

Poudre School District
2010 Bond Project Advisory Committee Guidelines
March 2011

A. Name

The name of this committee shall be the 2010 Bond Project Advisory Committee.

B. Purpose

The 2010 Bond Project Advisory Committee shall be an advisory committee to the Superintendent of Schools. The Superintendent of Schools will facilitate communication of committee recommendations through the Mill/Bond Accountability Committee when making recommendations to the Board of Education.

The 2010 Bond Project Advisory Committee shall monitor projects approved by the Poudre School District voters in the 2010 bond issue election on November 4, 2010. The committee will provide independent review and recommendations regarding significant project scope and/or budget changes that may be proposed over the eight-year build-out for specific bond projects that comprise the 2010 Building Fund. Such review is intended to provide a high level of expertise and transparency on behalf of the Poudre School District to the Board of Education and community.

The responsibilities of the 2010 Bond Project Advisory Committee shall be to:

- Review the status of current bond issue projects through information provided by district staff and/or the construction program management team and provide feedback as appropriate.
- Review and recommend to the Superintendent significant changes, if any, in the project scope and/or overall project package budget for a given site.¹
- Review and recommend to the Superintendent significant transfers of funds to projects from interest earnings, project savings, or building fund reserves.¹
- Review and recommend to the Superintendent proposed significant expenditures for surplus bond funds.¹
- Receive quarterly reports regarding the expenditure of bond funds.
- Review the overall process to solicit, qualify, and select architects/engineers and general contractors for major projects.
- Provide quarterly and annual reports to the Superintendent. This responsibility shall continue through completion of all projects culminating with a final summary report to the Superintendent.

Project Package/Budget: Projects have been grouped into packages in order to efficiently manage the more than 900 separate project line items in the bond. Each package will have a budget equal to the sum of the budget allocations for each individual project associated with that package. For example, a school site slated for projects totaling

¹ Change in wording approved by the Superintendent of Schools 02/19/2013

\$100,000 may have ten separate line item projects grouped into three project packages. Project Package #1 may include six projects with a total budget of \$60,000; Project Package #2 may include three projects with a total budget of \$30,000; and Project Package #3 may include one project with a total budget of \$10,000.

Significant budget change: For the purposes of this committee, significant budget change shall mean an increase in the project package budget for a given site of more than 20% or more than \$100,000. District staff is authorized by the Board of Education (BOE policy DJA) to approve construction project contract budget changes up to 20% of the project construction contract budget for a given project.

Significant scope change: For the purposes of this committee, significant scope change shall mean: 1. A new project not described in the 2010 Building Fund list; 2. Elimination of an approved project; 3. A change in the original project scope resulting in an increase in the project package budget for a given site of either more than 20% or \$100,000.

C. Membership

The 2010 Bond Project Advisory Committee is comprised of five voluntary representative members of the Poudre School District community. It is expected that members represent a broad background of interest including but not limited to information technology; development/construction; architecture/engineering; facility operations.

D. Appointment Process

The Superintendent of Schools will solicit individuals for review with the Board of Education. Recommended members will be approved by the Superintendent of Schools. Individuals selected will be appointed to a three year term at the commencement of the committee. At the end of a successfully completed three year term, an existing committee member may be considered for reappointment to the committee. Although not required, it is our hope that committee members can commit to serving for the duration of the building program.

The 2010 Bond Project Advisory Committee will sunset following completion of all bond projects.

E. Officers - Chair

The 2010 Bond Project Advisory Committee will elect a chairperson and a vice-chairperson on an annual basis. The chairperson, or in their absence, vice-chairperson will conduct meetings, call special meetings and perform other duties. The chairperson, in concert with a representative from PSD's Planning, Design, and Construction Services, will establish the agenda for each meeting.

F. Meetings

The 2010 Bond Project Advisory Committee is to meet not more than quarterly or less than twice throughout the year. A regular meeting schedule will be developed and will be updated at each regular meeting. The schedule will be posted on the Poudre School

District website. Although it is anticipated that the committee will have formally scheduled meetings to review issues, it may be necessary to review proposed project changes in a timelier manner. In that case, it may be appropriate to review such proposals through the use of email and/or other electronic media.²

Special meetings may be called by the chair or by district staff. Advance notice of at least seven days must be given before a special meeting is held. Notice of special meetings may be given in writing, email, or by telephone.

All committee meetings shall be open to the public for observation. As a working committee, public comment will not typically be permitted unless specifically invited.

Recommendations to the Superintendent will be by motion and will require the affirmative votes of a majority of the committee members present.

Minutes will be taken and placed on the PSD 2010 Bond Program website within ten (10) working days of committee approval. To the extent possible, all handouts at each meeting will also be made available through the website.

A committee member who has a personal or private interest in a matter proposed or pending before the committee shall disclose such interest to the committee and shall not vote on the matter or attempt to influence the decisions of other committee members in voting on the matter.

PSD staff will provide appropriate levels of support to the committee. Further, PSD staff, as well as contracted program management staff if appropriate, shall attend each meeting.

G. Voting Practices

Action Items: When a vote is needed regarding a project's scope or budget, the agenda shall note this as an "Action Item."

Quorum: A quorum for conducting business of the committee shall be at least 50 percent of the membership of the committee. In the absence of a quorum, the members present may conduct business not requiring action.

Voting: A vote of a simple majority of the current membership shall be necessary and sufficient for the adoption of any matter voted upon by the committee. For any special meeting, submission of a vote by electronic means shall be permitted.

END

² Change in wording approved by the Superintendent of Schools 02/19/2013