



AISD Board of Trustees Charge to the Citizens Bond Oversight Committee

The Citizens Bond Oversight Committee (“Committee”) is established to provide transparency and enhance public confidence in the use of proceeds from the sale of bonds authorized by Arlington Independent School District (“AISD” or “District”) voters on November 5, 2019. The purpose of the Committee is to provide findings and recommendations to the Board of Trustees (“Board”) relating to the expenditure of bond proceeds authorized in the 2019 Bond election, the progress of the 2019 Bond Program, and ways the District can maximize the potential of the 2019 Bond Program.

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 AISD administration.

The Committee shall be comprised of a maximum of fifteen voting members appointed by the Board and non-voting student members representing each high school. Committee membership may include no more than four AISD employees.

In addition to committee members, the Board may appoint committee alternates at their discretion. Alternates may attend committee meetings and participate in committee discussions; however, they are not eligible to vote on committee recommendations.

Individuals must pay property taxes (residential and/or commercial taxes) to the Arlington Independent School District and be paid current on their property taxes to be eligible for Committee membership. Every application received by the Board shall be given careful consideration. Final selection shall be determined by the Board.

Committee members, their relatives and their employers are prohibited from having contracts or pending contracts with AISD for the 2019 Bond Program during their term on the Committee.

Committee members shall serve two-year terms. Any Committee member who files for election to the Board shall not be eligible to continue in service and must immediately resign from the Committee. Non-voting student members shall serve one-year terms.

Terms may be extended for additional one or two year terms upon approval by the Board.

The Committee shall strive to equally represent all citizens, all students, all school campuses, and all taxpayers within the boundaries of the Arlington ISD.

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 AISD policies, regulations and law. All meetings of the Committee (and subcommittees) shall be open to the public.

The AISD 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 is absent for three Committee meetings will be automatically removed as a Committee member and the Board may appoint a replacement.

The Board 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 Board shall appoint a Committee Vice Chairperson to serve at the will of the Board. The Committee Vice Chairperson shall serve to lead committee meetings in the absence of the Committee Chairperson.

The Committee may adopt operating rules and may seek advice from AISD employees as appropriate.

The Committee shall meet at least once each quarter to review the bond program 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 up to two additional organizing meetings.

Two-thirds of the Committee membership must be present at scheduled meetings in order for the Committee to vote. If less than two-thirds of the Committee membership is present, they shall meet; but, not vote. All decisions of the Committee shall be made by majority vote.

The Committee shall begin its duties not later than November 2020. The Committee shall provide progress reports, findings, and recommendations to the Board annually or more frequently, if appropriate.

The target date for completion of responsibilities shall be the first Board meeting in January 2026, or such date at which all scheduled bond 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 Bond Oversight Committee is charged with the following:

- Review the June 2019 report submitted to the Board by the 2019 Capital Needs Steering Committee to gain an understanding of the projects and capital needs recommended for inclusion in the 2019 Bond Program.
- Review the process used to solicit, qualify, and select design professionals, contractors, vendors and construction auditors for projects funded from the 2019 Bond Program.
- Review reports on the current status and planned implementation of the 2019 Bond Program to determine whether such status and implementation are consistent with the bond program approved by the voters.
- Review bond program reports that track budgets, encumbrances, expenditures and estimated costs for completion for each bond project to understand the overall financial position of the 2019 Bond Program.
- Review HUB utilization on facilities projects.
- Review internal and external audits of the bond program to assess administration's response to the audit and remediation efforts of the District, as applicable.
- Review and provide input on AISD communications to the public regarding the 2019 Bond Program.
- With the coordination of the Superintendent or Superintendent's designee, assess the degree of satisfaction of key stakeholders with the quality of work and impact of bond program projects.
- With the coordination of the Superintendent or Superintendent's designee, conduct on-site campus and facility visits related to bond projects, as necessary, in a non-disruptive manner.
- Agree by majority vote upon all findings and recommendations to be presented to the Board.
- Report to the Board annually or more frequently, if necessary, on the implementation of the 2019 Bond Program. Reports to the Board should include the following:
 - Overall assessment of the bond program budget status;
 - Overall assessment of progress against the original schedule;
 - HUB utilization;
 - Overall assessment of communication to stakeholders;

- Any findings and recommendations for corrective actions or adjustments to the bond program; and
 - Recommendations on significant changes in scope or use of surplus bond funds proposed by the Administration.
- Coordinate with the Superintendent or the Superintendent's designee to maintain a presence on the AISD website with a link on the AISD home page. The website shall timely provide the public with information regarding the Committee's activities, including: meeting agendas; information, presentations and reports received from AISD staff; and meeting schedules of the Committee and all subcommittees.