

Westside Community Schools Bond Oversight Committee Responsibilities

BACKGROUND: As part of its commitment to transparency and public confidence in the use of bond proceeds, the Board of Education approved the creation of a five-person Bond Oversight Committee (BOC) on May 11, 2015. This approval was contingent upon voter approval of the bond for the first of three phases of the District's 15-year Facilities Master Plan for significant investments in buildings and facilities that are safe, secure, and conducive to learning in the 21st century.

Phase I: On May 12, 2015, voters approved a \$79.9 million bond for Phase I, which was completed on time and on budget in the spring of 2020.

Phase II: On May 9, 2023, voters approved a \$121,000,000 million bond for Phase II.

COMMITTEE RESPONSIBILITIES: The BOC is responsible for the oversight of each Phase of the Facilities Master Plan that includes the following:

1. Monitor and Evaluate:
 - Expenditures of bond proceeds to ensure proceeds are spent in a manner consistent with the Facilities Master Plan;
 - Timelines and progress of projects;
 - Overall economic and budget status;
 - Contingency;
 - Efficient and appropriate use of funds by the District;
 - Any proposed substantive changes to work or use of funds; and
 - Issues and risks.
2. Review monthly (with the exception of December and July) expenditure reports and other information provided by the District to ensure that bond proceeds are expended only for the purposes set forth in the ballot measure.
3. With coordination from the Superintendent, conduct on-site visits to view progress of various projects.
4. Agree by a majority vote of the members of the Committee upon all findings presented to the Board.
5. Report to and advise the Board, orally and/or in writing, in January and July of each year, or more frequently as necessary, whether bond implementation is:
 - Completed in a manner consistent with the promises made to the community;
 - Managed within the appropriate scope, budget and schedule;
 - Consistent with the needs of the district and the Facilities Master Plan; and
 - Being properly communicated to the community.

The BOC will report to the Board President and Superintendent if it believes that decisions made regarding the bond construction program are not being made in accordance with the bond measure and the Facilities Master Plan.

6. Have the opportunity to provide input on District communications to the public regarding use of bond funds and progress of construction.
7. Maintain a record of work and findings by the BOC.
8. Coordinate with the Superintendent or his designee to maintain a presence on the Westside Community Schools website to provide the public with information about the BOC's activities including: meeting schedules, agendas and minutes.

BOARD OF EDUCATION DUTIES: The Board retains all powers and duties possessed by it as the governing body of the school district, including, but not limited to, approval of contracts, appropriation of funds, approval of construction plans and schedules, handling of legal matters, establishment of priorities and order of projects, selection of architects, engineers, construction delivery methods, and all professional services, and design. The BOC shall be an advisory committee, with members appointed at the discretion of the Board, and it shall have no independent legal capacity.

APPOINTMENT OF BOC MEMBERS: The Superintendent will recommend at least five qualified community members, who possess one or more of the following characteristics, for consideration and approval by the Board:

- Knowledge and experience in facility design;
- Knowledge and experience in construction practices;
- Business management expertise applicable to an organization of the size of WCS;
- A willingness to study and be knowledgeable with the WCS strategic plan and Facilities Master Plan;
- Experience in education;
- Familiarity with land use planning;
- Children currently attending WCS; and
- Any other area of expertise beneficial to service on the BOC.

No person related to any District administrator or sitting board member will be permitted to serve on the BOC. No person who has any ownership or financial interest in, or is an officer, director or employee of, any entity that will be seeking to enter into any contract for work on any construction project or construction-related service (including, but not limited to, architectural, engineering, design, and owner's representative services) funded by bond proceeds, or has any Family Member (spouse, partner, sibling, child, grandchild, parent, or grandparent, or a spouse of any of the foregoing) in such a position, will be permitted to serve on the BOC.

All BOC members are required to complete the Ethical Requirements and Disclosure Statement prior to service on the BOC (and yearly thereafter) and agree to the ethical requirements stated therein and to disclose any conflicts (or potential conflicts) of interest that exist now or arise during service on the BOC.

TERMS: Terms shall be for two or three years, with appointees eligible for reappointment by the Board for up to one additional 2-year term.

BOC MEETINGS: The BOC will meet monthly or as needed for the duration of the Phase II bond implementation. BOC meetings will be open to the public and prior public notice will be given of the time and location of meetings.

DISTRICT SUPPORT TO THE BOC: The Superintendent, the District Officer of Business and Finance and the Project Coordinator, along with such other District staff members as may be designated by the Superintendent, shall provide the BOC with financial data and other information to support the work of the BOC, and may attend BOC meetings.

The District shall provide technical and administrative assistance to the BOC, including:

- Preparation and posting of public notice of BOC meetings in the same manner as notices for Board of Education meetings;
- Provision of a meeting room, including any necessary audio/video equipment;
- Copies of meeting materials, such as agendas and minutes.