

# CISD Bond Oversight Committee

*The Coppell ISD seeks to involve our citizens in overseeing the 2016 Bond Program, including all projects approved by voters on May 7, 2016.*

## **Committee's Charge**

The Bond Oversight Committee ('the Committee') will serve in an advisory capacity to the CISD School Board and Administration over the next 5 years to ensure project work remains faithful to the priorities and planning of the 2016 Community Bond Steering Committee.

## **Objectives**

- Provide accountability to the community by ensuring projects remain faithful to the priorities and projects approved on May 7, 2016 and any additional outstanding bond funds from the voter-approved May 11, 2013 bond.
- Educate and inform Coppell community members on the progress of bond projects.
- Provide advice and input from the community to the Board of Trustees on how to provide the best value to the taxpayers of the Coppell ISD.
- Review project timelines and financial reports, track budgets and amounts remaining for each project.
- Provide reports to the Coppell ISD Board of Trustees.

## **Composition**

The Committee will be comprised of fourteen (14) community members and two (2) school board members. One co-chair will be elected by the Committee from the Committee membership. One co-chair will be a current school board member, appointed by the Board. The Committee community members will be selected through an application process and will serve a minimum term of three years.

Seven members from the community will be chosen by the Board of Trustees and seven members plus two alternates will be selected by the Superintendent based on their application. Alternates are non-voting members, but are encouraged to attend all meetings. The Committee membership will be comprised of community members with relevant expertise in fields such as finance, construction, project management, technology, and education. The Committee members will also be selected to represent the district geographically. There will be a goal of balancing relevant skills and broad community representation. No member shall have a conflict of interest with any portion of the 2016 Bond Program.

## **Meetings**

- Meetings will be open to the public, but not necessarily *for* the public.
- Meetings will be held at least three times a year, beginning with the first meeting on September 12, 2016. Additional meeting dates are tentatively scheduled for January 9, 2017 and May 8, 2017. Future meeting dates will be determined by the Committee co-chairs.
- All meetings will be held on Monday evenings at 6:30 p.m. and will be housed in the board room of the Vonita White Administration Building.
- Following each meeting, minutes will be provided to District staff for placement on the "Bond Oversight Committee" webpage on the CISD website.

## **Leadership and Operations**

At the Committee's organizational meeting, members will select one citizen (non-Trustee) to serve as the Committee co-chair. The school board member co-chair will present the Committee reports to the Board of Trustees after each Committee meeting.

The co-chairs will be responsible for setting meeting agendas and keeping the Committee focused on the objectives listed in this document.

A "Bond Oversight Committee" webpage will be constructed on the CISD website to hold agendas, meeting participation, meeting minutes, and other relevant information.

Shall a member of the Committee miss more than one meeting, they will be replaced.

Shall a member of the Committee have to resign, an alternate will step in to fill the opening. If no alternate is available, the Board of Trustees can appoint a replacement.

Coppell ISD administrative staff will serve as a resource for the Committee during meetings. When not in session, questions from members will be directed to the Committee co-chairs.

*NOTE: The ultimate responsibility for construction decisions and project completion lies solely with the seven elected members of the Coppell ISD Board of Trustees. Coppell ISD is committed, however, to ensuring the credibility of the 2016 Bond Program by keeping community members involved in the process.*