



Beaverton School District Capital Construction Bond Citizen Accountability Committee Charter

Beaverton School District referred a Capital Construction Bond Measure for voter approval on the May 2014 ballot. The Superintendent and the Beaverton School Board desire to establish a citizen accountability committee to assist in monitoring the planning and progress of the bond program.

Committee Charge:

The Citizen Accountability Committee's charge will be to monitor the planning and progress of the bond program relative to the below-listed objectives. The School Board has overall responsibility to ensure the Bond Program is implemented within the parameters of the law and meets the commitments we made to the community and voters. Superintendent and his staff have responsibility for the implementation of the bond program.

The Committee will actively review and regularly report to the board about the following elements of the bond program:

Ensuring that the bond revenues are used only for the purposes outlined in the voter-approved bond measure ballot and the Bond Community Involvement Committee final report recommendations to the Superintendent and Superintendent Bond recommendation to the Board and no other purpose without approval from the Board;

Alignment with the Bond Program Goals approved by the board and district policies;

Reducing long term maintenance, construction costs and improving efficiency and longevity, and innovative practices that achieve these; consistent with district standards and best practices;

Communicating key information related to the bond to District stakeholders.

District Goal: All students will show continuous progress toward their personal learning goals, developed in collaboration with teachers and parents, and will be prepared for post-secondary education and career success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

The committee will receive and review copies of bond program performance and financial audits, and has the option to inspect school facilities and grounds related to bond activities to ensure bond revenues are expended in compliance with state law and the ballot measure language.

The committee will review quarterly reports produced by the district each year the bond proceeds are being spent in order to verify general compliance with the purposes set forth in the capital improvement program as approved by the voters.

The committee will perform other reasonable duties requested by the school board or superintendent.

Committee Membership:

The committee shall consist of seven members selected by the school board and a school board member. The committee members will elect a committee chair.

The school board seeks individuals with a good reputation in the community for fairness and transparency and a majority of the committee will be people with a combination of experience in building design; construction; construction financing; public contracting, budgeting, and/or auditing.

The committee members shall receive no direct or indirect compensation from the district for their services as members of the committee.

Neither the committee members, their business associates or immediate family members may not have an active or pending contract with the district, nor enter into a contract during their term on the committee.

The committee may not include any employee or official of the district, or any vendor, contractor or consultant of the district.

A committee member serves to advise the superintendent and school board. If a committee member resigns, violates the Ethics Policy contained herein, fails to attend two consecutive committee meetings without reasonable excuse, or otherwise becomes unable to serve on the committee, the school board may declare the position on the committee to be vacant and appoint another qualified person to the committee.

Members are appointed to staggered 2, 3 and 4-year terms and may reapply for consideration to serve additional terms. A member may not serve more than eight consecutive years.

Committee Operations:

The charge to the committee does not include:

- a. Approval of construction contracts;
- b. Approval of construction change orders;
- c. Appropriation of construction funds;
- d. Handling of legal matters;
- e. Approval of construction plans and schedules;
- f. Approval of the sale of bonds;
- g. 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. The approval of the design for any project;
- j. The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the performance of the bond program;
- k. Setting or approving schedules of design and construction activities; or
- l. Activities, roles or responsibilities that have been designated by the superintendent or his designee to staff or consultants, or any policy-making responsibilities.

Committee Meetings:

The committee will meet quarterly or as requested by the school board, superintendent, district staff or the committee chair.

Committee meetings are advisory and do not constitute formal decision-making by the school board. Committee meetings shall be publicly noticed and include opportunity for public comments.

The Deputy Superintendent for Operations and Support Services, Chief Financial Officer, and Executive Administrator for Facilities will provide support to the committee.

District staff will provide necessary technical and administrative assistance as follows:

- a. A meeting room, including any necessary audio/visual equipment;
- b. Preparation and copies of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner.
- c. Provision of quarterly reports covering the bond program.
- d. Preparation of committee meeting minutes and posting for public viewing and use on the district web site.
- e. District staff will attend committee meetings in order to report on the status of capital improvement projects, respond to questions, and receive advice and counsel on the overall bond program or any of its component parts. Project consultants may attend committee meetings at the discretion of staff.

Beaverton School District Capital Construction Bond Citizen Accountability Committee: Ethics Considerations

An ethics policy provides general guidelines for committee members to follow in carrying out their roles. Not all ethical issues that committee members face are covered in this policy. However, this policy captures some of the critical areas that help define ethical and professional conduct for committee members. Committee members are expected to strictly adhere to the provisions of this ethics policy.

Policy:

CONFLICT OF INTEREST. A Committee member shall not make or influence a district decision related to:

1. any contract funded by bond proceeds; or
2. any construction project which will benefit the committee member's outside employment, business, or provide a financial benefit to a family member, such as a spouse, child, parent or sibling.

OUTSIDE EMPLOYMENT. A committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to:

1. any contract funded by bond proceeds; or
2. any construction project. A committee member shall not make or influence a district decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind.

For a period of one (1) year after leaving the committee, a former committee member may not represent any person or organization for compensation in connection with any matter pending before the district that, as a committee member, he or she participated in personally and substantially. Specifically, for a period of one (1) year after leaving the committee, a former committee member and the companies and businesses for which the member works shall be prohibited from contracting with the district with respect to:

1. bidding or proposing to provide services on projects funded by the bond proceeds; and/or
2. any construction project funded by the District.

COMMITMENT TO UPHOLD LAW. A committee member shall uphold the federal and Oregon Constitutions, the laws and regulations of the United States and the State of Oregon, and the policies, procedures, rules and regulations of the Beaverton School District.

COMMITMENT TO THE PUBLIC. A Committee member shall represent the interests of the public and not the personal or business interests of the member.

August 25, 2014