

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

Developed July 2014

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## Purpose

The purpose of the citizen's Facilities and Bond Oversight Committee (FBOC) shall be to help ensure the original intent is considered of the Growth Impact Committees (GIC) that developed Hays CISD bond proposals and that the bond proposals adopted by the Board from the GIC recommendations, and approved by voters, are implemented on time, with quality, with transparency, and within budget. Additionally, the district will engage the committee in reviewing future facilities planning.

## Scope, Charge, and Responsibilities

The FBOC is charged with: (1) monitoring the progress and schedules of current of capital projects ~~and schedules~~; (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) reporting to the Board the committee's observations, findings, and any concerns; and (5)~~ (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 plans developed by administration; (6) reviewing future facility designs, improvements, and adjustments developed by administration; and (7) reporting to the Board the committee's observations, findings, and any concerns. ~~Review of bond purchases prior to Board approval to expend funds is not a charge of the FBOC.~~

The FBOC shall function as an on-going, administrative, 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 district. ~~and is responsible to, reports to, and serves at the will of the superintendent.~~

~~Upon completion of all outstanding capital projects, the use of all bond funds, and delivery of its final report to the Board, the BOC has concluded its duties.~~

## Membership

The BOC shall be comprised of ~~fourteen~~ twenty-eight (28) members. Each member of the Board of Trustees shall appoint ~~two~~ 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 ~~the district. Also, members shall not be employed by~~ a vendor from which the district is considering a purchase using bond funds. In the event an individual does become employed by ~~the district or~~ a vendor of bond goods or services, is hired under contract with the ~~district or~~ 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.

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

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.

## Organization

~~After each new bond is passed by voters, t~~The committee shall hold elections for a ~~new~~ 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. The committee may hold a new election for chairperson or secretary ~~prior to the passage of a new bond~~ if a committee leadership vacancy occurs or if more than three-fourths of the committee wishes to call for a new committee leadership election.

~~All measures and items on the same general election ballot shall constitute a single bond issue for the purposes of organizing the BOC.~~

## Meetings and Reports

The ~~F~~BOC shall meet quarterly, but may call additional meetings if 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. Upon completion of all outstanding capital projects and the use of all bond funds, the BOC chairperson shall issue a final report to the Board in writing or in person.

## 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.