under contract with a vendor from which the district is considering a purchase using bond funds. In the event an individual does become employed by a vendor of bond goods or services, is hired under contract with the bond product vendor, or moves outside of the territory of the district during the term of their office; they shall automatically be removed from the committee. If a member has a conflict with a particular topic addressed by the committee, they can recuse themselves from that discussion rather than resign.

There is no occupation or expertise restriction or requirement to serve on the FBOC; however, trustees are encouraged to appoint people to the committee who are able to make relevant and productive contributions to the committee's work.

### **Attendance**

Board members shall periodically review the attendance of their appointees and shall consider their attendance in determining whether to allow appointees to continue to serve on the committee.

### **Terms**

There is no limit on the term or number of times a citizen may serve on the FBOC.

Each time the Board charges the FBOC with making a bond election recommendation, Board members will review their committee appointments and make any necessary changes to support the bond development charge.

## **Organization**

The committee shall hold elections for a chairperson and secretary from within its membership every two years, during even-numbered years, at the committee's first meeting following the May trustee election. There are no term limits for chairperson or secretary.

The chairperson shall preside at meetings. The secretary shall take minutes and prepare them for distribution.

The chairperson and secretary shall be elected by simple majority of the members of the committee present for the vote. The committee may hold a new election for chairperson or secretary if a committee leadership vacancy occurs or if more than three-fourths of the committee members present for the vote wish to call for a new committee leadership election.

## **Decisions**

Unless otherwise specified in this charter, committee decisions are made by a simple majority vote of the members who are present at a meeting.

## **Meetings and Reports**

The FBOC shall meet at least quarterly, but may call additional meetings if needed or desired. The committee chairperson shall provide an annual report, either in writing or in person, to the Board. Additional reports or opinions may be issued to the Board or superintendent at the pleasure of the committee chairperson or the committee as a whole.

## **Transparency**

The district shall maintain a website presence dedicated to the activities and considerations of the FBOC. The committee webpage shall include the names of the current committee members, links to documents provided to the committee, meeting agendas, and other information important to promoting the work of the committee.

## **Committee Support**

Hays CISD administration shall support the activities of the committee by facilitating meetings, providing information necessary for the committee to fulfill its duties, assisting in the preparation of committee reports, and making the committee's work-product and reference material available to the public.