

BOND OVERSIGHT COMMITTEE

Brazosport ISD

COMMITTEE CHARTER

Purpose

The purpose of the Citizens' Bond Oversight Committee shall be to review the status of capital projects, bond expenditures, project schedules and the timelines of bond projects.

Organization

The Citizens' Bond Oversight Committee shall be comprised of at least fifteen (15) members that will be selected by the Board of Trustees based on nominations submitted. The initial seven members of the committee shall be nominated by the Board of Trustees individually. Each Trustee shall have the opportunity to appoint a committee member from their district during their term of office.

The remaining members of the committee shall be chosen from applications solicited from the Brazosport ISD community and shall be appointed by the Board of Trustees collectively. The committee shall function as an administrative committee.

The committee members shall meet the following criteria:

- 1) Live in the boundaries of the school district; and
- 2) Live in the geographic boundaries being represented if appointed individually by a Board Member; and
- 3) Have expertise in the areas of finance, architecture, technology, project management; or
- 4) Be an active member of a PTO or Booster Club; or
- 5) Be a '4 BISD Kids' Partners in Education Program participant; or
- 6) Be a member of a district site based committee.

The selected members of the committee shall not be employed or currently under contract with the district. In the event that an individual develops a conflict of interest during the term of their office, they shall automatically be removed from the committee.

The selected members will identify one person to serve as the co-chairman along with the district's Chief Financial Officer. This selection will be done through nominations and ballots at the initial meeting in June and every three years for the duration of the committee.

The Citizens' Bond Oversight Committee shall meet at a minimum on a quarterly basis to review the progress of capital projects. If the members consent in email to any action, such action shall be as valid as if authorized at a meeting of the committee. Such consent, setting forth the action so taken, shall be filed with the minutes of the proceedings at the next committee meeting. The committee chairpersons will also provide a quarterly Board report.

In the event a Member misses three (3) or more consecutive meetings, the co-chairs may, if deemed appropriate, ask for the resignation of that Member. If the Member does not resign upon request, then the co-chairs, may place on the agenda an item to remove the member. The removal becomes effective upon majority approval of the committee members. However, it shall also be the practice of the committee to attempt to accommodate the schedules of its Members who demonstrate continuing interest in the affairs of the committee.

Objective

The objective of the Citizens' Bond Oversight Committee is to ensure that taxpayer dollars are expended as dictated by the bond project list and are managed in the most efficient manner possible. The committee shall also evaluate any proposed changes to the scheduled project scope of work to the voter-approved bond program and communicate with the Board of Trustees as necessary.

Duties & Responsibilities

The duties and responsibilities of the Citizens' Bond Oversight Committee shall include the following, in addition to other duties and responsibilities as may be delegated to the Committee from time to time by the Board of Trustees.

- Review the financial status of voter-approved bond program through periodic financial reports such as financial statements, investment reports, contracts, budget amendments, and approved bid awards.
- Monitor the progress of voter-approved capital projects through periodic staff presentations and reports.
- Review the Citizens' Bond Oversight Committee Charter annually and makes recommended revisions to the Board of Trustees.