

## **FSPS Board of Directors Charge to the Citizens Millage Advisory Committee**

The Citizens Millage Advisory Committee (“Committee”) is established to provide transparency and enhance public confidence in the use of millage funds authorized by Fort Smith Public School voters on May 22, 2018. The purpose of the Committee is to monitor the progress of the 2018 Millage Projects and recommend ways the district can maximize the potential of the 2018 Millage Projects to the FSPS Board of Directors (“Board”).

- The Committee shall operate strictly within the charge approved by the Board.
- The Committee shall serve in an advisory capacity to the Board and shall not assume the responsibilities or duties of the Board or FSPS administration.
- The Committee shall be comprised of a maximum of 30 members. Committee membership may include no more than two (2) FSPS employees.
- Individuals must pay property taxes (residential and/or commercial taxes) to the Fort Smith Public Schools. Final selection shall be determined by the Board and Superintendent.
- Committee members are prohibited from having contracts or pending contracts with FSPS for the 2018 Millage Projects during their terms on the Committee.
- Committee members shall serve two-year terms. Terms may be extended for additional terms upon approval by the Board.
- The Board and Superintendent shall make every effort to equally represent stakeholder groups within the boundaries of the Fort Smith Public Schools.

- Individual members of the Committee shall not exercise authority for the Committee as a whole and shall not act independently of the Committee.
- The Committee shall operate within applicable FSPS policies and regulations and applicable law.
- All meetings of the Committee (and any subcommittees) shall be open to the public.
- The FSPS administration shall be available to the Committee as required, but within limitations imposed by the administration's daily duties.
- Each Committee member shall be asked to make a firm commitment to attend all Committee meetings, to visit District facilities as needed, and to participate in the formation of reports to the Board. Committee members shall miss no more than two Committee meetings in any calendar year (not including subcommittee meetings) to remain a member of the Committee. Any member who misses three Committee meetings may be dropped as a Committee member and the Board or Superintendent may appoint a replacement.
- The Committee shall appoint a Committee Chairperson to serve at the will of the Board. The Committee Chairperson and Superintendent or Superintendent's designee shall establish the specific timeline, frequency of meetings, and agendas for the meetings. The Committee Chairperson and Superintendent or Superintendent's designee shall also organize the formation of subcommittees, as appropriate, to research and analyze issues in greater detail. Subcommittees shall operate strictly within the Committee charge approved by the Board.
- The Committee may adopt operating rules and may seek advice from FSPS employees as appropriate.

- The Committee shall meet at least once each quarter to review the Millage Project expenditures and progress. Additional meetings may be called, as necessary, by the Committee Chairperson and Superintendent or Superintendent's designee (not including subcommittee meetings). In the first year of operation, the Committee may hold additional organizing meetings.
- The Committee shall begin its duties not later than September 2018. The Committee shall provide progress reports, findings, and recommendations to the Board semi-annually or more frequently, if appropriate. The Committee Chairperson may contact the Board at any time.
- The target date for completion of responsibilities shall be such date at which all scheduled Millage Projects have been completed. Upon completion of its responsibilities, the Committee shall dissolve unless continued by approval of the Board. The Board may suspend the Committee at any time.
- The Board may act upon any interim or final finding or recommendation by approving, amending, altering, or not approving all or any part of the any Committee recommendation.
- The Citizens Millage Advisory Committee is charged with the following:
  - Review reports on the current status and planned implementation of the 2018 Millage Projects to determine whether such status and implementation are consistent with the projects approved by the voters.
  - Review Millage Project reports that track budgets, encumbrances, expenditures, and estimated costs for completion for each project.
  - Review and provide input on FSPS communications to the public regarding the 2018 Millage Projects.

- With the coordination of the Superintendent or Superintendent's designee, conduct on-site campus and facility visits related to Millage Projects, as necessary.
- When necessary, the Committee will agree by majority vote upon all findings and recommendations to be presented to the Board.
- Provide reports to the Board semi-annually or more frequently, if necessary, on the implementation of the 2018 Millage Projects and any findings and recommendations for corrective actions or adjustments to Millage Projects.
- Coordinate with the Superintendent or the Superintendent's designee to maintain a presence on the FSPS website with a link on the FSPS home page. The website shall timely provide the public with information regarding the Committee's activities, including: meeting agendas and minutes; information, presentations and reports received from FSPS staff; and meeting schedules of the Committee and all subcommittees.