

Responsibilities of the Birdville ISD Bond Oversight Committee

PURPOSE

On November 4, 2014, the voters of Birdville Independent School District voted to approve a \$163.2 million bond referendum. As a result of the successful passage of the bond, the Board of Trustees is creating a Bond Oversight Committee as a means of increasing the trust and credibility within our community regarding how the 2014 Bond funds are spent.

MAKE UP/TERM OF THE COMMITTEE

Each trustee will nominate one person to serve on the Committee, each of whom will reside within the area served by BISD. Members of the Committee will be approved by a majority vote of the Board before serving on the Committee. The members of the Committee serve at the discretion of the trustee who appointed them and may be removed by the trustee who appointed them without a vote of the Board. The term of each appointee will be for one year or until the Board votes to make annual appointments to the Committee, whichever occurs later. Appointees can be appointed for more than one term. In the event a trustee leaves office, the corresponding Committee member will also leave the Committee, and the new trustee will nominate a new Committee member (the trustee can re-nominate the former member of the Committee). The Committee may operate with less than seven members. Committee members serve at the will and pleasure of the Board member that nominated them.

The Committee will commence in March 2015, and terminate upon resolution of the Board of Trustees or upon completion of the 2014 Bond Package projects, whichever occurs first.

RESPONSIBILITIES OF COMMITTEE/COMMITTEE MEMBERS

- As an advisory group to the Board, the Committee will be responsible for: confirming that all 2014 Bond dollars are allocated to projects identified in the election; ensuring that relevant information is open to public scrutiny; and monitoring the progress of, reviewing information about, reporting on, and analyzing/studying information and data related to the 2014 Bond Package.
- Attend quarterly meetings with the Associate Superintendent for Finance, Communications Officer, Director of Buildings and Grounds, Capital Projects Administrator and architect representatives.
- Regularly attend Committee meetings in order to be adequately informed. Poor attendance may require that the appointee be removed from the Committee.
- Review financial reports tracking budgets, monies spent, and amounts remaining for each project.
- Review project schedule reports

- Report to the Board quarterly, or more often as required, on the progress of the 2014 Bond package projects. The Committee, including its other tasks, is expected to report to the Board on any aspect of the progress that it feels is inconsistent with the intent of the 2014 Bond.
- The Committee is advisory in nature and will have no authority to direct BISD staff to expend any funds, or to make requests that require excessive staff time without approval of the Board.
- Information sufficient to inform the public on the progress of the 2014 Bond will be published on BISD's website and in any other form the Committee believes is needed to make the information readily available to the public.

RESPONSIBILITIES OF STAFF

- Facilitate meeting place and time that is convenient for all attendees
- Provide financial reports tracking each bond project
- Provide project schedule reports for each project
- Assist Committee in preparing quarterly report to the Board
- Provide information to the Committee as reasonably needed or requested by the Committee to ensure that it can fulfill its purpose
- Provide clerical assistance to the Committee
- Issue all press releases and handle communications with the media

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