

El Paso Independent School District
2016 CITIZENS' BOND ADVISORY COMMITTEE CHARTER

Establishment

- The Citizens' Bond Advisory Committee (CBAC) is established by the EPISD Board of Trustees (Trustees) as an ad hoc advisory body of the district. The CBAC is responsible to, reports to, and serves at the will of the Trustees and the Superintendent.
- The Superintendent designates the Deputy of Finance and Operations (DFO) as the coordinator of the CBAC.

Membership

- Members of the CBAC shall be residents of and reflect the diversity of the district, and should include a balance of stakeholder interests and perspectives, including but not limited to educators, community members, and expertise in related areas such as business, finance, land development, engineering and construction management.
- CBAC members cannot be an employee or official of the District, or any vendor, contractor, or consultant of the District.
- CBAC members serve the general interest of the public as opposed to any personal interest or special interest group.
- CBAC members are expected to serve a 5-year term.
- Members of the CBAC should not be related to or work for any owners or employees of companies that will bid on EPISD Bond 2016 projects.
- The CBAC shall consist of a total of 20 members. 2 selected by each of the Trustees and 3 selected by the Superintendent. Additionally, 3 seats shall be allotted (1 each) for the Greater El Paso Chamber of Commerce, the El Paso Hispanic Chamber and EPISD's largest teachers association.
- At the initial meeting the CBAC shall select a Chair, Vice-Chair and Secretary. Officers shall serve 2 year terms.
- Regular attendance by members is expected. DFO shall establish, in consultation with CBAC members, policies and procedures regarding committee attendance and removal of members for non-compliance.
- The Chair shall act as the sole spokesperson for the CBAC; members shall not speak for the district.
- The Trustees retain sole authority to disband the CBAC.

Meetings

- Unless otherwise directed by the Superintendent, the Chair shall consult with the DFO to establish a meeting schedule for the CBAC, except that the CBAC shall meet at least once per quarter.
- The Chair shall consult with the DFO to establish agendas for each CBAC meeting.

- CBAC meeting agendas shall be posted at district offices and on the CBAC website at least 48 hours in advance. CBAC meetings shall be open to the public, and the Chair shall ensure that the district's standard guidelines for citizen's input is applied.
- The DFO and Chair may, but are not required to form CBAC subcommittees to perform various work and to make recommendations to the full CBAC. Subcommittees must be smaller than a quorum of the full CBAC.
- Members shall attempt to reach recommendations by consensus. However, if a clear consensus cannot be obtained, recommendations shall be reached by a majority vote of members present. Members must be present to vote; proxy or email votes are not allowed.
- CBAC recommendations are advisory only. The Trustees retain sole decision-making authority.

Committee Duties and Responsibilities:

The Committee shall inform the Superintendent, Board, and general public (in that order) concerning the District's overall project management and progress of all 2016 bond projects, including but not limited to:

- a) Review periodic reports produced by the District and Program Manager to verify effective and efficient use of bond proceeds and compliance with the purposes set forth in the 2016 bond program as approved by the Trustees.
- b) Ensure that bond revenues are expended for the purpose set forth in the 2016 bond program as approved by the Trustees.
- c) Validate that no bond funds are used for any teacher or administrative salaries or other school operating expenses, other than administrative salaries whose primary purpose is to manage the district's bond programs.
- d) Review efforts by the District to maximize bond revenues by balancing best value, quality, and efficiency in meeting the district's goals and priorities.
- e) Coordinate with the DFO to visit District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any necessary access procedures.
- f) Review bond reports published by the district.
- g) Review any financial audits of the district's bond programs to ensure the district is taking appropriate action to remediate any deficiencies identified in such reports.
- h) Review bond Program Manager's periodic status reports.
- i) Perform other reasonable duties requested by the Trustees, Superintendent and/or DFO.
- j) Disclose and sign an annual conflict of interest statement for conflicts and re-submit if any conflicts arise during a CBAC member's tenure.

- k) Report any perceived allegation of wrongdoing; potential waste, fraud, misuse or abuse; or non-compliance with Local, State, Federal laws/ regulations, or District policies that becomes known to the CBAC to the Superintendent and Internal Audit at the same time, with the Internal Auditor then sending the allegation to the Internal Audit Committee.

The Committee provides counsel and input to the administration and the Trustees, **but it does not** have management or policy-setting responsibilities. Also, the Committee does not have a fiduciary responsibility to the district, nor are its members personally liable to the district. The CBAC is not responsible for:

- a) Approval of construction contracts or change orders;
- b) Appropriation of construction funds;
- c) Handling of legal matters;
- d) Approval of construction plans and schedules;
- e) Approval of the District's maintenance plan;
- f) Approval of the sale of bonds;
- g) Establishment of priorities and order of construction for the bond projects;
- h) Selection of architects, engineers, construction managers, project managers, and such other professional service firms;
- i) Approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction means or methods;
- j) Selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to review the 2016 bond projects;
- k) Setting or approving schedules of design and construction activities;
- l) Investigations of alleged wrongdoing; potential waste, fraud, misuse or abuse; or non-compliance with Local, State, Federal laws/ regulations, or district policies;
- m) Directing the activities of staff or consultants; or
- n) Activities, roles or responsibilities that have been delegated to staff or consultants by the Superintendent or his designee.

Responsibilities

- For the benefit of the public and to assure full transparency, the district shall maintain a specific and unique CBAC website.
- The Chair shall preside over meetings and represent the CBAC as necessary or appropriate.
- DFO shall appoint up to 3 district employees to serve as support to the CBAC.
- The DFO shall coordinate arrangements for regular CBAC meetings and any subcommittee meetings, including meeting space, support staff, and materials.

- The CBAC shall be available to assist the district and DFO in communicating information to the public, and in gathering and assessing public input.
- The Secretary and DFO shall ensure that basic minutes are kept for each CBAC meeting and posted on the CBAC website. The DFO shall ensure that the CBAC minutes remain current.
- The DFO, through the Superintendent's Board of Trustees Weekly Update process, shall provide periodic status reports on the CBAC's work.
- The Superintendent and/or Trustees may provide direction on a schedule for CBAC reporting. Any reports prepared by the CBAC shall be provided to the Superintendent, who shall forward the reports to the Trustees. The Superintendent may request the Chair to report to Trustees at a board meeting or workshop. CBAC reports shall also be posted on the CBAC website.